For Office Use Only	
Site Plan/Subdivision Number:	
■ Fee	NONE
☐ Approved	
☐ Revise	
☐ Failed	
☐ Vested	

Schedule A*: Initial Test for Traffic Concurrency
Roadway Impact Analysis Worksheet

**(to be used for projects affecting all roadways except US98, US90, Avalon Boulevard, Woodbine Road and Berryhill Road)*

Project Name: _____

Parcel Identification Number: _____

Project Description: _____

Worksheet Prepared by: _____ Date: _____

A. General Requirements

Check all that apply:

☐ The proposed project involves combined land and water area (including submerged land leased area) exceeding three (3) acres, but is not a single family home or residential duplex.

☐ The proposed project is a residential development including ten (10) or more dwelling units

☐ The proposed project involves more than 1500 square feet of non-residential floor space

☐ The development, in aggregate with other requests for a development order (permit), exceeds any of the above limits

☐ Existing Levels of Service on the affected roadways are at Level of Service E or lower

If any of the above conditions apply to the proposed project, then the applicant must demonstrate that the development meets traffic concurrency (proceed to Section B).

B. TRIP GENERATION *(Use the latest edition of Trip Generation from ITE)*

ITE Land Use Description and Numerical Code: _____

Page #: _____

Independent Variable: ..... _____

Size of Independent Variable: ……... _____ [A]

Average Rate for Weekday: ……. _____ [B]

Number of Trips (A x B): ……. _____ [C]

New Trip Percentage: ……. _____ [D]

Total New Driveway Trips (C x D): ……. _____ [E]

Driveway Distribution Percentage (entering / exiting): ……. _____ [F]

Total New Trips (E x F): ……..……... _____ [G]

C. AREA OF IMPACT- *Attach a map illustrating the area of impact*

To determine the area (radius) of impact using Section 5.06.03(B) of the Santa Rosa County Land Development Code, the number of Total New Trips (Line [G] above) must be compared to the table in Section 5.06.03, which is reproduced below.

Total New Trips	Area of Impact to be Analyzed
Less than 500 total new trips	One mile or to all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.
500-1500 total new trips	Two miles, or to all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.
More than 1500 new trips	To all roadway links where the total new trips are equal to or greater than 1% of the maximum service volume at the adopted LOS standard, whichever is greater.

ROADWAY SEGMENT(S): *List the impacted roadway segments; a list of monitored segments is provided with this application, See Attachment #2.*

Segment #	Road Number & Name	From	To

If US90, US98, Avalon Boulevard or Woodbine Road are listed above, please attach sections B,C, D and E of Schedule B for these segments ONLY.

D. TRIP DISTRIBUTION

Apply 100% of the trips from Line [G] in Section B to the segment the project fronts on. Distribute a percentage of the total number of new trips on the remaining segments using a computerized traffic model or professional judgment and list the number of trips below.

Segment #	Road Name	% of Total New Trips Distributed to Segment	# of Trips Applied to Segment*

** Enter the numbers in the 4th column (# of trips applied to segment) on Line [G] of the worksheet on page 4. Attach a separate copy of Section E for each segment impacted.*

E. ROADWAY IMPACT ANALYSIS

Attachment _____ of _____ Roadway Segment: _____

Project Name: _____

Part I: *De Minimus* Determination

Total Number of New Trips: ……..	_____	[G]
Maximum Service Volume: ……..	_____	[H]
1% of Service Volume: ……	_____	[I]
Is the Total Number of New Trips greater than 1% of the Maximum Service Volume (G >I)?	YES NO (circle one)	[J]
Total Number of New Trips: ……...	_____	[G]
Existing Roadway Segment Volume: ……	_____	[K]
Committed Trips: ……...	_____	[L]
Background Traffic: (G + K + L): ……	_____	[M]
110% of Maximum Service Volume: ……..	_____	[N]
Does the amount of Background Traffic Exceed 110% of the Maximum Service Volume (M > N)	YES NO (circle one)	[O]
Is the impacted segment part of a designated hurricane evacuation route?	YES NO (circle one)	[P]

☐ The answer is "NO" for all of the above. The project is *de minimus*, no further analysis required.

☐ The answer is "YES" for any of the above. The project is not *de minimus*, proceed to Part II.

