



**DEPARTMENT OF MOBILITY AND INFRASTRUCTURE
TRANSPORTATION STUDY SCOPING FORM
Revised August 2018**

Submit scoping form and trip generation one week prior to scoping meeting or the meeting may need to be rescheduled.

Final scoping form, sign-in sheet and meeting minutes subject to DOMI approval.

For more information, please see DOMI Transportation Review Impact Guidelines.

NAME OF PROJECT

Developer/Applicant:

Anticipated Development Date:

Anticipated Completion Date:

Date Filed:

Prepared by:

1.0. Project Overview

1.1 Physical Address or Cross Street:

1.2 ZBA Hearing Required

YES

NO

Notes:

1.3 Planning Commission Required

YES

NO

Notes:

1.4 Adopted/Approved Plans

YES

NO

Notes:

1.5 Impact or access to PennDOT Road

YES

NO

Notes:

1.6 TDM Plan Required

Complete Checklist for TDM at end of form

YES

NO

Notes:

1.7 Development Description: For phased developments, description should be provided by phase

Project Component	EXISTING ON-SITE CONDITIONS			FUTURE ON-SITE CONDITIONS			NET DIFFERENCE
	Size (Sq. Ft.)	# of Units	# Parking	Size (Sq. Ft.)	# of Units	# Parking	
List by Type Ex: Office, Residential, Retail, etc.							
TOTAL							

Comments:

2.0 Site Plan: Attach latest site plan

2.1 Vehicular Site Access

Vehicular Site Access

Proposed Conditions	Signalized	Unsignalized	Proposed Access (Full or Restricted)
Project Entry/Exit Points			

The distance calculation to be provided for all access points

2.2 Loading

<p>2.2.1 On-Site Note: Include Vehicle Class: _____</p> <p>2.2.2 On Street Requested</p> <p>2.2.3 Loading Demand Analysis Note: Include timing, type, frequency, and vehicle class: _____</p> <p>2.2.4 Refuse Storage/Pickup</p>	<p style="text-align: center;">Check</p> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div>
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3.0 Multi Modal Analysis: Attach map for existing bike, transit or pedestrian facilities

3.1 Bicycle Routes to or Near Site

<p>Bicycle Routes to or Near Site</p> <p>3.1.1 Bicycle Parking Required</p> <p>3.1.2 Bicycle Parking for vehicular parking reduction</p> <p>3.1.3 Additional Bicyclist End-of trip Facilities Provided (Showers, Changing Rooms, etc.) for TDM</p> <p>Comment:</p> <hr/> <hr/>	<p style="text-align: center;">Check</p> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div>
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3.2 Bicycle Routes to or Near Site (Attach Map)

<p>3.2.1 Identify existing on-street bike routes or trail connections to the site</p> <p>3.2.2 Identify proposed developer created amenities to attract greater bicyclist use</p> <p>3.2.3 Identify planned new or extended bicycle routes near the site</p> <p>3.2.4 Site is located within .25 miles of a Healthy Ride Station</p> <p>3.2.5 Site is located within .25 miles of trail access</p> <p>Comment:</p> <hr/> <hr/>	<p style="text-align: center;">Check</p> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 15px; margin: 0 auto;"></div>
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3.3 Pedestrian Access, Circulation and Safety

Check

- 3.3.1 On-site Points of Entry and Egress
- 3.3.2 New or Replace sidewalk
- 3.3.3 Crosswalk need and warrants Note pedestrian desire lines

Comment:

3.4 Transit Routes to or Near the Site (Attach Map)

Transit Routes to or Near the Site (Attach Map)

Check

- 3.4.1 Identify Peak and Non-Peak Bus Routes At or Near the Site and Frequency
- 3.4.2 Identify Bus Stop and Shelter Locations At or Near the Site
- 3.4.3 Identify developer created amenities to attract greater transit use
- 3.4.4 Site is Located within .25 miles of busway or T station
- 3.4.5 Existing stop adjacent to site

Comment:

4.0 Trip Generation: Submit prior to scoping meeting to ensure thorough review, attach to scoping form

Trip Generation Rate	Project Component	Note
ITE General Urban/Suburban		
ITE Dense Multi-Use Urban		
ITE Rural		
ITE Center City Core		
Independent Survey		
Other (specify)		

4.1 Trip Removals

Check

Trip Reduction Based on Transportation Demand Analysis			
Mode Share traffic Adjustment Factors	Percent	Data Source (Specify)	
Auto	%		
Total non-Auto	%		
Transit	%		
Bicycle	%		
Pedestrian	%		
Other	%		

4.2 Trip Adjustment Factors

Check

Trip Generation Adjustment Factors (check as applicable and explain)			
Base Traffic Adjustment Factors	Percent	Comment	
Internal Trips	TBD %		
Shared Trips	TBD %		
Pass-by Trips	TBD %		

5.0 Roadway Network and Operations Analysis: See section 4.5.0 of Transportation Impact Review Guidelines

5.1 Area of Impact- Required Data Collection

Check

Study Intersections	Unsignalized	Signalized

Attach map showing project site, nearby critical intersections, study intersections, and proposed project entry/exit points.
 Note: Data Collection Must Include: Turning Movement, Transit, Heavy Vehicles, Bicycle, and Pedestrian Counts.

