Chapter 1130 Development Services

1130.01 Overview

This chapter pertains to WSDOT's Development Services involvement with land use development proposals and projects led by local jurisdictions, transit agencies, tribes, and developers.

This chapter provides policy and instruction to WSDOT Region Development Services staff. It is also intended as a reference for SEPA lead agencies and developers WSDOT engages with on land use reviews and transportation mitigation. WSDOT staff engage with these partners to identify the impacts and the opportunities that come with land use changes, seeking informed, contextually balanced multimodal mitigation through the SEPA lead agency. Mitigation means to reduce significant adverse impacts, to help preserve the state multimodal transportation system.

Our Development Services program is administered by Region staff who have knowledge of state highways, including maintenance and operations, infrastructure, and other needs of the multimodal transportation system. Regions have established contacts with lead agencies that permit development. Regions review land use developments for impacts to the state transportation system, process permit applications, administer state highway access connections, and have a role in mitigation for developments.

WSDOT's goal is to provide a safe, sustainable, and integrated multimodal transportation system for all Washington travelers, regardless of age, ability, income, ethnicity, or mode of transportation. Added automobile trips to and from new development often result in impacts to the transportation system which can be costly to mitigate while also inducing more auto-based travel. WSDOT encourages partners to promote solutions that better support multimodal options. Development that supports access by walking, bicycling, and transit is essential towards reaching this goal.

This chapter:

- Lists the common types of development mitigation.
- Describes the nexus between WSDOT's Development Services program and state law, specifically the State Environmental Policy Act (SEPA) and the Growth Management Act (GMA).
- Describes parties' roles and responsibilities in the development process.
- Presents multimodal data and threshold criteria needed to conduct professional reviews and analyses of proposed developments.
- Guides staff and partners in the agreement-making and permit processes.
- Describes WSDOT policy, procedures, manuals, and forms required to successfully design and construct a mitigation project on the state highway system.
- Describes the construction document preparation process.
- Describes the construction oversight and final inspection/acceptance process.
- Defines requirements for documentation.

Aside from this chapter, Region Staff and partners are directed to other chapters of this *Design Manual*, Development Services web-based guidance, and WSDOT manuals needed to successfully carry out this work. References are provided throughout.

Types of development mitigation include:

- Developer funded and constructed transportation improvements;
- Financial contributions to programmed WSDOT or local agency projects; and/or
- Dedication of property for right of way.

Developer Community Engagement

The Developer should plan and budget for leading outreach and community engagement for development mitigation projects on the state transportation system.

1130.02 WSDOT Development Services Policy

Our policy is to engage with our partners during planning and project development processes, to be part of the land use and transportation decision making. Our goal is to collaborate, to review and identify traffic impacts of new development as well as opportunities to reduce vehicle miles travelled.

Region Development Services is our agency's contact for SEPA reviews. Staff exercise WSDOT's legal authority and interest to engage local agencies, tribes, and developers on land use development proposals and seek mitigation for significant adverse impacts to the state multimodal transportation system resulting from development. SEPA is discussed in Section 1130.04.

Regions have local knowledge about development trends and multimodal highway operations and performance needs, planning study recommendations, and other considerations that influence analysis and identification of mitigation alternatives. Development Services staff engage region experts including planning, maintenance, traffic, environmental, design and construction, active transportation, utilities, hydraulics, local programs, real estate, and others to support the process and to inform analysis and decision making about mitigation.

WSDOT Regional Development Services staff collaborate with and support jurisdictions with land use authority and developers through these activities:

- Serve as a project manager for the project's progress through the necessary WSDOT processes to contribute to project success.
- Promote greater consideration of the state's transportation systems and modal assets during local land use planning and decision-making.
- Review and provide technical input on various proposals (SEPA documents, Transportation Impact Assessments (TIAs), and other documents) on how development plans may affect the Highway System Plan, active transportation connectivity and crossings, comprehensive plans, operations, safety, and region surplus property reviews.
- Evaluate appropriate contextual mitigation strategies. Make binding decisions while negotiating with developers and local agencies to resolve issues related to land use development plans impacting state facilities proposed by private developers and land owners, local agencies, tribes, transit and human services transportation agencies, and ports.
- Understand application of local regulations, WSDOT policies, threshold criteria, state laws and statutes, and administrative rules related to SEPA and GMA.
- Explain different possible ways to mitigate effects and provide multimodal options.