Part II: Non *De Minimus* Concurrency Determination

Is the amount of Background Traffic [M] greater than the Maximum Service Volume [H] (M > H)?	YES NO (circle one)	[Q]

☐ If "NO", then the project meets the test for concurrency. No further analysis required.

If "YES", then identify which of the following will be used to maintain the adopted LOS:

- ☐ Conducting a Traffic Impact Study
- ☐ Modifying the scope or reducing the scale of the project
- ☐ Withdrawing the Application

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY *(Schedule A)*

SECTION A: GENERAL REQUIREMENTS

This section is intended to help the applicant determine if they are required to demonstrate that the proposed project will meet traffic concurrency. Any projects that meet one or more of the criteria listed must perform the initial test for traffic concurrency. Generally all single family homes on a single lot, residential duplexes on a single lot and commercial projects involving less than 1500 square feet are exempt from the concurrency process. However, if the project is part of other requests for a development order and the full development, in aggregate, meets or exceeds any of the criteria, then the project must demonstrate concurrency. In addition, if the project impacts a segment of roadway that is performing at or below Level of Service (LOS) E, then the project must demonstrate concurrency.

SECTION B: TRIP GENERATION

Step 1- Determine the appropriate land use description and numerical code from the latest edition of the *Trip Generation Manual* from ITE. For example, a bank would either be Walk-In Bank, Land Use Code 911, or a Drive-In Bank, Land Use 912. Include the page number from the ITE manual that corresponds with the selected Land Use Code.

Step 2- Determine the most appropriate Independent Variable from the selected land use code (i.e. per 1000 ft gross floor area, per number of employees, per number of dwelling units etc…)

Step 3- Line [A] Calculate the size of the selected Independent Variable selected in Step 2.

For example: Independent Variable = 1000 square ft of gross floor area

Building Size = 100,000 square feet

100,000/ 1000 = 100

Thus, the Size of the Independent Variable = 100

Step 4- Line [B] Determine the trip rate for a weekday by using the most appropriate of the following from the ITE Handbook:

a) the weighted average rate
b) regression (fitted curve equation)
c) data collected locally based on guidance from the County and the latest edition of the Trip Generation Handbook, An ITE recommended Practice

Step 4a- If the weighted average is the most appropriate, calculate the number of trips by multiplying the Size of the Independent Variable (selected in Step 3) by the average rate provided in the Trip Generation handbook.

For Example:	10,000 square foot Office (Land Use Code 710) Size of Independent Variable = 10 Average Rate = 11.01 Number of Trips = 10 x 11.01= 110.1

Step 4b- If the regression (fitted curve) equation is most appropriate; calculate the number of new trips by inserting the Size of the Independent Variable into the provided equation

For example:	10,000 square foot Office (Land Use Code 710) Size of the Independent Variable = 10 Fitted Curve Equation: Ln(T) = 0.768Ln(X) + 3.654 *(X = Size of the Independent Variable)* Calculation: Ln(T) = 0.768Ln(10) + 3.654 Ln(T) = 5.4 T= 221.4

Step 4c- Local data may need to be collected:

a) if the study site is not compatible with the ITE land use code definition
b) when only 1 or 2 studies have been conducted
c) the independent variable does not fall within the range of data
d) when neither the weighted average rate line or fitted curve fall within the data cluster at the size of development
e) as recommended by the ITE Trip Generation Handbook

Step 5- Line [C] Enter the number of trips calculated in step 4a, 4b or 4c on Line [C]

Step 6- Line [D] To calculate the total number of new trips, first determine the appropriate new trip percentage for the selected Land Use Code by:

a) looking up the new trip percentage in Table 5.06.02 in the Santa Rosa County Land Development Code or see the table as provided with this application (Attachment 1)
b) developing pass-by, diverted link and internal capture rates for the proposed site based on guidance from the ITE Trip Generation Handbook

Enter the new trip percentage in Line [D].

Step 7- Line [E] Calculate the number of Total New Driveway Trips by multiplying the Number of Trips (Line [C]) by the New Trip Percentage (Line [D]). Enter this number on Line [E].

