



**STATE OF CONNECTICUT**  
**OFFICE OF THE STATE TRAFFIC ADMINISTRATION**  
**DEPARTMENT OF TRANSPORTATION**  
 2800 BERLIN TURNPIKE, P.O. BOX 317546  
 NEWINGTON, CT 06131-7546  
 Email: [DOT.OSTA@ct.gov](mailto:DOT.OSTA@ct.gov)



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

**STEP 1**  
**Major Traffic Generator Guidelines**  
**Pre-Certificate Application**  
**Traffic Volume Data Requirements**

**DEVELOPMENT INFORMATION**

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: \_\_\_\_\_

**LAND OWNER INFORMATION**

Corporate Name\*: \_\_\_\_\_

Contact for Written Correspondence: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Land Owner's Email: \_\_\_\_\_

**CONSULTANT INFORMATION**

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

**\* As noted in the municipal land records. If there is more than one land owner, a separate form shall be provided for each.**

Please provide a copy of local Planning and/or Zoning (P&Z) approval and date received, or documentation that it is not required. If approval is required, the municipality must be in receipt of an appropriate application prior to the submission of the Step 1 request to the OSTA. **Written confirmation (e-mail would suffice) from the municipality confirming its receipt of an application must be provided to the OSTA before the OSTA can begin the review of the Step 1 request.**

NOTE: The Office of the State Traffic Administration (OSTA) considers all lots created from the subdivision of a single larger lot as being used for a single development purpose and thus the subdivision will be subject to OSTA regulation under 14-311c if the sum of the full build development on all the lots will equal or exceed the OSTA Major Traffic Generator (MTG) square footage or parking triggers. If P&Z approval is not granted for a full build development, then the municipal planner must be consulted to determine what a reasonable full build out is for the vacant lots. In lieu of P&Z approval for the vacant lots, the municipal planner will need to confirm that what is submitted to OSTA represents a reasonable full build. The traffic impact study must be based on this full build for the subdivision.

Submit one (1) electronic copy of the following materials, along with confirmation that the development has been submitted for local planning and zoning approval, to the Office of the State Traffic Administration (OSTA) [“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.

Consultant engineers may request access to the SharePoint page by e-mailing [DOT.OSTA@ct.gov](mailto:DOT.OSTA@ct.gov).

## MAJOR TRAFFIC GENERATOR Traffic Volume Data Requirements

### I. PROJECT DESCRIPTION

- Provide a detailed narrative describing the nature of the proposal.

### II. SITE LOCATION PLAN

- A site location plan showing State highways and major intersecting Municipal roads in the vicinity of the site is to be submitted. Typically 8 ½" X 11" or it may be shown on the Overall Site Plan if space allows.

### III. OVERALL SITE PLAN

- An overall site plan showing the entire certifiable area shall be provided, sized to fit on a single 2' x 3' plan sheet. The entire certifiable area shall include all parcels whose traffic must use the applicant development's access drive(s) (not an access of convenience), and shall be distinguishable by a distinct peripheral property line with the call out "OSTA Certifiable Area". The plan is to identify all new buildings (including gross floor area and land use for each), parking spaces, property lines, internal connections to abutting properties, names of all property owners (including the abutting property owners) and the complete street address(es) for all properties within the certifiable area. If street address information is not available, show map/block/lot information. An aerial photograph may be used.

### IV. TRAFFIC VOLUME INFORMATION

- Traffic information is required for all site drives and for all intersections in proximity to the site that will be **significantly** affected by newly generated traffic.

*Significantly is defined as:*

- 100 or more peak hour vehicle trips at any given intersection; or,
- 50 or more peak hour vehicle trips on any left-turn movement.

#### A. Existing Traffic Volumes

- Identify the hours of the day, day of week, and how the peak hours were determined in relation to the proposed development. The weekday morning/afternoon weekday and weekend midday peak hours are the most typical time periods analyzed. Depending on the type of proposed development, all or some combination of these hours will be required. In some cases, the peak hour of the generator may be needed (e.g., movie theater – evenings, school – afternoon peak). Areas experiencing a significant recreational peak shall be counted during the peak season. When this is not possible, traffic volumes may be seasonally adjusted to reflect the heaviest peak hour volume using Department seasonal adjustment factors. All traffic counts shall specify non-motorized road users (pedestrians and bicycles).