- Facilitate successful mitigation projects by guiding developers through our processes, explaining the data and information we need to successfully support their projects.
- Provide developers with WSDOT compliance and standards for design and construction; help expedite their mitigation projects on the state transportation system.
- Serve as WSDOT's representative for land use related hearings and processes.
- Administer the state's access management program.

1130.03 Local Agency and WSDOT Authority

1130.03(1) Local Decision-Making Authority

Under SEPA and GMA, a local government makes local land use decisions. The local decision-making authority is typically delegated to a hearings officer, planning commission, city council, board of commissioners, or an administrative body such as a Variance Committee or Design Commission.

Each type of land use action has prescribed procedures. Different kinds of procedures are subject to different requirements regarding public notice, participation, approval criteria, hearings, and appeal deadlines.

WAC 197-11-050 specifies that the lead agency shall be the agency with main responsibility for complying with SEPA's procedural requirements and shall be the only agency responsible for:

- The SEPA threshold determination; and
- Preparation and content of environmental impact statements.

1130.03(2) WSDOT's Role in Development Review

WSDOT's authority to review land use proposals and request or require mitigation is founded in state law, specifically the State Environmental Policy Act, the Growth Management Act, and through our state managed and limited highway access connections laws, policies and procedures.

- WAC 197-11-920 regards WSDOT as possessing special environmental expertise relating to transportation; and as an agency with expertise in the local development review process similar to local and state water, sewer, or fire protection agencies.
- As an agency that possesses special expertise in the state transportation system, WSDOT has established standards, policies, and mitigation thresholds for system function, safety, and performance, particularly for driving trips.
- These standards, policies, thresholds, and local approval criteria are applied to the applicant's development proposal to form WSDOT's mitigation recommendations to the local government.
- When developers request connections to the state system, WSDOT may require improvements to the transportation system as a condition of issuance of a highway access permit. Any such requirement must be appropriate and reasonable to mitigate the impact to the transportation system resulting from the development.
- In other cases, WSDOT works with the lead agency and developer to request recommended development mitigation that is appropriate and reasonable.
- The responsibility for a land use decision is with the local governing body. Like other interested parties, when there is legal standing, WSDOT can appeal the local land-use decision.

1130.04 State Environmental Policy Act (SEPA)

The State Environmental Protection Act (SEPA) requires state agencies, counties, cities, and public corporations to evaluate and determine mitigation for the environmental impacts of land use proposals. Provisions of SEPA require the lead agency to involve other agencies, tribes, and the public in most review processes prior to a final decision being made.

Region Development Services staff review and comment, when warranted, on all (non-WSDOT) SEPA proposals forwarded to WSDOT for review and comment by lead agencies. WSDOT is considered an agency with transportation expertise and reviews all proposed development projects that are not exempt and that could possibly have significant adverse impacts on the state highway system.

The following is from the Department of Ecology's SEPA FAQ:

> Q: What is a "significant" adverse environmental impact?
>
> A: State SEPA rules defines "significant" as "a reasonable likelihood of more than a moderate adverse impact on environmental quality." The term "reasonable likelihood" means it is not remote or speculative. The phrase "more than moderate" is based on intensity and severity; intensity depends on the magnitude and duration of an impact while severity is weighed along with the likelihood of its occurrence. An impact may be significant if its chance of occurrence is not great, but the resulting environmental impact would be severe.

The transportation thresholds in this chapter are what WSDOT identifies as significant so that mitigation can be requested and provided. While these are predominantly auto-based thresholds, WSDOT is a multimodal agency, and development of new performance metrics, and thresholds is expected.

When WSDOT is permitting a development access connection to a state highway or is the permitting authority for another developer purpose on WSDOT right of way, WSDOT can require developers to mitigate impacts created by their developments. Otherwise, WSDOT works through the SEPA lead agency to fashion developer mitigation requirements.

