THE CITY OF ALPHARETTA GEORGIA

TRAFFIC ENGINEERING CHECKLIST

(To Be Completed & Submitted along with Civil/LDP Application)

LDP # _____

Review No. 1st _____ 2nd _____ 3rd _____

Project Name _____ Project Location _____

Reviewer George Doyle Email gdoyle@alpharetta.ga.us

Design Firm _____ Contact _____

Phone _____ Email _____

Fax _____

STANDARD SUBMISSION REQUIREMENTS

Provide this completed checklist signed, dated, sealed and certified by a Professional Engineer in the State of Georgia. Community Development will forward this checklist to the Community Development Department.

C	Denotes no action required
X	Or underline denotes action required
?	Unable to locate location on plan. Clarify.
N/A	Denotes not applicable to this project

SUBMITTAL MUST INCLUDE PLANS ANNOTATED WITH, AT A MINIMUM, THE NOTES IDENTIFIED AND NUMBERED ON THE FOLLOWING PAGE. NUMBERED NOTES MUST BE CLEARLY LABELLED WITH A TITLE SUCH AS "TRAFFIC ENGINEERING NOTES". THE SUBSEQUENT CHECKLIST MUST BE MARKED UP BY THE ENGINEER OF RECORD SHOWING HOW AND WHERE EACH ITEM LISTED IS ADDRESSED. (For example, notes should be labeled with plan sheet and note number, other items should be labeled with plan sheet number and location on the sheet, etc. Written comment responses that do require plan revisions are to be included hereon).

PLANS WILL NOT BE REVIEWED WITHOUT THIS STEP COMPLETED.

I, the undersigned, hereby certify that I am a Professional Engineer in the State of Georgia and that each element of this checklist was considered and addressed in accordance with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

_____

Applicant Signature & Date

Applicant Seal

Submission of this checklist does not relieve the applicant from his/her responsibility to comply with all applicable regulations, codes, standards, guidelines, ordinances, and policies.

The Department of Community Development reserves the right to revise this checklist periodically as the need arises.

ANNOTATED NOTES REQUIRED FOR SUBMITTAL & TRAFFIC ENGINEERING CHECKLIST

1. Per the Public Works Department, a contractor is to seek the City of Alpharetta ROW Encroachment Permit for work within the City's ROW when closing more than 1 travel lane and/or when working before 9 AM or after 4 PM. Additionally, all submitted traffic control plans and safety measures are to meet current MUTCD standards. Any traffic control device and/or utility relocation(s) will be the responsibility of the owner/developer.
2. All utility locates and relocations, and/or damage will be the responsibility of the developer/ contractor. Developer/contractor must contact City of Alpharetta Locate Personnel with the Public Works Department directly for traffic signal and/or utility locates. Phone (678) 297-6200.
3. All required traffic signage must meet current MUTCD Standards.
4. All required traffic striping must meet current MUTCD Standards and GDOT Plan Specifications and must be thermo- plastic.
5. All H/C ramp forms, roadway(s), and/or adjacent sidewalk forms must meet current ADA Standards and must be approved by City Land Disturbance inspector prior to concrete pour.
6. All transition tapers must meet current MUTCD and AASHTO Standards.
7. All roadway tangent and curve designs must meet current AASHTO Standards.
8. If signs, striping, and/or traffic control device modifications are required as a part of development, associated construction should be complete and approved by the City Transportation Engineer prior to issuance of Certificate of Occupancy (CO).
9. If signalization and/or signal modifications are required as a part of development, associated construction should be complete and approved by the City Transportation Engineer prior to issuance of CO.
10. If unsignalized traffic control device modifications are required as a part of development, minimum sight distance left and sight distance right measurements calculated and provided must adhere to current GDOT requirements for intersection sight distance. Minimum sight distance measurements should be provided in submitted landscape plans and approved by the City Transportation Engineer prior to issuance of CO.
11. Minimum sight distance calculations provided at the proposed driveway location(s) are based on the free-flow 85th percentile speeds calculated along the adjacent roadway(s) to the site access point(s) using FHWA Speed Test Run Methodologies and/or current MUTCD Standards. 24-hour speed and vehicular volume data along the adjacent roadway(s) were collected on _____ and provided to the City Transportation Engineer for review and approval prior to issuance of CO. When site driveways enter Public Right-of-Way where roadways have a posted speed of 25 MPH or less, provided sight distances may be based on posted speeds rather than calculated free-flow 85th percentile speeds.
12. All parking and loading requirements for the proposed development must meet and adhere to design criteria provided in Alpharetta UDC Article II Section 2.5.
13. Geotechnical Engineer reports are required for all public and/or private roadway installations. Testing requirements provided in Alpharetta Code of Ordinances Chapter 40 Article IV Section 40-104 shall be used for submitted reports.
14. Any constructed installations that do not meet the necessary approval(s) required prior to an issuance of CO must be demolished, relocated, and/or rebuilt at the sole responsibility of the owner/developer until the necessary approval(s) are met.

