



LEVEL 2 REVIEW MINOR TRAFFIC STUDY FEE

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Land Development Division
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This procedure should be followed when applying for a Final or Preliminary Concurrency Determination. These trips can then be assigned to the "Directly Accessed Segment" on the "Concurrency Determination Network." (Note: The requirements for the completion of a Minor Traffic Review can be found in Appendix C of the Polk County Land Development Code, "Traffic Impact Study Methodology and Procedures.")

Project Name: _____

1. Developments generating more than 50 and less than or equal to 750 average daily trips will be required to submit a Minor Traffic Review with any application for a Final or Preliminary Concurrency Determination.
2. Submit a copy of the completed Minor Traffic Review to the Land Development Division (or upload in ePlan if applicable) with any application for a Concurrency Determination.
3. Complete the following information (for help filling out this form refer to the Institute of Transportation (ITE) Manual or Table 1 "Polk County Traffic Impact Study," attached below):
 - A. Provide a description and location of the project:

Identify the Directly Accessed Segment from the proposed project onto the Concurrency Determination Network. (NOTE: Road segments on the Concurrency Determination Network can be obtained from the Polk County Roadway Network Database. The Directly Accessed Segment is the first road on the Concurrency Determination Network which is accessed by a vehicle leaving the project site.)

Link #	(E,W,N,S)	Road Segment Name including the From Road to the To Road
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B. Identify each land use category and number of units by using the ITE or Column B of Table 1 below

Land Use Category: _____

Number of Units : _____

C. Estimate of the number of daily and peak hour trips generated (use ITE or Table 1) by multiplying the number of units from above, times the daily trip rate and peak hour trip rate,

Number of units (above) _____ X daily trip rate (ITE or Table 1, Column D) _____
= _____ daily trips

Number of units (above) _____ X peak hour trip rate (ITE or Table 1, Column E) _____
= _____ peak hour trips

D. Indicate the Peak Hour Directional Capacity number of the Directly Accessed Segment and percent of capacity consumed by the project traffic. *(See Polk County Transportation Planning Organization's (TPO's) Roadway Network Database.)*

Peak Hour Directional Capacity of the Directly Accessed Segment _____

To calculate the percent of capacity consumed by the project traffic, divide the number of peak hour trips by the answer above.

peak hour trips (Step 3.C. above) _____ ÷ peak hour directional capacity Directly Accessed Segment _____ = _____ X 100 = _____ percent (%) consumed

E. Determine the number of net external peak hour trips that will impact each Directly Accessed Segment for both the peak and off-peak directions (e.g. after internal capture and/or adjacent street capture is considered).

- i. Each road segment consists of two (2) directional links, i.e. east and west, or north and south. The direction factor is the percentage (%) of the total traffic traveling a given direction during the peak hour. Identify the direction factor which accompanies each directional link. *(Note: To locate the Direction Factor (D-Factor) see (TPO's) Roadway Network Database.)*

Link #	(E,W,N,S)	D - Factor
Link #	(E,W,N,S)	D - Factor

To locate the Direction Factor (D-Factor), see TPO's Roadway network Database.

ii. Steps to Determine Peak Hour Trips by Direction:

- a) Multiply the number of peak hour trips times the "Percent New Trips" factor (**ITE or Table 1, Column F**)

$$\text{_____ peak hour trips (Step 3.C.)} \times \text{"Percent New Trips" factor} \text{ _____ } \text{?}$$

$$= \text{_____ peak hour trips ("new trips")}$$

- b) Identify the greater of the two: the number of vehicle trips entering or exiting the site during the peak hour. For the land use category identified under Step 3.A., identify the percentage (%) of trips entering and exiting the site during the peak hour (**ITE or Table 1, Column G**). Multiply the higher percentage (%) times the number of peak hour trips calculated under Step 3.E.2.a. (Always round this number up to the next whole number.)