1130.04(1) SEPA Proposals

Under SEPA a proposal means a proposed action. A proposal includes both actions and regulatory decisions of agencies as well as any actions proposed by applicants. Proposals can be:

- Project Action, such as new construction, demolition, landfills, and exchange of natural resources.
- Non-Project Action, such as comprehensive plans, zoning changes, and development regulations.

WSDOT involvement and SEPA review at the non-project stage can realize more benefits to the transportation system, as this is when there is the most latitude for adjustments.

Types of SEPA Proposals

While some proposals are brought to the attention of WSDOT by the proponent or by Development Services staff reviewing the DOE SEPA Register, most project proposals are submitted to WSDOT by the applicable SEPA lead agency. The following are some of the typical submittals WSDOT receives:

1. Pre-submission
2. Notice of application
3. SEPA environmental checklist
4. Determination of Nonsignificance (DNS) or Mitigated DNS (MDNS)
5. Determination of Significance (DS) and/or scoping notice
6. Draft/Final/Supplemental Environmental Impact Statements (DEIS/FEIS/SEIS)
7. Platting and subdivision notices
8. Zoning notices
9. Non-SEPA project next to a state highway

SEPA Exemptions

Not all proposals require a SEPA review. Some project proposals will be categorically exempted from SEPA review if their size or type of activity is deemed unlikely to cause a significant adverse impact. WSDOT does not typically review projects with a CE SEPA determination. However, the agency does work with the project lead if there are non-SEPA WSDOT approvals or other actions needed.

WAC 197-11-800 Categorical Exemption provides that some proposals can be exempted from SEPA reviews because the development falls within the established minimum SEPA thresholds. See this WAC for examples of exempt proposals.

For more information about SEPA and requirements, see the WACs and Department of Ecology's SEPA website. https://ecology.wa.gov/regulations-permits/SEPA-environmental-review

Note that multiple exempted projects could affect WSDOT's ability to review impacts fairly and accurately, and in the cumulative, could create an unforeseen adverse impact on the state transportation system. Consider developing an interlocal agreement with the lead agency, or other options.

1130.04(2) SEPA Development Proposals of Interest to WSDOT

The type, location, and scale of a proposed development influences how WSDOT evaluates an individual project, and if mitigation is recommended, what forms that should take. WSDOT has high interest in proposals that would impact:

- State transportation system operations and safety for all modes, including access to and from the state system.
- Stormwater systems within WSDOT rights of way.
- Utilities within WSDOT rights of way.

However, other impacts to the state highway system may occur, such as noise, light and glare, fencing requirements, legal load limits, or off-premises outdoor advertising impacts.

Because of potential impacts, WSDOT has interest in many types of land use developments, including but not limited to:

- Site adjacent to or proposes access to state highway.
- Site not adjacent to the state highway but would contribute a "significant" number of trips to the highway.
- Land divisions or lot line adjustments for property with frontage on or proposed access to a state highway.
- Site located in footprint of future state highway or trail alignment.
- Proposed noise-sensitive land uses adjacent to state highways.
- Site located adjacent to a railroad right of way or could affect a state highway rail crossing.
- Site located adjacent to a trail, shared-use path, or sidewalk, or could affect a state highway crossing for active transportation users.Airport expansions.
- Land use/development proposals that could affect state airport expansions, such as cell towers, or noise-sensitive land uses in the vicinity of public use airports.
- Aggregate resource sites.
- WSDOT surplus property sales.
- WSDOT turn back agreements.
- Motorist signing and off premise outdoor advertising signs (billboards).
- Cellular or microwave towers.
- Utility connections or corridors on WSDOT rights of way
- Comprehensive plan amendments and zone changes, including map and text amendments.

Multimodal Transportation and Contexts

WSDOT is interested in how development can accommodate active transportation modes. Mixed use development could have a positive effect on multimodal trip generation, meaning reduced trips by automobile and increased trips by bicycling and walking. Review the multimodal considerations presented in Section 1130.09, as well as other chapters in this manual.