B. Background Traffic Volumes – the existing traffic volumes adjusted to the year of the development’s opening.

- 1. Identify any annual growth or seasonal adjustment factors used and explain their selection. Identify other developments, including those previously approved by the OSTA, or pending, but not yet operational, and include that volume to develop the background traffic.
- 2. Submit flow diagrams showing the appropriate background peak hour traffic volumes for the proposed development as determined in the Existing Traffic Volumes section above. Diagrams must indicate both the date of submission and date (year) of the background traffic. Approach volumes must be totaled and checked for accuracy before submission. Traffic volumes between intersections shall be balanced or an explanation for the break in traffic flow must be provided. Background traffic flow diagrams must be consistent with existing traffic diagrams.
- 3. If there are overlapping intersections studied by a recently approved MTG, the combined traffic figures from the prior MTG shall be used as the base traffic for the new project.

C. Trip Distribution

- 1. Provide a description of the methodology used to develop the trip distribution. Any differences in the approach and departure distribution shall be explained.
- 2. Submit flow diagrams showing the percent distribution of generated traffic, by direction, for each major road leading to the area and at all access points. Diagrams must indicate the date of submission and shall be consistent with the peak hours analyzed in the existing and background traffic conditions.

D. Site Generated Traffic/Combined Traffic Volumes

- 1. Submit flow diagrams for the applicable peak hour(s) for the site generated traffic volumes. Diagrams must include the date of submission and date (year) for the site generated traffic. In most cases, trip generation data derived from the latest ITE Trip Generation Report will be acceptable. Approved CTDOT studies are currently utilized to derive trip generation data for home improvement stores, super food stores and Dunkin’ Donuts locations. Other studies will be taken into consideration, but will be subject to approval. Out parcels contained within retail developments shall utilize the most specific land use code available via ITE or other acceptable study data. For restaurants, indicate whether it is a fast-food or sit-down, and if there is a drive-up window proposed. Trip generation shall reflect a successful day, not abnormally high-peak periods such as holiday weekends. For retail developments, Friday afternoon and Saturday midday peak are required study periods. For apartments, condominiums, hotels and motels, the number of 1-, 2- and 3-bedroom units, and the square foot area of each type of unit shall be noted. For hotels and motels, list the number of rooms.

D. Site Generated Traffic/Combined Traffic Volumes (cont.)

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2. Submit flow diagrams for the applicable peak hour(s) for the combined traffic volumes (the sum of the background and site generated traffic volumes). Diagrams must include date of submission and date (year) of combined traffic and shall be consistent with the peak hours analyzed in the existing and background traffic conditions. Flow diagrams shall be consistent with the peak hours analyzed in the existing and background traffic conditions.

Contact the CTDOT Trip Analysis Section at [Gary.Sojka@ct.gov](mailto:Gary.Sojka@ct.gov) with any questions.

E. Planning and/or Zoning Submission Confirmation

Please provide written or electronic correspondence with the municipality's Planning and/or Zoning Board or Commission, confirming that they are in receipt of an application to review the subject development.

**OSTA CERTIFICATION- STEP 1 SUBMISSION FILE NAMING CONVENTION GUIDE FOR CONSULTANTS**

Step1-Transmittal Letter

Step1-Application

Step 1-Planning and Zoning Submission Confirmation

Step 1-Project Description

Step 1-Site Location Plan

Step 1- Overall Site Plan

Step 1-Traffic Volume Information

Note: Files should be placed in one folder for submission to OSTA. The folder name should be the development name with “-Step 1” suffix.”

Note: Subsequent submissions of traffic volume information must follow the same naming convention except the prefix shall be “Step 1 Follow Up”. If more than one subsequent submission is necessary, then the prefix shall include the submission number (i.e., Step 1 Follow Up No. 2, etc.)