(%) of trips entering the site: _____

(%) of trips exiting the site: _____

greater percentage _____ X _____ peak hour trips

(Step 3.E.ii) = _____ peak hour trips (round up)

- c.) Identify the peak hour trips the project will add to each directional link on the Directly Accessed Segment.

Multiply the number of peak hour trips obtained from Step 3.E.ii.b. times the direction factors identified under Step 3.E.i for each directional link on a segment. These are the peak hour trips for both the peak and off-peak direction. (Round these numbers to the nearest whole number. Peak and off-peak trips should equal the total trips.) These trips can be assigned to each link on the Directly Accessed Segment.

_____ : _____
Link # (E,W,N,S) D - Factor

(Step 3.E.i) X _____ peak hour trips

(Step 3.E.ii.b.) = _____ peak hour trips (round to nearest whole number)

_____ : _____
Link # (E,W,N,S) D - Factor

(Step 3.E.i) X _____ peak hour trips

(Step 3.E.ii.b.) = _____ peak hour trips (round to nearest whole number)

TABLE 1: FOR MINOR TRAFFIC STUDY

ITE TRIP GEN (12TH EDITION) / LAND USE CATEGORY	ITE CODE	VARIABLE	DAILY TRIP RATE WITH PASS BY REDUCTION	PM PEAK HOUR TRIP RATE	PERCENT NEW TRIPS	PERCENT ENTERING / EXITING
ASSISTED LIVING - Residential living that provide either routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons. Assisted care bridges the gap between independent living and nursing homes.	254	beds	4.14	0.24	89%	38% / 62%
AUTOMOBILE PARTS AND SERVICE CENTER - Sells automobile parts for maintenance and repair including tires, batteries, oil and spark plugs. Provides onsite services for various automobiles. i.e. Goodyear	943	1,000 sq. ft.	16.60	2.06	76%	39% / 61%
AUTOMOBILE PARTS SALES	843	1,000 sq. ft.	31.11	4.86	76%	48% / 52%
AUTOMOBILE SALES	841	1,000 sq. ft.	27.06	3.75	76%	47% / 53%
BUSINESS PARK - Group of flex-type or incubator one or two story buildings served by a common road.	770	1,000 sq. ft.	9.97	0.79	92%	29% / 71%
CAMPGROUND / RECREATIONAL VEHICLE PARKS	416	site/space	1.04	0.09	100%	54% / 46%
CHURCH	560	1,000 sq. ft.	6.78	0.43	89%	41% / 59%
CLINIC - Provides limited diagnostic and outpatient care	630	1,000 sq. ft.	37.60	3.67	89%	29% / 71%
COFFEE/DONUT SHOP WITH DRIVE THROUGH WINDOW	937	1,000 sq. ft.	300.25	39.00	76%	50% / 50%
CONGREGATE CARE FACILITY – Provides centralized amenities such as dining, housekeeping, transportation and organized social/recreational activities with limited medical services such as nursing and dental	253	dwelling unit	2.43	0.18	89%	47% / 53%
CONVENIENCE MARKET WITH GASOLINE PUMPS - i.e. Wawa, RaceTrac	945	1,000 sq. ft.	92.87	15.85	76%	50% / 50%
COUNTY PARK	411	acre	0.78	0.15	89%	57% / 43%
DAY CARE CENTER	565	1,000 sq. ft.	39.30	10.75	89%	47% / 53%
DRIVE IN BANK	912	1,000 sq. ft.	61.29	21.03	76%	50% / 50%
ELECTRONICS SUPERSTORE	863	1,000 sq. ft.	24.63	4.25	76%	50% / 50%
ELEMENTARY SCHOOL	520	student	2.27	0.16	89%	46% / 54%
FAST FOOD RESTAURANT WITH DRIVE THROUGH WINDOW	934	1,000 sq. ft.	228.55	31.60	76%	52% / 48%