1130.04(3) Land Use Appeals

Contact the HQ Access and Hearing office when considering a decision to appeal a land use determination by a local agency. WSDOT should also consult with the Washington State Attorney General's Office. There are short timelines in which to file appeals. A time delay could prejudice WSDOT's right to appeal.

1130.05 Growth Management Act (GMA)

The GMA was adopted to address ways to accommodate growth while preserving and advancing a high quality of life in Washington. It requires many cities and counties, and other jurisdictions that choose to opt in, to complete comprehensive plans and establish development regulations. WSDOT's interest in GMA and land use is as a tool to manage demand on the transportation system to contribute to the creation of productive, equitable, and sustainable places. Below are selected points in state law that recognize WSDOT and the state transportation system. This is not all inclusive and staff should have working knowledge of laws and rules.

RCW 36.70A.020 **Planning goals**. The following are some of the stated goals to guide development and adoption of comprehensive plans and development regulations of those counties and cities that are required or choose to plan under RCW 36.70A.040.

- Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.
- Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.
- Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

RCW 36.70A.040 **Who must plan**. Specifies which agencies must plan and allows others to choose to opt into the planning process. This process includes preparing and updating comprehensive plans.

RCW 36.70A.070 **Comprehensive plans—Mandatory elements.** This state law requires certain elements to be addressed in plans, including transportation. The comprehensive plan of a county or city that is required or chooses to plan under RCW 36.70A.040 shall address transportation.

The following points about transportation elements are based on RCW 36.70A.070(6).

A transportation element implements, and is consistent with, the land use element. A transportation element must also contain subelements:

- Land use assumptions used in estimating travel.
- Estimated traffic impacts to state-owned transportation facilities resulting from land use assumptions to assist in monitoring the performance of state facilities, to plan improvements for the facilities, and to assess the impact of land-use decisions on state-owned transportation facilities.
- Facilities and services needs.

The Facilities and Services requirements of comprehensive plans contain multiple provisions, many of which are described here:

- An inventory of transportation facilities and services, including transit alignments, and state-owned transportation facilities within city or county jurisdictions.
- Level of service standards for all locally owned arterials and transit routes to serve as a gauge to judge performance of the system. These standards should be regionally coordinated.
- Address state-owned transportation facilities, level of service standards for highways, as prescribed in chapters 47.06 and 47.80 RCW, to gauge the performance of the system.
- LOS standards are used to monitor performance of the state system, to evaluate improvement strategies, and to facilitate coordination between governments.
- Concurrency requirements generally do not apply to transportation facilities and services of statewide significance.
- Specific actions and requirements apply to locally owned transportation facilities or services that are below an established LOS standard.
- Ten-year traffic forecasts based on the adopted land use plan are used to inform on the location, timing, and capacity needs of future growth.
- Identification of state and local system needs to meet current and future demands, consistent with the statewide multimodal transportation plan required under Chapter 47.06 RCW.
- Collaborative efforts to identify improvements for pedestrian and bicycle facilities and corridors as well as TDM solutions to transportation needs.

GMA requires concurrency for transportation facilities. For transportation, concurrency means improvements or strategies are in place at the time of development, or that commitment is in place to complete the improvements or strategies within six years. The purpose of concurrency is to ensure that the public facilities and services necessary to support development are adequate to serve that development at the time it is available for occupancy and use, without decreasing service levels below established minimum standards.

Level of Service (LOS) and Local Planning. The GMA requires local agencies to include the LOS standards for highways of statewide significance (HSS) within their comprehensive plans. These LOS standards can then be used as one method to assess the need for transportation mitigation measures.

The Legislature enacted RCW 47.06.140 in 1998 - the "Level of Service Bill." The main elements of the law are:

Local agencies must include transportation facilities of statewide significance (including interstate highways, interregional state principal arterials, and statewide ferry service) in their comprehensive plans consistent with the statewide transportation plan.

WSDOT, in consultation with local governments, shall set level of service standards for state highways and state ferry routes of statewide significance. For regionally significant state highways (Non-HSS), the LOS is set through a collaborative process with Regional Transportation Planning Organizations (RTPOs) and local governments.

