

## LATR Study Checklist

Read the *Local Area Transportation (LATR) Guidelines* to ensure compliance with all requirements. Refer to the *LATR Study Outline* for examples of the required tables and guidance on document structure. These documents and other resources are on Transportation Development Review [webpage](#).

**An LATR Study will not be reviewed until all documents are submitted and requirements are met.**

When complete, sign the document and send an electronic copy of the LATR Study and appendices to Planning staff via [transportation.review@montgomeryplanning.org](mailto:transportation.review@montgomeryplanning.org).

|                           |       |
|---------------------------|-------|
| Project Name              | _____ |
| Transportation Consultant | _____ |
| Signature                 | _____ |
| Date Submitted            | _____ |

### General

- ☐ Approved *Transportation Adequacy Form*
- ☐ LATR Study Checklist (this form)
- ☐ MCDOT LATR Study review fee receipt (proof of payment)

### Data Submittal

- ☐ Validated pedestrian and bicycle data with unique URL (provided by Montgomery Planning upon request)
- ☐ Uploaded speed study and multimodal intersection counts, when applicable
- ☐ Sent traffic model files (Synchro, VISSIM, SimTraffic, etc.) to MCDOT and SHA, when applicable

### Project Information

- ☐ Table of net new motor vehicle trips
- ☐ Map of project site (not a point, a boundary)
- ☐ Table and map of programmed transportation projects

### LATR Vision Zero Statement

- ☐ Map of speed study locations

- ☐ Table of observed speeds
- ☐ Brief discussion of potential mitigations, if applicable (1-2 paragraphs)

## Non-Motor Vehicle System Adequacy

- ☐ Table(s) listing all inadequacies for each component (PLOC, Illuminance, ADA, Bicycle, Bus Transit)
- ☐ Map for each component (PLOC, Illuminance, ADA, Bicycle, Bus Transit)

## Motor Vehicle System Assessment (if applicable)

- ☐ Map and list of study intersections
- ☐ Summary table of multimodal counts (motor vehicle, bicycle, pedestrian) for study intersections
- ☐ Map and table pipeline developments
- ☐ Concise summary of analysis methods and inputs, including site trip distribution, site trip assignment, CLV/HCM, and any additional analysis requested (queuing, gap analysis, etc.)
- ☐ Summary table of vehicular analysis highlighting any intersections above the delay standard
- ☐ Map of intersections above the delay standard, if applicable
- ☐ Table and map of proposed mitigations

## Mitigation (if applicable)

- ☐ Proportionality Guide calculation and amount
- ☐ Concise summary of off-site mitigation considerations (1-2 paragraphs)
- ☐ Table and map of prioritized list of proposed off-site mitigations with 10% design cost estimates
- ☐ Prioritized list of alternate (“back up”) mitigation projects, if applicable
- ☐ If proposing a mitigation payment, indicate why a constructed improvement is not feasible

## Appendices

- ☐ Detailed project trip generation (including initial ITE outputs, reductions, Policy Area Adjustment Factors, and trip credits)
- ☐ Speed study data
- ☐ ADA compliance survey data
- ☐ Illuminance adequacy documentation (photometric plan sheets, legend, and tables for existing and proposed conditions)
- ☐ Cost estimates, if applicable (project profile and individual project tabs)
- ☐ 10% designs used for cost estimates, if applicable

**For projects with motor vehicle assessments**

- ☐ Multimodal intersection count data (if applicable)
- ☐ Pipeline project trip generation, distribution, and assignment figures (if applicable)
- ☐ Site vehicle trip distribution and assignment figures (if applicable)
- ☐ CLV Results (if applicable)
- ☐ HCM Results (if applicable)

**Other analysis**

- ☐ Queuing Reports (if applicable)
- ☐ Signal warrant analysis (if applicable)
- ☐ Weaving/merge analysis (if applicable)