For example: Number of Trips for 10,000 square foot Office = 110.1
New Trip Percentage (from Table 5.06.02 in the LDC) = 92%
Total New Trips = 110.1 x 92%
T = 101.29

Step 8: Line[F]- In the basic information listed at the top of the page from the ITE Trip Generation manual is the Directional Distribution. This indicates the number of entering and exiting trips. Choose the higher of these two percentages and enter it into Line [F].

Step 9: Line [G]- Multiply Line [E] by Line [F] to calculate the Total New Trips. Enter the product in Line [G].

Example: Trip Generation Calculation

ITE Land Use: General Office, Land Use Code 710

Independent Variable: 1000 square feet of gross floor area

Page #: 1052

[A] Size of Independent Variable:

Building Size = 10,000 square feet

10000 sq. ft./ 1000 sq. ft. = 10

[B] Average rate = 11.01

[C] Number of Trips = 10 x 11.01

= 110.1

[D] New Trip Percentage = 92%

[E] Total New Driveway Trips = 110.1 x 92%

= 101.3

[F] Driveway Distribution Percentage = 50%

[G] Total New Trips = 101.29 x 0.50

= 50.7

Section C: Area of Impact

Compare the number of Total New Trips calculated in Section B to the table on page 2. List those segments within the applicable area of impact in the space provided. Refer to the list provided with this application (Attachment #2) for segments monitored by Santa Rosa County. If more than five segments are affected, please submit an attachment listing the additional segments and their limits. Complete Section E, Part I (and Part II if needed) for each of the roadway segments listed in Section C.

Section D: Trip Distribution

Distribute trips onto the affected segments, attenuating traffic along segments further from the project site. To determine what percentage of the new trips will use outlying segments, use either a computerized traffic model or professional judgment to distribute trips on the network.

Section E: Roadway Impact Analysis

Part I: *De Minimus* Determination

Step 1- Line [G]: Enter the number from the Line [E] (Total Number of New Trips) in Section B on page 2.

Step 2- Line [H]: Enter the Maximum Service Volume for the roadway segment. See the Santa Rosa County Road Segment Data website (www.santarosa.fl.gov/zoning/trafficconcurency.html) for the maximum service volumes for each segment.

Step 3- Line [I]: Multiply the Maximum Service Volume from Line [H] by 1% (0.01). Enter this volume on Line [I].

Step 4- Line [J]: If the number on Line [G] is greater than Line [I], circle YES. If the number on Line [G] is less than the number in Line [I], circle NO.

Step 5- Again, enter the number from the Line [G] (Total Number of Trips) in Section B on page 2.

Step 6- Line [K]: Enter the existing volume of traffic on the roadway segment. See the Santa Rosa County Road Segment Data website (www.santarosa.fl.gov/zoning/trafficconcurency.html) for the most recent traffic count.

Step 7- Line [L]: Enter the committed trips from previously approved projects. See the Santa Rosa County Road Segment Data website (www.santarosa.fl.gov/zoning/trafficconcurency.html) for the most recent committed trips values.

Step 8- Line [M]: Calculate Background Traffic by adding lines [G] , [K] and [L] (Total Number of New Trips + Existing Roadway Segment Volume + Committed Trips).

Step 9- Line [N]: Multiply the Maximum Service Volume (Line [H]) by 110% (1.10).

Step 10- Line [O]: If Line [M] is greater than Line [N] circle YES. If Line [M] is less than Line [N], circle NO.

Step 11- Line [P]: Determine if the roadway segment is part of a designated hurricane evacuation route. Refer to Attachment #3 included with this package for a listing of designated evacuation routes. If the roadway segment is part of a designated hurricane evacuation route, circle YES. If the roadway segment is not part of a designated hurricane evacuation route, circle NO.

If NO is circled on Lines [J], [O] AND [P], then the project can be considered *De Minimus*, no further analysis is required before returning the application to Santa Rosa County Planning & Zoning.

If YES is circled on Lines [J], [O] OR [P], then the project is not considered *De Minimus*. Complete Part II to determine if the project meets concurrency.

Part II: Non De Minimus Concurrency Determination

Step 1- Compare the amount of Background Traffic (Line [M]) to the Maximum Service Volume (Line [H]). If the Maximum Service Volume is greater than the amount of Background Traffic, circle NO and check the first box. The project meets concurrency requirements; the application may be submitted to Planning and Zoning without further analysis.