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FAST FOOD RESTAURANT WITHOUT DRIVE THROUGH WINDOW	933	1,000 sq. ft.	206.70	36.73	76%	48% / 52%
FIRE AND RESCUE STATION	575	1,000 sq. ft.	N/A	0.48	89%	29% / 71%
FREE STANDING DISCOUNT STORE - i.e. Dollar Store, Family Dollar	815	1,000 sq. ft.	44.72	4.86	76%	50% / 50%
FREE STANDING DISCOUNT SUPERSTORE - Same as ITE 815 except this store has a full service grocery department i.e. Dollar General Markets	813	1,000 sq. ft.	39.42	4.32	76%	49% / 51%
FREE STANDING EMERGENCY ROOM	650	1,000 sq. ft.	24.94	1.52	89%	46% / 54%
FURNITURE STORE	890	1,000 sq. ft.	2.98	0.57	76%	48% / 52%
GASOLINE / SERVICE STATION - Primary business is for fueling of motor vehicles and may have ancillary facilities for servicing and repairing motor vehicles.	944	fueling position	99.77	14.23	76%	50% / 50%
GENERAL LIGHT INDUSTRIAL - Includes activities other than manufacturing and typically have minimal office space. i.e. printing, material testing and assembly of data processing equipment	110	1,000 sq. ft.	3.60	0.49	92%	24% / 76%
GENERAL OFFICE BUILDING - Multiple tenants within one building	710	1,000 sq. ft.	7.83	1.18	92%	16% / 84%
GOLF COURSE	430	hole	30.38	2.86	76%	54% / 46%
GOVERNMENT OFFICE BLDG – A government office building is an individual building containing either the entire function or simply one agency of a city, county, state, federal, or other governmental unit	730	1,000 sq. ft.	22.59	1.71	89%	25% / 75%
HARDWARE / PAINT STORE	816	1,000 sq. ft.	5.98	2.98	76%	46% / 54%
HEALTH/FITNESS CLUB	492	1,000 sq. ft.	30.02	3.77	76%	57% / 43%
HIGH CUBE WAREHOUSE / DISTRIBUTION CENTER	154	1,000 sq. ft.	1.40	0.10	92%	28% / 72%
HIGH SCHOOL	525	student	1.94	0.15	89%	48% / 52%
HIGH TURNOVER (SIT DOWN) RESTAURANT - Sit down, full service eating with stay approximately one hour. Belongs to a restaurant chain. i.e. Olive Garden	932	1,000 sq. ft.	59.14	9.18	76%	61% / 39%
HOME IMPROVEMENT SUPERSTORE	862	1,000 sq. ft.	17.78	2.28	76%	49% / 51%

