

## PAGE 1. WELCOME TO PACE'S D.R.A.F.T. PROGRAM!

Thank you for contacting Pace regarding the Design Review Assistance For Transit (D.R.A.F.T.) Program. This program is an opportunity to enhance access to your development project while helping Pace meet its goals of a more sustainable and transit-friendly region.

This packet includes all the information you should need to begin a collaborative effort with Pace staff to review your project. Here are a few essential pieces of information as you get started.

1. The contact identified below will serve as your primary contact for the D.R.A.F.T. process. Though the contact may occasionally need input from other Pace staff, all communications should be conducted directly with the person listed below:

Taqhi Mohammed

Senior Transit ITS Engineer

Department of Planning Services

Telephone: 847.228.4287

Fax: 847.228.2330

e-mail: [Taqhi.mohammed@pacebus.com](mailto:Taqhi.mohammed@pacebus.com)

2. Pace's Transportation Engineer will use Pace's Guidelines for Transit Supportive Communities and other industry standards and specifications as a basis for the review of development plans. Based on the level of conformance with these standards and the requirements of individual development projects, Pace staff may provide:

- Advisory comments that are non-binding
- Formal comments that must be addressed related to transit infrastructure
- Formal letter granting approval or endorsement of the development plan if requested or required

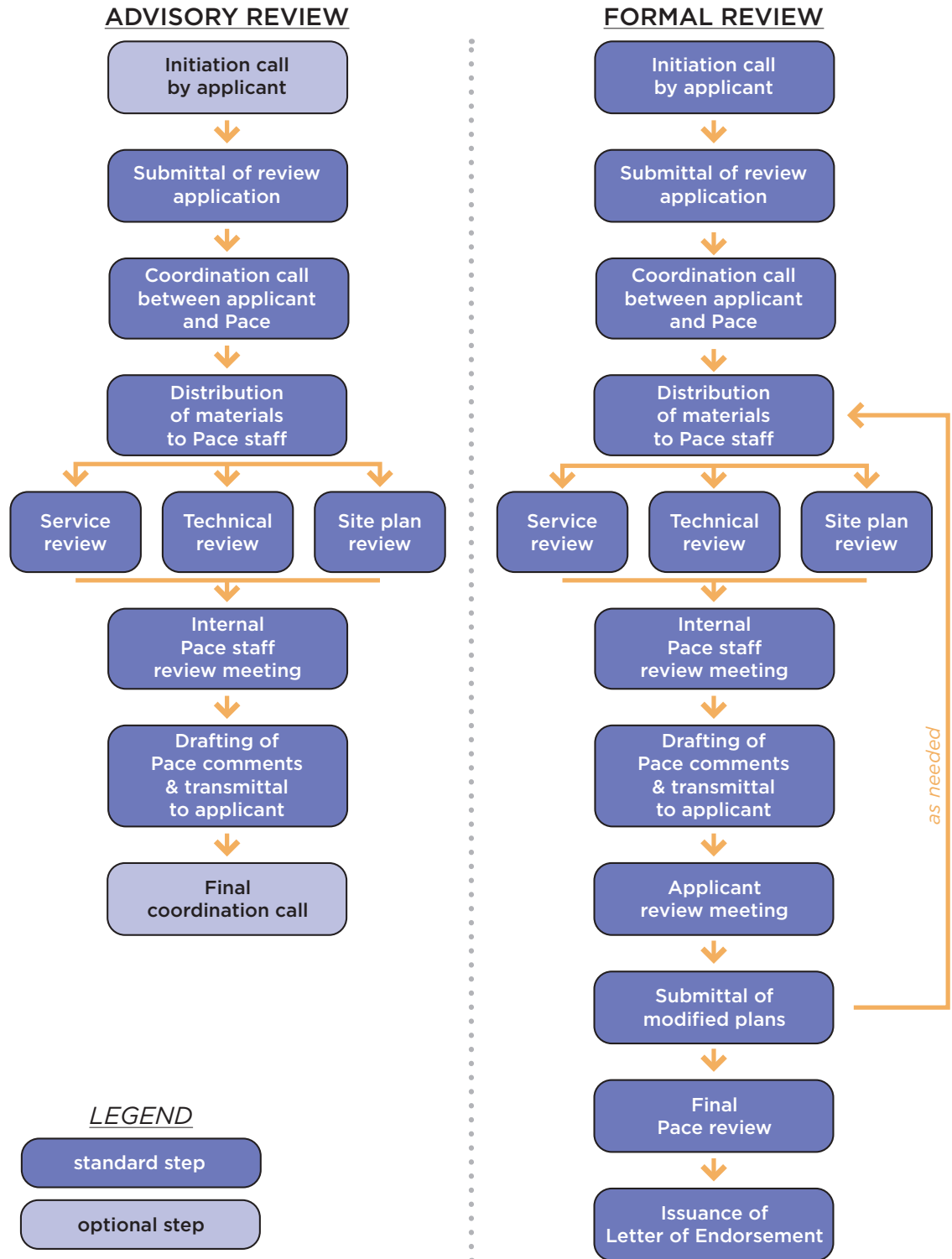
Development projects, which may include private development, public infrastructure, uses in the public right-of-way, etc., undertaken by certain agencies or entities may require a formal letter from Pace. Applicants should verify the level of approval needed from Pace at the beginning of the D.R.A.F.T. process.