5.2 ATR

5.2.1

Check

Location (Street & Cross Streets)	48-Hour	7-Day	Other

Comment:

5.2.2 Type ATR Count(Please check)

Check

	Check	Comment
Volume Counts		
15-Minute Increments		
1-Hour Increments		
Speed Data		
Vehicle Classification Data		

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Comment:

5.3 Study Periods

Study Periods (Please check)

	Check	Comment-Note Hours
AM Peak		
PM Peak		
Saturday Peak		
Custom Design Peak (ex: School, Hospital, Event, Religious, etc.)		
Other		

5.4 Trip Distribution and Assignment

Methodology for Trip Assignment (Please check)

	Check
Existing Traffic Data	
Gravity Distribution Model-See TIS Guidelines	
SPC Model	
Market Study	
Other (Specify)	

Comment:

5.5 Background Traffic/Future Conditions

5.5.1 Future Year Conditions

Annual Base Traffic Growth per year (Please indicate date, source and provide comments)

Check

Comment:

5.5.2 Trip Removals (Please check and comment)

	Check
Onsite Removals	
Other (Explain)	

Comment:

5.5.3 New Projects to be added to base traffic (As specified by DCP)

Note these are developments which the city has approved but have not been built or occupied and would not otherwise be covered under background trips			Check
Project	Year	Data Source	

5.6 Capacity Analysis

Capacity Analysis

- 5.6.1 Existing Conditions
- 5.6.2 Analysis Year Without New Project
- 5.6.3 Analysis Year With New Project
- 5.6.4 Analysis Year With New Project and Mitigation

Check

- 5 year Horizon
- 10 year Master Plan
- 20 Year (federally funded)
- Other Time Frame

Check

Comment:

5.7 Queuing Analysis

Queuing Analysis

Locations

Each Movement of all Study Interactions

Queuing Method

Synchro

HCS

Other

Comment:

Check

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Check

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Check

5.8 Traffic Signal Warrant Analysis

5.8.1 Signal Warrant Analysis

- 5.8.1.a All unsignalized study intersections
- 5.8.1.b All signalized study intersections
- 5.8.1.c All Site Driveways
- 5.8.1.d Signal Deficiency Review (Removal, Phasing or Pedestrian or other Upgrades)
- 5.8.1.e Custom (Specify Locations below)

Check

5.8.2 Signal Warrant Analysis

- 5.8.2.a 8-Hour
- 5.8.2.b 4-Hour
- 5.8.2.c Peak Hour
- 5.8.2.d Pedestrian Volume
- 5.8.2.e School Crossing
- 5.8.2.f Coordinated Signal System
- 5.8.2.g Crash Experience
- 5.8.2.h Roadway Network

Check

5.8.3 Auxiliary Turn Lane Warrant

- 5.8.3.a Left Turn Lane Warrant
- 5.8.3.b Right Turn Lane Warrant
- 5.8.3.c Recommended Length

Check

Comment:

5.8 Crash History/ Analysis

5.9.1

Locations

Contact: penndotcrashhelp@pa.gov

Check

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5.9.2

Collision Diagram

3-Year Data

5-Year Data

Comment:

Check

6.0 Parking

6.1 Existing Conditions

Existing Parking Management Plan (for Institutional Master Plans)

Existing Residential Permit Parking Program (RPPP) Areas (attach map)

Please refer to: <http://www.pittsburghparking.com/rppp>

Check

6.2 Proposed Parking

Proposed Parking (Check Source used)

Methodology

ITE Parking Generation Manual
City of Pittsburgh Zoning Code
Site specific Parking Study or Market Demand
Other Methodology (ex: Urban Land Institute or other, please specify)

Comment:

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Check

Parking Conditions Supply and Demand Analysis

Existing Conditions
Phase 1 Year
Phase 2 Year
Phase 3 Year
10-Year Master Plan Year

Comment:

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Check

6.3 Parking Reduction

Parking Reduction: Check all that apply

- | | |
|-------|---------------------------|
| 6.3.1 | Parking Reduction Area |
| 6.3.2 | Bicycle parking reduction |
| 6.3.3 | Shared Parking |
| 6.3.4 | Fee in lieu |

Check

6.4 Parking Demand Analysis

Parking Demand Analysis

On and off street inventory(map)

Data Collection(Describe):

