

COVER MEMO

MEMORANDUM

TO:                   Insert the name of your Regional OCT Supervisor

FROM:               (Insert your name)RPO Coordinator

DATE:               Insert Date

SUBJECT:           Community Transportation Planning Request (CTPR):

Insert a Short Description of the request: (ex Widening of SR55, include the City and County)

## Route Assessment Information

**ROUTE / TERMINI**

City / County  
 Route (SR55)  
 Brief location description

**REQUESTOR(S)**

City / County requestor and Name of Local Official  
 RPO Coordinator  
 Date

**PURPOSE OF REQUEST**

Short paragraph(s) describing nature of request.

**EXISTING CONDITIONS**

Describe length, pavement width, shoulders, on street parking, etc.

**Geometrics (from TRIMS)**

Route Segment Description	Distance (miles)	ROW (feet)	Number of Lanes	Lane Width	Shoulder (feet)	Parking (feet)
Termini – to and from state and/or local routes	0.00	50-60	0	00	00	Note on street parking and type, if any

**Operational**

Route Segment Description	Functional Class	System	AADT			Crash Data (yr to yr) Total number (00) incapacitating / Fatalities (00/00)
Termini – to and from state and/or local routes						*See attached from TRIMS

**DEFICIENCIES**

Note any identified deficiencies.

**DESCRIBE REQUEST**

Describe why the need for further study is requested. Note reasons related to items like, safety, turning movements, congestion, and economic development.

**EXAMPLE**

**Who uses the road?**

- Local traffic- (example, 5 to 10 mile trip) School buses delivering students to and from the K-8 and High School. Local citizens going to and from work, shopping, doctor visits, hospital, visiting friends, for water sports and other activities Recreation, and leaving town to travel. Virtually all

emergency services, police, sheriff, rescue squad, fire and ambulance utilize the downtown route multiple times a day.

- Thru Traffic-Traffic from neighboring (NAME) counties as well as other in and out of state travelers, utilize the streets around the square to arrive at various destinations within the city/county. Many semi-trucks pass through delivering chickens, logs, lumber, oil and gas, agriculture products and manufactured goods. (Describe local and through freight traffic)  
\*example, 10 + miles, people commuting thru the county to get to another area
- Note regional significance- connecting cities to cities, county connectivity, connecting to major routes like interstates, or industrial areas.
- Are there special Users-Touring?, as well as campers, boaters and fishermen and general tourists. Note recreational and historic sites. Include impact from boarder counties / states.

**What are the most common trips. (going to work, shop, freight – shipping goods, agriculture, timber, poultry, tankers, etc.)**

- Residents going to and from work at local industry (note large industrial sites / businesses) and others and also medical facilities like the hospital, clinics, dentist office and veterinarian. Note impact from school traffic, including school locations and grade levels. Note retail businesses including access concerns involving access management.
- Shipping and receiving goods and commodities as examples, as well as manufactured goods from local factories (NAME) and farm equipment. The emergency personnel (note police and fire access / route issues)

**Describe the problem(s) that users are experiencing.**

- Intersection concerns, turning movement concerns and what appears to be causing the issues?
- Delay. Are there alternate routes? How much additional time to those take?
- Hazards. Can you describe particular crashes? Do you have crash data?
- Other problems? Example, maintenance of pavement, drainage, vegetation.
- Do different types of users experience the same problems? For example, is the road okay for cars but not for heavy-duty trucks?

**Is the problem more common in certain conditions?**

- Note time of day, special events, schools, shift changes, and weather that has an impact.
- Time of day.
- Weather conditions
- Season
- Special events/incidents occurring on parallel routes (like does an accident on another route like an interstate shift traffic to this route)

**Provide photos illustrating the problem(s).**

- Photos of the area could include freight, vehicular, pedestrian.
- Mark on map the location where each photo taken
- Consider taking a short video to show delay or hazards

**•TAKE PROPER SAFETY PRECAUTIONS IN THE FIELD!!!**

Use flashers if you stop your vehicle on the shoulder. If you get out of the car, wear a reflective safety vest and hard hat. TDOT will provide vest and hard hat.

### **Who are the primary interested parties?**

- All citizens of (NAME) County / CITY and those who pass through as well as business / industry owners.
- Major property owners, especially institutional uses (ex; schools, hospitals, business, industry, etc).
- Large residential subdivisions
- Businesses along the road, or who use the road for their primary access
- Organizations that may either support or oppose road improvements

### **Physical impacts**

- Note any topography, streams, or other physical impacts that impact this situation.

### **Other Special Notes**

- Note any other information related to this request.
- Are there buildings, parking, other major structures (ex; stone wall) that would be impacted if the road were widened or if a curve was straightened out?
- Are there any registered historic sites or federal lands in the area? (This includes parks, trails, etc. that were built with federal grant funds).

### **Existing plans that address the area**

Any ties to local planning document

- Proposed greenways/trails and parks;
- Tourist brochures, including any guides that suggest driving tours or sites to visit
- Information on whether the road has water/sewer/gas, if readily available
- Plans for future schools
- Plans for industrial development

### **GRAPHICS**

- Include maps with appropriate legends and written descriptions.
- Include photos with written descriptions.
- Pull the last three years of crash data from TRIMS
- Other: commuter patterns

### **ATTACH**

- Letters of Support
- Resolutions