CITY OF GREENACRES
PLANNING AND ENGINEERING DEPARTMENT
POLICY AND PROCEDURES

POLICY#	**PDO-002II**
ISSUED:	**6/6/08**
EFFECTIVE:	**6/6/08**

SUBJECT: Review of Traffic Studies by Palm Beach County Traffic Engineering

CROSS REFERENCE: City Comprehensive Plan, Transportation Element, Goal 1, Objective 4, Policy b
City Comprehensive Plan, Future Land Use Element, Goal 1, Objective 11
Palm Beach County Traffic Performance Standards Ordinance (ULDC Art. 12)
Letter of April 22, 2008 from Palm Beach County Traffic Division

PURPOSE: To establish procedures for having Traffic Studies reviewed by Palm Beach County's Traffic Division

POLICY: All traffic studies required for comprehensive plan amendments, zoning changes, and site plan approvals shall be reviewed by the Palm Beach County Traffic Division to ensure compliance with the Countywide Traffic Performance Standards Ordinance.

In accord with recent County policy effective May 1, 2008, all traffic studies submitted for review shall be accompanied by payment of a review fee of $0.80 per net daily trip (minimum of $150) for concurrency review (zoning change and site plan applications) and a review fee of $0.40 per net daily trip (minimum of $150) for long range review (comprehensive plan amendments).

Traffic studies shall be submitted as part of the application packet to the City. As part of the sufficiency and concurrency review of the application, a cover letter to the County shall be written by City Planning and Engineering Department staff and the traffic study stamped received by the City. The applicant shall then be contacted to pick up the traffic study and cover letter and submit them, along with any required fees, to the County Traffic Division. These review fees shall not be submitted to the City or included in the application to the City.

Upon completion of their review, the County Traffic Engineering Division will then send a letter to the City containing their confirmation that the proposal meets the relevant concurrency requirements and including any limiting conditions.

PROCEDURE: The Zoning Administrator shall ensure that the above procedures are followed.

REVISED:

Thomas J. Lanahan
Planning and Engineering Director