If the Maximum Service Volume is less than the amount of Background Traffic, circle YES. The project does not meet the initial test for concurrency. Choose one of the three boxes under "If YES to [Q]" and contact Planning and Zoning staff for further guidance.

Attachment 1

Santa Rosa County New Trip Percentages

ITE Code and Land Use Type	New Trip %
Ports/Terminals	
010 Waterports, 021 Commercial Airports	90%
022 General Aviation	80%
030 Truck Terminals	90%
Industrial and Storage Uses	
100 Industrial, 110 General Light Industrial, 120 General Heavy Industrial, 130 Industrial Park, 140 Manufacturing, 150 Warehousing	92%
151 Mini-Warehouse	74%
Residential	
210 Single Family Detached, 221 Low-Rise Apartment, 222 High Rise Apartment, 230 Residential Condo, 240 Mobile Home, 250 Retirement Community, 260 Recreation Home, 270 Planned Unit Development	100%
Hotel/Resort/Recreational	
310 Hotel	91%
320 Motel	59%
330 Resort Hotel	75%
400 Recreational, 410 Park, 411 City Park, 412 County Park, 413 State Park, 420 Marina, 430 Golf Course	90%
492 Racquet Club	75%
Institutional	
501 Military Base	92%
520 Elementary School	80%
530 High School, 540 Junior/Community College, 550 University, 590 Library	90%
610 Hospital	77%
620 Nursing Home	75%
630 Clinic	92%
Office	
General Office : 711 < 100,00gsf, 712 100,000-190,000 gsf, 713 >200,000 gsf	92%
720 Medical Office	77%
730 Government Office	72%
731 State Motor Vehicle Department	85%
732 Post Office	25%
740 Civic Center	88%
750 Office Park, 760 Research Center	92%
Retail/Restaurant	
814 Specialty Retail	88%
815 Discount Store	40%
816 Hardware/Paint Store	79%
820 Shopping Center <50,000gsf, 821 50,000-99,9999gsf	49%
822 Shopping Center 100,000-199,999gsf	63%
823 Shopping Center 200,000-299,999gsf	75%
824 Shopping Center 4 300,000-399,999gsf	79%
825 Shopping Center 400,000-499,999gsf	80%
826 Shopping Center 500,000-999,999gsf, 827 1,000,000-1,249,999gsf, 828 >1,250,000gsf	81%
831 Quality Restaurant	82%

Attachment 1

832 High Turnover Sit-Down Restaurant, 833 Drive-In Restaurant	54%
841 New Car Sales	79%
844 Service Station	23%
846 Car Wash	67%
850 Supermarket	53%
851 15-16 hour Convenience Market, 852 24-hour Convenience Market	25%
860 Wholesale	62%
890 Furniture Store	40%
Banks/Insurance	
911 Walk-In Bank	80%
912 Drive-in Bank	61%
930 Insurance	60%

Attachment 2

Santa Rosa County Concurrency Management System

Monitored Roadway Segments

Segment Number	Road Name	Segment Limits
1	SR4	Escambia County Line to CR399
2	SR4	CR399 to Okaloosa County Line
3	I-10	Escambia County Line to Avalon Boulevard
4	I-10	Avalon Boulevard to SR87
5	I-10	SR87 to Okaloosa County Line
6	US90*	Escambia County Line to Woodbine Road
7	US90*	Woodbine Road to East Spencer Field Road
8	US90*	East Spencer Field Road to Bell Lane
9	US90*	Bell Lane to Avalon Boulevard
10	US90*	Avalon Boulevard to Parkmore Plaza Road
11	US90*	Parkmore Plaza Road to SR87 (Stewart Street)
12	US90*	SR87 (Stewart Street) to Ward Basin Road
13	US90*	Ward Basin Road to Airport Road
14	US90*	Airport Road to SR87S
15	US90*	SR87S to Okaloosa County Line
19	US98*	East End of Naval Live Oaks to College Parkway
20	US98*	College Parkway to Soundside Drive
21	US98*	Soundside Drive to Sunrise Drive
22	US98*	Sunrise Drive to Navarre School Road
23	US98*	Navarre School Road to Panhandle Trail
24	US98*	Panhandle Trail to Okaloosa County Line
25	SR87N	US90 to SR89
26	SR87N	SR89 to Whiting Field Entrance
27	SR87N	Whiting Field Entrance to Alabama State Line
28	SR87S	US98 to Eglin AFB Southern Boundary
29	SR87S	Eglin AFB Southern Boundary to US90
30	SR89N	US90 to Hamilton Bridge Road
31	SR89N	Hamilton Bridge Road to SR87
32	SR89	Alabama State Line to Pollard Road
33	SR89	Pollard Road to Shell Road
34	SR89	Shell Road to SR87
35	SR281 Avalon Boulevard	US98 to I-10
36	SR281 Avalon Boulevard*	I-10 to Cyanamid Road
37	SR281 Avalon Boulevard*	Cyanamid Road to US90