3. Pace's Guidelines for Transit Supportive Communities have varying levels of applicability depending on the project type and the jurisdiction of the property on which the project exists.

Please use the following pages to provide information related to the development project that will help Pace understand the nature of the review and the impacts on transit services and facilities.

## PAGE 2. D.R.A.F.T. REVIEW PROCESS

The following flow charts illustrate the review process for the DRAFT Program for advisory and official reviews. Depending on the type of review requested and the complexity of the review, it is anticipated that Pace review will take 2-4 weeks.



### PAGE 3. SUBMITTAL REQUIREMENTS

This section identifies the materials that should be submitted to Pace in order to facilitate development review. These will be used by Pace staff to assess impacts to services, infrastructure and facilities. The requirements for submittal vary based on whether the applicant seeks advisory review or formal review.

For an advisory review by Pace staff, submittal requirements, in addition to the D.R.A.F.T. Program application, reflect the materials typically required by local municipalities for development review. Advisory review submittal materials include:

- D.R.A.F.T. Program application (pages 4-6 of this packet)
- A narrative description of the development
- A context map showing the surrounding street grid, land uses and development pattern
- Site Plan illustrating building locations, on-site circulation, parking and loading areas, pedestrian amenities, etc.
- Preliminary Engineering Plan illustrating the locations of curb lines, site grading, detention areas, infrastructure, etc.
- Landscape Plan illustrating the location and types of landscape materials proposed for the development

For formal review by Pace staff, materials in addition to those described above may be required. Pace's Transportation Engineer will identify upon request specific pieces of information. These may include:

- Engineering specifications related to roadway cross-sections
- Engineering specifications related to pedestrian and transit facility areas
- Elevation or contour profiles for areas on which Pace vehicles or facilities may operate
- Lighting plans and/or photometry analyses
- Roadway pavement striping plans
- Traffic management and signage plans and specifications
- Traffic control plans and technology specifications
- Phasing plan for initial construction and overall build-out



## PAGE 4. APPLICANT INFORMATION

This sections establishes the point of contact for the flow of materials and comments between the applicant and Pace staff.

### 1. Primary Contact

Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Secondary Contact

Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Entity Primarily Responsible for Development Project (if different than Primary Contact)

Entity Name: \_\_\_\_\_

Entity Contact Person: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 4. Nature of Review Being Requested

(Please verify with municipalities, agencies, funders, or other relevant stakeholders if formal review is required.)

\_\_\_\_\_ Advisory Review

\_\_\_\_\_ Formal Review (Letter Required from Pace)

## PAGE 5. PROJECT INFORMATION

This section provides an overview of the project so that Pace can assess its operational impacts on transit service.

1. Project Name: \_\_\_\_\_

2. Project Address:  
Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

3. General Description of Project: \_\_\_\_\_  
\_\_\_\_\_

### 4. Project Funding Sources:

Private funding (or financing through a private borrower) \_\_\_\_\_%

Grant \_\_\_\_\_%

(Please identify grant program: \_\_\_\_\_)

Municipal incentive (i.e. TIF, land donation, etc.) \_\_\_\_\_%

Agency Funding (i.e. DOT Capital Improvement program) \_\_\_\_\_%

Other \_\_\_\_\_%

(Please specify: \_\_\_\_\_)

### 5. Development Program:

#### Residential Units

1-bedroom: \_\_\_\_\_ units

2-bedroom: \_\_\_\_\_ units

3-bedroom+: \_\_\_\_\_ units

#### Industrial Space

General Industrial: \_\_\_\_\_ square feet

Heavy Industrial: \_\_\_\_\_ square feet

Other \_\_\_\_\_: \_\_\_\_\_ square feet

\_\_\_\_\_: \_\_\_\_\_ square feet

#### Commercial Space

General retail: \_\_\_\_\_ square feet

Service: \_\_\_\_\_ square feet

Office: \_\_\_\_\_ square feet

### 6. Existing Adjacent or On-site Pace Routes or Facilities

Route # and Alignment: \_\_\_\_\_

Bus Stop and Transit Center Locations: \_\_\_\_\_

## PAGE 6. OTHER RELEVANT CONTACT INFORMATION

This section identifies staff at other agencies or municipalities who might be contacted in the event that clarification is required for a specific issue or standard.

### 1. Municipality with Regulatory Jurisdiction over Development

Municipality Name: \_\_\_\_\_

Municipality Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Agency with Jurisdiction over Roadways

Agency Name: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Other Agencies or Districts Impacted by the Development Plan

Entity Name: \_\_\_\_\_

Entity Contact Person: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_