



**STATE OF CONNECTICUT**  
 OFFICE OF THE STATE TRAFFIC ADMINISTRATION  
 DEPARTMENT OF TRANSPORTATION  
 2800 BERLIN TURNPIKE  
 NEWINGTON, CT 06111  
 Email: [DOT.OSTA@ct.gov](mailto:DOT.OSTA@ct.gov)



Date: \_\_\_\_\_

**STEP 3**  
**APPLICATION FOR CERTIFICATE**

The attached MAJOR TRAFFIC GENERATOR – SUBMISSION GUIDELINES checklist is to be included with and considered part of the application. (PLEASE FILL OUT COMPLETELY – NOTE **ORIGINAL SIGNATURE OF OWNER REQUIRED.**)

Name of Facility: \_\_\_\_\_

Location (complete street address; if none, provide map/block/lot information): \_\_\_\_\_

Town and Zip Code: \_\_\_\_\_

Proposed Gross Floor Area (GSF) and Land Use of Expansion: \_\_\_\_\_

Proposed GSF and Land Use of Land Use Change (i.e., xx retail to xx office, etc.): \_\_\_\_\_

Total Gross Floor Area Categorized by Land Use: \_\_\_\_\_

Existing Parking Spaces: \_\_\_\_\_ Parking Spaces Added by Expansion/Land Use Change: \_\_\_\_\_

Total Parking Spaces: \_\_\_\_\_ Number Designated Handicapped: \_\_\_\_\_

Number of Full Time Permanent Jobs Created: \_\_\_\_\_

Planning and Zoning Approval: Date Received: \_\_\_\_\_ Date Expected: \_\_\_\_\_ Not Required:

Land Owner's Corporate Name as noted in the municipal land records: \_\_\_\_\_

(If there is more than one land owner, a separate application shall be provided for each.)

Street Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Land Lessee's/Applicant's Name (if different from Owner): \_\_\_\_\_

Street Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Owner's Signature (Original)

\_\_\_\_\_

Owner's Name (Typed)

\_\_\_\_\_

Owner's Title (Typed)

\_\_\_\_\_

Lessee's/Applicant's Signature (Original)

\_\_\_\_\_

Lessee's/Applicant's Name (Typed)

\_\_\_\_\_

Lessee's/Applicant's Title (Typed)

**By signing this form, the owner/lessee indicates that the authorized representative designated below is conferred general authority to act on behalf of the owner/lessee with respect to all matters arising from the review of this application.**

Authorized Representative's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**MAJOR TRAFFIC GENERATOR  
STEP 3 CERTIFICATE APPLICATION SUBMISSION GUIDELINES**

A certificate from the Office of the State Traffic Administration (OSTA) in accordance with Section 14-311 and 14-311c of the Connecticut General Statutes is required for all new or expanding major traffic generators which substantially affect State highway traffic (i.e., mitigation or safety measures related to the State highway or State railroad right of way necessary to accommodate newly generated traffic).

If changes to the State highway system or State railroad right of way are not being proposed to mitigate the impact of the traffic associated with a new major traffic generator or a proposed major traffic generator expansion or land use change, **DO NOT USE THIS CHECKLIST**. Formal OSTA action will not be required; however, a major traffic generator Administrative Decision (AD) application and the information on its associated checklist must be submitted.

Pre-Certificate application Step 1 and Step 2 must be completed prior to submitting a Step 3 Certificate Application. All of the information listed below shall be included in Step 3 certificate applications for major traffic generators.

One (1) electronic copy of the information deemed appropriate to the development shall be submitted to the [“DOT OSTA Major Traffic Generator Submission” SharePoint page](#). All required information shall be electronically submitted in .pdf format, following the OSTA filing naming conventions provided at the end of the document.

An additional copy of the submitted information shall also be forwarded by the applicant to the Local Traffic Authority of each involved municipality.

All submittals shall be sealed by the appropriate licensed professional.

**I. MINUTES of the STEP 2 PRE-CERTIFICATE APPLICATION MEETING**

Submit a summary of the discussion and resolutions that were determined at the Step 2 pre-certificate application meeting.

**II. OSTA-ACCEPTED STEP 2 PLANS**

Plans submitted and reviewed during the Step 2 and deemed by the OSTA as acceptable for submission for Step 3, including but not limited to:

- Overall Site Plan
- Roadway Plan
- Site Location Plan
- Driveway Plan
- Pavement Marking and Signing Plan

Include the OSTA e-mail specifying what plans and outstanding information must be included in the Step 3 submission.

**III. DRAINAGE REQUIREMENTS**

Resolution to unresolved drainage comments, if any.

**IV. ADJACENT PROPERTIES**

Where easements or right-of-way are required and involve property not owned by the certificate applicant property owner, letters from each such impacted property owner shall be submitted, indicating their willingness to grant the easement or deed the right-of-way.

**V. PLANNING & ZONING APPROVAL**

Provide a copy of local Planning and/or Zoning approval or documentation that approval is not required. **If the Planning and Zoning approval does not specify the size of the development, land use and parking which has been approved, then a letter from the Planning and/or Zoning Commission/Office will also be required, specifically indicating what has been approved.**

If approval is required and has not been granted, a statement indicating the anticipated schedule for obtaining Planning and/or Zoning approval is to be submitted. The anticipated planning and/or zoning action must be within 60 days of the date the certificate application is submitted. Upon local approval, a copy thereof must be submitted to the OSTA.

**VI. LOCAL TRAFFIC AUTHORITY NOTIFICATION**

Submit written verification that a copy of the traffic data has been furnished to the Local Traffic Authority (LTA) for the appropriate municipality. A cc: to the LTA on the application transmittal letter will serve as proof of notification.

## **OSTA CERTIFICATION- STEP 3 SUBMISSION FILE NAMING CONVENTION GUIDE FOR CONSULTANTS**

Step 3-Transmittal Letter

Step 3-Application

Step 3-Planning and Zoning Confirmation

Step 3-Local Traffic Authority Notification

Step 3-Third Party Easement/ROW Confirmation Letters

Step 3-Overall Site Plan for TIR Processing

Step 3-Driveway Plan for TIR Processing

Step 3- Roadway Plan for TIR Processing

Step 3-Pavement Marking and Signing Plans for TIR Processing

Step 3-Drainage-zip

- a. Study
- b. Analysis
- c. Analysis data files
- d. Drainage Design Plans
  1. On and Off Site- Proposed
  2. On and Off Site- Existing
- e. Grading Plan

Note: Subsequent submissions of any of the above information must follow the same naming convention except the prefix shall be “Step 3 Follow Up”. If more than one subsequent submission is necessary, then the prefix shall include the submission number (i.e., Step 3 Follow Up No. 2, etc.)

Note: Information listed below the -zip file is what would typically be included in the file.