**DT1601 *Project-level* *Traffic Forecast Request* Form Guidance.**

Chapter 9 of the Transportation Planning Manual (TPM) contains WisDOT’s policies and procedures for traffic forecasting and [Section 1.4](https://wisconsindot.gov/Documents/projects/data-plan/plan-res/tpm/9.pdf#page=9) defines forecast requirements and type based on the project type.

The DT1601 identifies traffic forecasting deliverables, the extents of the forecast, and supplemental data required prior to forecast development.

A perpetuation project typically receives a planning-level forecast. If a project-level forecast is requested for a perpetuation project, please explain why in the “Additional Details Regarding the Request” section at the end of this form.

**TURNAROUND TIMES**

Please allow a minimum of six weeks to complete a traffic forecast. Some forecasts may take significantly longer and should be discussed with the forecasting team before an agreed upon turnaround time is determined.

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| ***SUBMIT:***Please email an electronic copy of the completed DT1601 form to the appropriate [WisDOT Region Traffic Forecasting Contact](https://wisconsindot.gov/Documents/projects/data-plan/plan-res/tpm/9.pdf#page=110). |
| ***QUESTIONS:***Please submit questions to:DOTTrafficForecasting@dot.wi.gov or the appropriate [WisDOT Region Traffic Forecasting Contact](https://wisconsindot.gov/Documents/projects/data-plan/plan-res/tpm/9.pdf#page=110). |

|  |  |  |
| --- | --- | --- |
| Submitted By – Name (First, MI, Last)      | Region      | Request Date (m/d/yyyy)      |
| Region Contact – Name (First, MI, Last)      | Region Contact - Email      | Due Date (Requested Completion of Forecast)      |
| **Consultant** | Name (First, MI, Last)      | **ProjectManager** | Name (First, MI, Last)      | **ProjectSupervisor** | Name (First, MI, Last)      |
| (Area Code) Telephone Number      | (Area Code) Telephone Number      | (Area Code) Telephone Number      |
| Email      | Email      | Email      |

**PROJECT DESCRIPTION**

|  |  |
| --- | --- |
| Project ID(s)      | PS&E Date (m/d/yyyy)      |
| Charge Code      | Project Letting Process (PLP) Date (m/d/yyyy)      |
| County/Counties      | Improvement Type [(per TPM Table 1.4.1)](http://wisconsindot.gov/Documents/projects/data-plan/plan-res/tpm/9.pdf#page=11) |
| NHS[ ]  Yes [ ]  No | Route(s)      | Location Description (Project Termini)      |
| **Type of Environmental Document (likely needed) for this project:** |
| [ ]  Categorical Exclusion [ ]  Environmental Report [ ]  Environmental Assessment [ ]  Environmental Impact Statement [ ]  Other:       |
|  | Are there other projects in the area that could affect this forecast? [ ]  Yes [ ]  No |
| **FORECAST DELIVERABLES** |
| **Traffic Forecast Years** Estimated Year of Construction (EYC):  Anticipated Open-to-Traffic Year (OTY):  OTY+10:  OTY+20:  Other:       | **TIA Forecast Years** Estimated Year of Construction (EYC):  Full Built Traffic Year (FBTY):  EYC+10:  **OR**FBTY +5 Years after Project Buildout:   |

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| --- |
| [x]  **No-Build Forecast** (Default for all requests, which includes existing plus committed [E+C] projects, per [TPM 10.3.a.i](https://wisconsindot.gov/Documents/projects/data-plan/plan-res/tpm/9.pdf#page=26)) |
| [ ]  **Build Alternative/Scenario Forecast** (including new/revised alignments and/or access)  |
| **Segment Forecasts** – Provide map of project area identifying roadways needing forecasts |
| [ ]  Mainline AADT Volumes, 2-direction (both directions combined or total roadway)  | [ ]  Major Intersecting Roads/Side Street AADT Volumes, 2-direction (both directions combined or total roadway) |
| **Intersection Turning Movement Forecasts**  |
| [ ]  a.m. [ ]  Mid-day [ ]  p.m. [ ]  Saturday [ ]  24-Hour AADT [ ]  Special:       |

**ATTACHMENTS –** Check the box next to each item attached

[x]  Map or diagram showing roadway segment forecast location(s) (Must accompany all requests)

[ ]  Diagram or list identifying turning movement forecast locations (Must accompany all turning movement forecast requests).

[ ]  Turning movement count data (preferably in standard Excel WisDOT format – “[Intersection Traffic Volume Report](https://wisconsindot.gov/dtsdManuals/traffic-ops/programs/analysis/turncount.xlsm)”).

[ ]  Origin-Destination data

[ ]  TIA Information (per [TIA Guidelines](https://wisconsindot.gov/dtsdManuals/traffic-ops/manuals-and-standards/tiaguide.pdf))

[ ]  Other ***(Please provide details below)***

**ADDITIONAL DETAILS REGARDING THE REQUEST**

Items to consider:

* Are there any proposed land developments known at this time that would affect forecast development?

* If 24-hour AADT turning movement forecasts are being requested, please explain why they are needed.

***(24-hour AADT turning movement forecasts require at minimum a 12-hour turning movement count.)***

* Are any TDM data or analysis (O-D, select link analysis) needed as part of developing this forecast?

* If this is a build forecast, please note details regarding the project (including build alternatives) here.

* If a project-level traffic forecast is being requested for a perpetuation project, please explain why here.

* If balanced mainline or turning movement volumes are necessary, please explain why here.

* Specify below any other pertinent information/remarks. If other information is attached, please describe it here.