Check

6.5 Other Transportation

Other Transportation

Shuttle Bus /Other Private Carrier Service Analysis

- Identify Peak and Non Peak Routes
- Identify Shuttle Stop Locations At or Near the Site
- Estimate number of passengers served
- Time of Day/Frequency of Operations

School Buses

- Identify Peak and Non Peak Routes
- Identify School Bus Stop Locations At or Near the Site
- Estimate number of students served
- Time of Day/Frequency of operations

Comment: _____

Check

Submission Requirements	
2 copies - DOMI	Hard copy of Final Traffic Impact Study Report
	Executive Summary (include in the beginning of report)
	City Correspondence/Comment Response Letters (Include in beginning of Final Report)
	Approved Scoping Form (Include copy in back of Final Report)
2 copies - DOMI	Hard copy of Technical Appendix
1 Copy, emailed	Digital copies of report, appendices, analysis and data in PDF format (no CD's)

Check

Send To:

Name	Department	Mailing Address	Email
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Sergey Brodskiy, Staff Engineer	City of Pittsburgh Dept. of Mobility and Infrastructure	414 Grant St., 3rd Fl, Pittsburgh, PA 15219	sergey.brodskiy@pittsburghpa.gov
Amanda Purcell, Traffic Engineer Zoning Case Manager	City of Pittsburgh Dept. of Mobility and Infrastructure	414 Grant St., 3rd Fl, Pittsburgh, PA 15219	amanda.broadwater@pittsburghpa.gov



Department of Mobility and Infrastructure

TDM Checklist

August 2018

There is not a one size fits all strategy for TDM. To assist in the development of a TDM plan, DOMI has prepared a checklist intended to identify expected (pre-checked) and optional aspects of a TDM plan submitted to the City. Applicants should work with a qualified transportation professional and DOMI to identify a mix of strategies which address transportation impacts, provide adequate multimodal transportation facilities and incentives for non-SOV trips appropriate to the context, scale and use of the proposed development.

No TDM Program is expected to incorporate all of the strategies outlined in the checklist. Rather, the checklist provides a framework of options from which developers can identify appropriate actions for their project. The checklist is not exhaustive and does not constitute a full TDM scope.

Meet with the Transportation Management Association (TMA): Downtown and Oakland only	
Set mode split goals and commitment to survey. Goals should be consistent with relevant adopted neighborhood or master plans.	
Identify responsible party or dedicated staff assigned to administer TDM program and report on progress (this can be specific to the tenant or property manager); for speculative developments, this can be a description of how potential tenant will be made aware of TDM requirements and the property owner or tenant requirement to maintain multi-modal facilities.	
Hire TDM Coordination opt assign staff responsibility to administer a TDM program	
Payback incentives for using non-motorized and carpool commuters	
Provide transit passes or subsidies to employees or residents	
Offer employees or residents free or discount bikeshare membership through the Healthy Ride Corporate Membership Program	
Membership in the 2030 District	
Parking policies that unbundle the cost of parking lease from rent	
Promotion of SPC Commuter Connects programs	
Flexible work hours and/or telecommute program	
Real time transportation displays internal to the development.	
Corporate carpool and/or ride partner programs	
Other:	
Other:	
Other:	
Other:	

Site Plan Strategies	
Adequate sidewalk widths and ADA ramps along all building frontages	
Bicycle parking required by code. A mix of bicycle parking should include convenient short-term parking and secure, covered parking accessible from the ground floor (not through the driveway of a garage) for long-term bicycle parking or storage.	
When impacting a bus stop: work with the City and Port Authority to relocate during construction and restore with amenities	
When providing public easement or public access to privately owned open space: wayfinding	
Upgrades and enhancements for pedestrian safety at site access and intersections	
Consistency with improvements identified in City plans or policy	
For master plan areas with very large existing parking structures (i.e., 500 or more parking spaces), identify how existing parking space can be repurposed as part of reducing SOV trips	
Enhancements to pedestrian facilities that address the last mile problem from transit stops and desired pedestrian paths	
Bicycle storage facilities that exceed Zoning code requirements.	
Bikeshare station on site	
Shower rooms or shower passes for employees who bike to work (office only)	
Unbundled parking	
Shared parking	
Priority carpool parking	
Dedicated car share parking	
Sponsored car share or bikeshare memberships for employees or residents (annual or intro membership)	
Real time arrival transit screens in publicly accessible space	
Transit station enhancements or improvements	
Pedestrian enhancements between proposed buildings and nearby transit stations, such as adding pedestrian scale lighting, emergency call boxes, street trees, and seating	
Sponsored car share or bikeshare memberships for employees or residents (annual or intro membership)	
Real time arrival transit screens in publicly accessible space	
Transit station enhancements or improvements	
Other:	
Other:	
Other:	
Other:	

For more information, please see our DOMI TDM Guidelines
For questions, please email angela.martinez@pittsburghpa.gov