



City of Canby
 Planning Department
 222 NE 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001

TRAFFIC ANALYSIS REQUEST

- Scope of Work Memorandum
 Traffic Analysis Letter Traffic Impact Study
 Transportation Planning Rule (TPR) Memorandum

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Building Owner Name: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ❶ All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ❷ All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations, including but not limited to CMC Chapter 16.49 Site and Design Review standards.
- ❸ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

PROPERTY & PROJECT INFORMATION:

 Street Address or Location of Subject Property Total Size of Property Assessor Tax Lot Numbers

 Existing Use, Structures, Other Improvements on Site Zoning Comp Plan Designation

 Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

TRAFFIC ANALYSIS REQUEST PROCEDURE

Some projects require a traffic analysis to accompany the land use submittal so that planning staff and decision makers can better understand the impact to transportation infrastructure in the City of Canby. If you are unsure if your project requires a traffic analysis, please speak with a planner by calling 503-266-7001 or emailing planningapps@canbyoregon.gov

Performing a traffic analysis is a multi-step process. We encourage applicants to initiate the process early to avoid potential delays to the land use process. Below are the simplified steps of the process:

1. **Preapplication meeting.** Typically proposed projects that require traffic analysis also required preapplication meetings with planning staff to discuss the project. At this meeting, you may be informed that a traffic analysis is required. If so, staff will give a brief summary of how that process works.
2. **Scoping the project.** In order to analyze the proposed project, transportation planning consultants need basic information about the proposal. This usually includes, at a minimum:
 - a. Payment of the traffic scope.
 - b. Square footage and type of development (land division, manufacturing, multifamily, commercial, etc.).
 - c. Number of people using the site (employees, residents, customers, students, etc.).
 - d. A scaled site plan of the property with proposed use, including if possible parking layouts and ingress and egress plans.
 - e. A brief narrative describing the project.
3. **Traffic consultants prepare scope of work.** Planning staff works with a third party to prepare traffic analyses. The consultants will provide a detailed memorandum describing what is required to conduct a thorough analysis of the project and an estimated fee amount for completion of the work.
4. **Applicant chooses City's consultant or uses another qualified party.** The City currently works with DKS & Associates for all of its transportation planning and engineering needs. The applicant can choose to use DKS to conduct any additional work stated in the scope of work. Alternatively, the applicant can choose to use a different party to complete the scope of work. If that alternative is chosen DKS & Associates **must** review that product prior to acceptance by the City.
5. **Traffic analyses provided to applicant and City staff.** DKS & Associates will analyze the project for consistency with the City's development code, Transportation System Plan and other county and state regulations as applicable. Sometimes this report will state that no action is required; other times mitigation or other measures may need to be implemented.

TRAFFIC ANALYSIS REQUEST SUBMITTAL REQUIREMENTS

All required application submittals detailed below must also be submitted in electronic format via email to PlanningApps@canbyoregon.gov. Required application submittals include the following:

Applicant City
Check Check

- One (1) electronic copy of this application packet.** The City may request further information at any time before deeming the application complete.
- Payment of appropriate fees – speak with staff about the appropriate fee amount. Traffic analyses can be highly variable and are dependent on the complexity of the proposed development and other factors.
- One (1) electronic copy of the following information:
 1. Square footage and type of development (land division, manufacturing, multifamily, commercial, etc.). Square footage calculations should indicate the amount of area dedicated to each use. See the table below for an example.

Example Table

Use	Square Footage
Office	1,500
Warehouse	10,000
Manufacturing Area	7,500
Total	19,000

2. Number of people using the site (employees, residents, customers, students, etc.).
3. A scaled site plan of the property, proposed use, proposed parking layouts, ingress and egress plans, loading areas, pedestrian and bicycle infrastructure.