



CITY OF SUFFOLK

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DEPARTMENT OF PUBLIC WORKS
Traffic Engineering Division

City of Suffolk Procedures For complying with VDOT 527 Regulations

City of Suffolk Traffic Engineering will be the responsible department to determine if a project is governed by the VDOT 527 process. A map is provided on the City Website, located at http://www.suffolk.va.us/pub_wks/traffic/index.html, of the approximate areas that are governed by the 527 process. The City Traffic Engineer will make the final determination of applicability with input from the Director of Planning and Community Development and VDOT as necessary.

This determination should be made in the pre-planning stage of project development but shall be made no later than the first formal submittal of the project to the City.

All fees associated with this review process shall be the amounts required by VDOT and shall be in the form of a check made payable to VDOT. The required fees along with a complete submittal package must be submitted to the City Traffic Engineers office for a completeness check. Upon a finding of completeness, the application will be submitted to VDOT by the City of Suffolk for review and action.

Traffic Engineering will log in and out all application transfers to VDOT and will be the responsible City agency to coordinate with VDOT on all 527 issues. Traffic Engineering will supply copies of all information relating to these applications to the Planning office. All information relating to 527 applications shall be a part of the official project files maintained by the Planning and Community Development Department.

This process will comply with all requirements of the VDOT "Traffic Impact Analysis Regulations Administrative Guidelines, 24 VAC 30-155". The

regulations may be found at

<http://www.vdot.virginia.gov/projects/chapter527/default.asp>

All coordination meetings with VDOT shall have representatives of City of Suffolk Traffic Engineering, and Planning & Community Development Departments in attendance along with the developer and their engineer. The City shall be involved in all meetings between VDOT and the developer.

The City Traffic Engineer shall be the final authority in all interpretations of the VDOT 527 rules and requirements. He shall consult with VDOT staff and the Director of Planning and Community Development as necessary.

Implementation Schedule:

July 1, 2008

- All Comprehensive Plan amendments that have over a 5000 vpd impact on a state controlled highway or which create a major change to infrastructure/transportation facilities.
- All plans that are within the impact area of a state controlled highway and generate over 500 vpd

January 1, 2009

- Full implementation of regulations

IMMEDIATE IMPACTS:

Many projects currently under City review may be subject to 527 reviews in later stages of their development. Examples may be projects that are in the process of rezoning but which still need site/engineering plan approval for development at later dates which will occur after July 1, 2008 or January 1, 2009.

The developers/engineers of these projects will be advised of the regulations and their probable impacts to the projects in the future. It will be recommended that these projects comply with 527 regulations immediately, to be prepared for future reviews required by VDOT.

Chapter 527 Traffic Impact Analysis Requirements

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments		5,000 VPD on state-controlled highways, or Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment VDOT may request a meeting with the locality within 30 days Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review (No fee if initiated by locality or other public agency)
Rezoning	Residential	100 VPH on state-controlled highways, or 100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or 200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application submitted to VDOT for review and comment VDOT may request a meeting with the locality and applicant within 45 days Review to be completed in 45 days if no meeting is scheduled or within 120 days otherwise NOTES: 1. When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	For first and Second review: \$500 - 100 VPH or less \$1000 - more than 100 VPH (No fee if initiated by locality or other public agency)
	All Other Land Uses ***	250 VPH or 2500 VPD on state-controlled highways, or 250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		
Subdivision Plat, Site Plan, or Plan of Development	Residential	100 VPH on state-controlled highways, or 100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or 200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application and Plans submitted to VDOT for review and comment. VDOT may request a meeting with the locality and applicant within 30 days Review to be completed in 30 days if no meeting is scheduled or within 90 days otherwise NOTES: 1. Not required IF assumptions and conclusions remain valid in the Rezoning TIA submitted to VDOT in accordance with Chapter 527 (must include copy of previous TIS if rezoning approval is more than 2 years old) 2. Required IF a Rezoning TIA was NOT submitted to VDOT in accordance with Chapter 527 3. Required IF conditions analyzed in Rezoning TIA submitted to VDOT in accordance with Chapter 527 have materially changed such that adverse impacts to state-controlled highways have increased	For first and Second review: \$500 - 100 VPH or less \$1000 - more than 100 VPH (No fee if initiated by locality or other public agency)
	All Other ***	250 VPH or 2500 VPD on state-controlled highways, or 250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		

* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

** Third or subsequent submissions require additional fee as though they were an initial submission.

*** For mixed use developments, a proposal is deemed to have significant impact if the trips associated with the residential component exceed 100

For Further Information:

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