TRAFFIC ENGINEERING CHECKLIST REQUIREMENTS

PROPERLY ANNOTATED CHECKLIST SUBMITTAL REQUIRED PRIOR TO REVIEW

A. _____ Annotated notes required for Traffic Engineering Checklist review (Notes 1-14) are provided in the submitted plans and are clearly labelled.
Note(s):

B. _____ A Trip Generation Memo Summary Report for the proposed development(s) is provided using land use codes and trip generation results identified in the current Institute of Transportation Engineers (ITE) Trip Generation Manual.
Note(s):

C. _____ A Traffic Impact Study (TIS) Report, when applicable, is provided for the proposed development(s). Submitted TIS Reports will need to be coordinated with and approved by the City Transportation Engineer prior to plan submittal/review. TIS Reports will assist in determining the best location and type of intersection designs, lane requirements and/or storage bay lengths that may be required due to the proposed development. Curb cut location(s) and requirements, as well as traffic methodologies used to develop submitted TIS Reports, should be discussed with the City Transportation Engineer prior to site layout and
Note(s):

D. _____ All required traffic signage meets current MUTCD Standards.
Note(s):

E. _____ All required traffic striping meets current MUTCD Standards, meets current GDOT Plan Specifications, and is identified as thermo- plastic materials.
Note(s):

F. _____ Provide all required details on plans (H/C and Signage details).
Note(s):

G. _____ Provide a GDOT ROW Permit for all state roadways prior to plan approval.
Note(s):

H. _____ Provide location of all property lines with dimensions to the nearest one-tenth foot, bearings, and distances.
Note(s):

I. _____ Provide the name(s) of all current adjacent property owners.
Note(s):

J. _____ Show existing curb cuts within 300 feet of the site frontage.
Note(s):

K. _____ Proposed ROW lines with total acreage or square feet are shown if additional ROW is to be conveyed to accommodate new roadway, intersection, signal equipment, planter strip, landscape strip, and/or sidewalk due to the development.
Note(s):

L. _____ Parking lot layout(s) and entrance(s) are checked for unsafe vehicle maneuvers. (Minimize the occurrence of vehicle conflicts when possible. Use Auto Turn to demonstrate perceived difficult movements for heavy vehicles including emergency vehicles, dumpster trucks, and delivery trucks, when applicable.)
Note(s):

M. _____ Parking and loading requirements for the proposed development are met and adhere to all associated design criteria identified in Alpharetta Unified Development Code Article II Section 2.5, and current ADA Standards (2010 Design Standards Chapter 5 Section 502).
Note(s):

N. _____ Distance between curb cuts shall be 300 feet (City of Alpharetta Design Standards).
Note(s):

O. _____ Show driveway width and radius per City Standard 951.
Note(s):

P. _____ Inter-parcel access has been provided.
Note(s):

Q. _____ Minimum of 50 feet and/or 75 feet between roadway and first radius point in parking lot is shown and is clearly labelled for unsignalized and signalized driveways, respectfully. This is to provide adequate vehicle stacking at intersection.
Note(s):

R. _____ Curb cut location(s) should line up with existing curb cuts across from site.
Note(s):

S. _____ All transition tapers meet current MUTCD and AASHTO Standards.
Note(s):

T. _____ All roadway tangent and curve designs meet current AASHTO Standards.
Note(s):

U. _____ Street centerline stations and vertical and horizontal curve data are shown, are clearly labelled, and are also provided in tabular format.
Note(s):

V. _____ 24-hour bi-directional speed data and 24-hour bi-directional vehicular classification data collected along the adjacent roadway(s) to the proposed driveway location(s) are provided to the City Transportation Engineer for review.
Note(s):

W. _____ Minimum sight distance left and sight distance right measurements are met using current GDOT requirements for intersection sight distance, and are calculated for free-flow 85th percentile speeds. When site driveways enter Public Right-of-Way where roadways have a posted speed of 25 MPH, provided sight distances may be based on posted speeds rather than calculated 85th percentile speeds. Minimum sight distances provided in submitted plans are demonstrated on the landscape plans.
Note(s):

X. _____ Sidewalks and islands are designed to accept H/C ramps and landings that meet current ADA requirements (Alpharetta Standard 902 and GDOT A4). When applicable, Diagonal or Corner Type Curb Ramps and associated landings are designed to meet current ADA Standards (2010 Design Standards Chapter 4 Section 406). H/C Ramp type(s) are included on submitted plans and are clearly labelled.
Note(s):

Y. _____ Roadway Pavement specifications and curb and gutter details meet City of Alpharetta Standard 901. Mountable curb per detail 905 may be acceptable in certain circumstances. Roll back curb is not acceptable in any circumstance.
Note(s):

Z. _____ Provide traffic signal utility in area on plans. (Pull boxes, set back loops, conduit, and fiber).
Note(s):

AA. _____ Traffic signal plans will need to be approved and will become a part of regular plan sheets (not a separate plan sheet).
Note(s):

BB. _____ Signalization of pedestrian push button locations meet current ADA requirements and are clearly labelled as such.
Note(s):

CC. _____ The Geotechnical Engineer report required for all public and private roadway installations is included. Testing requirements provided in Alpharetta Code of Ordinances Chapter 40 Article IV Section 40-104 are used for submitted reports.
Note(s):

DD. _____ Sidewalk width(s) and planter strip width(s) should be determined by the City Transportation Engineer in accordance with the City's UDC, Downtown Code, Green Streets Initiatives, or other such applicable Streetscape Standards.
Note(s):

EE. _____ Additional Comments:
Note(s):