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HOSPITAL	610	1,000 sq. ft.	23.87	1.69	89%	33% / 67%
HOTEL - Provides supporting facilities such as restaurants, meeting and banquet rooms or convention facilities	310	room	5.84	0.47	76%	51% / 49%
JUNIOR / COMMUNITY COLLEGE	540	student	1.15	0.11	89%	56% / 44%
MANUFACTURING	140	1,000 sq. ft.	4.27	0.63	92%	29% / 71%
MEDICAL-DENTAL OFFICE BUILDING	720	1,000 sq. ft.	34.03	3.42	92%	30% / 70%
MIDDLE SCHOOL / PUBLIC K-8 SCHOOL	522	student	2.09	0.15	89%	48% / 52%
MINI-WAREHOUSE	151	1,000 sq. ft.	1.29	0.14	92%	48% / 52%
MOBILE HOME PARK	240	dwelling unit	7.87	0.48	100%	62% / 38%
MOTEL - Provides a restaurant and no meeting spaces.	320	room	3.35	0.37	76%	54% / 46%
MOVIE THEATER	445	1,000 sq. ft.	25.84	13.11	76%	51% / 49%
MULTIFAMILY HOUSING (LOW-RISE) - One or two levels (floors)	220	dwelling unit	6.21	0.52	100%	62% / 38%
MULTIFAMILY HOUSING (MID-RISE) – Between three and ten levels (floors)	221	dwelling unit	4.46	0.38	100%	64% / 36%
MULTIFAMILY HOUSING (HIGH-RISE) – More than ten levels (floors)	222	dwelling unit	3.96	0.26	100%	62% / 38%
NURSING HOME	620	1,000 sq. ft.	6.75	0.59	89%	41% / 59%
OFFICE PARK - Group of office buildings and support services	750	1,000 sq. ft.	11.07	1.21	92%	15% / 85%
PARK AND RIDE LOT WITH BUS SERVICE	90	parking space	1.65	0.47	89%	26% / 74%
PHARMACY/DRUGSTORE WITH DRIVE THROUGH WINDOW	881	1,000 sq. ft.	54.68	10.24	76%	50% / 50%
QUALITY RESTAURANT - Full service eating establishments with typical duration of stay of at least one hour. They do not serve breakfast and most do not serve lunch. Requires reservation and is not part of a chain.	931	1,000 sq. ft.	44.26	8.10	76%	69% / 31%
QUICK LUBRICATION VEHICLE SHOP - Primary use is to perform oil change service. Automobile repair service is not provided. i.e. Jiffy Lube	941	servicing positions	40.00	4.85	76%	56% / 44%
RECREATIONAL HOMES - These homes are located in a resort containing local services and complete recreational facilities. i.e. Short Term Rentals	260	dwelling unit	3.68	0.29	89%	56% / 44%

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RESEARCH AND DEVELOPMENT CENTER - Include facilities or groups of facilities devoted almost exclusively to research and development	760	1,000 sq. ft.	9.47	0.45	92%	25% / 75%
RESORT HOTEL - Provides supporting facilities such as restaurants, meeting and banquet rooms or convention facilities, tennis courts, beach access, golf courses and pool play areas. This facility caters to tourist and vacation industry	330	room	2.67	0.39	76%	43% / 57%
SELF SERVICE CAR WASH	947	wash stall	108.00	4.69	76%	51% / 49%
SENIOR ADULT HOUSING - ATTACHED	252	dwelling unit	3.25	0.25	100%	56% / 44%
SENIOR ADULT HOUSING – DETACHED	251	dwelling unit	4.16	0.29	100%	61% / 39%
SHOPPING CENTER - Integrated group of commercial owned and managed as a unit. i.e. malls including out parcels with shared access	820	1,000 sq. ft.	26.93	3.40	76%	48% / 52%
SINGLE FAMILY DETACHED HOUSING	ITE 210/ Local DATA	dwelling unit	7.81	1.00	100%	63% / 37%
SINGLE TENANT OFFICE BUILDING	715	1,000 sq. ft.	12.30	1.80	92%	15% / 85%
SOCCER COMPLEX - Outdoor facilities that are used for non-professional soccer games	488	field	71.33	16.43	76%	66% / 34%
SUPERMARKET - Free standing retail stores selling a complete assortment of food, food preparation i.e. Publix	850	1,000 sq. ft.	59.07	8.79	76%	50% / 50%
SYNAGOGUE	561	1,000 sq. ft.	7.83	2.92	89%	57% / 43%
TIRE STORE	848	1,000 sq. ft.	20.55	3.85	76%	43% / 57%
TRAVEL CENTER - Provide refueling, food and other services to motorists and truck drivers. These facilities contain convenience stores, showers, restaurants and on-site truck parking.	955	fueling positions	119.58	8.40	76%	53% / 47%
TRUCK & TRAILER PARKING	035	parking spaces	0.70	0.04	89%	48% / 54%
UNIVERSITY / COLLEGE	550	student	1.46	0.15	89%	32% / 68%

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VARIETY STORE - i.e. Dollar Tree	814	1,000 sq. ft.	42.02	6.70	76%	51% / 49%
WAREHOUSING	150	1,000 sq. ft.	1.38	0.15	92%	28% / 72%