



## CITY OF GRASS VALLEY ENGINEERING DIVISION

125 East Main Street  
Grass Valley, CA 95945  
530-274-4373  
Fax: 530-274-4399

### SCOPING AGREEMENT FOR TRAFFIC STUDY

I / We request that the Engineering Division proceed with determining if a traffic study is required for the proposed project described in the attached. I acknowledge that the information attached to this application is correct, that I may need to enter into a Reimbursement Agreement and provide funding before any study is started, and that, if prepared, the traffic study must comply with the City of Grass Valley Design Standards.

Applicant \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Planning Application Number(s) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address/APN \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

#### Application Attachments:

- Project site plan with sufficient detail to provide information as required in the City's Design Standards for Traffic Studies. The site plan must be of sufficient quality to be reproduced and included in a traffic study report.
- Project description identifying:
  - square footage of proposed buildings by type of use;
  - expected number of employees by use
  - typical work hours and any unique permanent work hours;
  - expected # of employee and customer trips;
  - trip distribution of delivery/service trucks or similar to/from project site;
  - proposed bus stops, bicycle facilities, pedestrian amenities on and off site;
  - proposed improvements or changes to public transportation facilities;
  - proposed project phasing identifying areas and dates of completion based on square footage by use;
  - expected year of completion of the project;
  - any General Plan land use modifications;
  - any known potential safety hazards impacting the project or that the project could impact;
  - a description of on-site circulation and access if not clear on the site plan.

**\*\*\*\*TO BE COMPLETED BY THE CITY\*\*\*\***

Portions of this section may require revision after a traffic study is started based on revised, additional or refined information.

**A. Requirements for Traffic Study:**

1. Will project substantially change the off-site transportation system or connections?  
(describe) \_\_\_\_\_
2. Will project create a public safety hazard as proposed?  
(describe) \_\_\_\_\_
3. Current GP Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_
4. Trip Generation Source: \_\_\_\_\_

|          | Current Trip Generation |     |       | Proposed Trip Generation |     |       |
|----------|-------------------------|-----|-------|--------------------------|-----|-------|
|          | In                      | Out | Total | In                       | Out | Total |
| AM Trips | ___                     | ___ | ___   | ___                      | ___ | ___   |
| PM Trips | ___                     | ___ | ___   | ___                      | ___ | ___   |

Will project cause an impact at the immediate site access point and/or cause a localized impact at an adjacent intersection?  
(describe) \_\_\_\_\_

5. Study Required:             No – sign form and file with Planning Division  
    TIA    TIS

**B. If Traffic Study Required** (complete remainder of form, solicit three quotes to perform the study. Once consultant is selected, applicant must complete reimbursement agreement and deposit funds to cover study and staff review costs):

1. Trip Generation Refinement  
Internal Trip Allowance             No             Yes (\_\_\_% Trip Discount)  
Pass-By Trip Allowance             No             Yes (\_\_\_% Trip Discount)
2. Trip Geographic Distribution:    N\_\_\_%   S\_\_\_%   E\_\_\_%   W\_\_\_%
3. Annual Growth Rate based on latest census:    \_\_\_\_\_%
4. Other area projects to be analyzed: attach latest “Approved But Not Yet Built” project list.

5. Study intersections: (NOTE: Subject to revision after other projects, trip generation and distribution are finalized and/or comments from other agencies are received.)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

6. Study roadway segments: (NOTE: Subject to revision after other projects, trip generation and distribution are finalized and/or comments from other agencies are received.)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

7. Specific issues to be addressed in the Study (in addition to the standard analysis described in the Design Standards) \_\_\_\_\_  
\_\_\_\_\_

8. Traffic count data must be new or recent. Provide traffic count dates if using other than new counts: \_\_\_\_\_

**Scoping Agreement Approved By:**

\_\_\_\_\_  
City Representative                      signature

\_\_\_\_\_  
City Representative    (print name and title)                      Date

**Scoping Agreement Revision (if necessary as determined by City consultant) Approved By:**

\_\_\_\_\_  
City Representative                      signature

\_\_\_\_\_  
City Representative    (print name and title)                      Date