38	SR399 Navarre Beach Bridge	US98 to CR399 (Gulf Boulevard)
39	CR89 Ward Basin Road	US90 to I-10
40	CR184 Hickory Hammock Road	SR87 to CR89
41	CR184A Berryhill Road*	CR197 to SR89
42	CR191 Munson Highway	SR87to CR87A East Gate Road
43	CR191B/281B Sterling Way	CR197A to Avalon Boulevard
44	CR197 Floridatown Road	US90 to Diamond Road
45	CR197 Chumuckla Highway	US90 to CR184 (Quintette Road)
46	CR197 Chumuckla Highway	CR184 to CR191
47	CR197A Woodbine Road*	US90 to Guernsey Road
48	CR197A Woodbine Road*	Guernsey Road to CR197
49	CR197A Bell Lane	US90 to CR191B
50	CR399 Gulf Boulevard	Navarre Beach Bridge to Escambia County Line
51	CR399 East Bay Boulevard	US98 to SR87
52	CR87 Langley Street	SR87 to Whiting Main Gate
53	CR89 Ward Basin Road	I-10 to South Terminus
54	CR182 Allentown Road	Chumuckla Highway to SR89
55	CR182 Allentown Road	SR89 to SR87
56	CR184 Quintette Road	Chumuckla Highway to Escambia River
57	CR191 Garcon Point Road	SR281 to I-10
58	CR191 Garcon Point Road	I-10 to Bagdad
59	CR191 Munson Highway	CR87A to SR4
60	CR191 Willard Norris Road	Chumuckla Highway to SR87
61	CR191A Oriole Beach Road	US98 to South Terminus
62	CR191A Old Bagdad Highway	US90 to CR191
63	CR191B Soundside Drive	US98 to East Terminus
64	East Spencer Field Road	US90 to North Spencer Field Road
65	West Spencer Field Road	US90 to Berryhill
66	Pine Blossom Road	Willard Norris Road to SR89
67	Glover Lane	US90 to Berryhill Road
68	Bay Street	CR191A to East Terminus
69	Gondolier Boulevard	Entrance to Villa Venyce to Terminus
70	Mulat Road	Avalon boulevard to CR191B
71	Hamilton Bridge Road	East Spencer Field to Milton City Limits

* All data for these segments is reported in peak hour peak direction format.

Attachment 3

Santa Rosa County Hurricane Evacuation Routes

Route Number	Route Name	Route Limits	Segments Impacted
SR4	Highway 4	Escambia County Line to SR89	1, 2
SR8	I-10	Escambia County Line to Okaloosa County Line	3 - 5
SR10	US90	Escambia County Line to Okaloosa County Line	6 - 15
SR30	US98	Escambia County Line to Okaloosa County Line	19 - 24
SR87	SR87 & SR87S	Alabama State Line to US98	25 - 29
SR89	SR89	Alabama State Line to SR87	32 - 34
SR281	Avalon Boulevard	US90 to US98	35 - 37
SR399	Navarre Beach Causeway	US98 to Gulf Boulevard	38
CR89	Ward Basin Road	US90 to Terminus	39, 53
CR191	Munson Highway	Alabama State Line to SR87	42, 59
CR191	Garcon Point Road	US90 to SR281	57, 58
CR191	Willard Norris Road	CR197 to SR87	60
CR197	Chumuckla Highway	Alabama State Line to US90	45, 46