Improvements to facilities and services of statewide significance identified in the statewide multimodal plan are essential state public facilities under RCW 36.70A.200 (refer to RCW 47.06.140). No local comprehensive plan or development regulation may preclude the siting of essential public facilities (RCW 36.70A.200(5)).

Note: SEPA applies to jurisdiction even if they do not plan under RCW 36.70A.040.

1130.06 Highway Access Connections

When reviewing requests for access connections onto a state highway, identify the type of access control for the route and apply policy and procedures accordingly. Some main points:

- If a developer seeks a highway connection, WSDOT can require mitigation.
- This is done when WSDOT conditions improvements to the transportation system during issuance of highway access permits.
- WSDOT may deny a connection due to safety, operational, or other reasons.
- An Intersection Control Evaluation (consult Chapter 1300) may be required for new access points, or substantial changes in traffic volume on existing access points.

1130.06(1) Managed Access Control

Chapter 47.50 RCW, Chapter 468-51 WAC, and Chapter 468-52 WAC define WSDOT authority, standards, and procedures for the management of access to managed access state highways to maintain functional use, highway safety, and preservation of public investment consistent with adopted local comprehensive plans.

Cities and towns permit access connections on managed access highways within their boundaries. WSDOT may provide guidance/recommendations/clarifications upon request. NOTE: A city/town is also responsible for having their own connection and must use standards that meet or exceed WSDOT standards per RCW 47.50.030(3).

The WSDOT Region is the access connection permit authority for locations outside corporate limits.

Connection Permits and fees vary (consult WAC 468-51-070)

- Connection categories are based on projected use volumes and other characteristics.
- Category II and III connection proposals require a traffic analysis, signed by a professional engineer, licensed in accordance with Chapter 18.43 RCW. Connections are designed and constructed to WSDOT standards. Mitigation may be required involving construction on the state highway. WSDOT may require a Developer Agreement in addition to the connection permit (refer to Section 1130.10).
- The applicant completes DOT Form 224-694 Application for Access Connection Permit Managed Access Highways Only and provides the appropriate nonrefundable fee.
- WSDOT determines if the permit will be granted. For new connections, use Form 224-005, and for existing connections use 224-006 (internal website only).

Refer to Chapter 540 for more information.

1130.06(2) Limited Access Control

Chapter 47.52 RCW, Chapter 468-54 WAC, and Chapter 468-58 WAC govern WSDOT authority, standards, and procedures for the establishments of limited access highways and the purchase of access, light, view and air rights from abutting property owners. Connections to limited access highways are administered by WSDOT HQ Access and Hearings. Refer to Chapter 520 and Chapter 530.

1130.07 Early and Ongoing Coordination

The review process begins when the Region becomes aware of a project proposal. Often this occurs when the local agency sends the land use proposal to WSDOT for review. On some occasions the proponent will contact WSDOT first before formally submitting the project to the local agency. Developer Services staff can also proactively reach out to the local agency to inquire about proposed or planned projects.

Early coordination is the formal or informal process developers use to identify the potential impacts for a land use proposal and to establish expectations of the interested agency requirements.

Benefits of early and ongoing coordination include:

- Advanced knowledge and awareness of land use and transportation plans and projects.
- Understanding the proposal's impact on the state highway before mitigation design has progressed too far. Early coordination helps optimize multimodal outcomes.
- WSDOT / developer collaborating on the TIA document and proposed mitigation.
- Sharing/leveraging resources among local and state agencies.
- Time savings up front on work that would otherwise need to be done during the comment deadlines.

Development Services staff also monitor websites and plans including:

- Department of Ecology's Statewide SEPA register.
- County and city websites.
- Department of Commerce's Plan View site.

Consult local agency comprehensive plans, WSDOT planning studies and statewide plans to help inform transportation system needs and mitigation. Examples include:

- Community Engagement Plans.
- Washington State Highway System Plan.
- Washington State Active Transportation Plan and local agency related plans such as parks, trails, and pedestrian and/or bicyclist master plans.
- Washington State Public Transportation and local/regional transit agency plans.
- Washington State Human Services Transportation Plans.
- Washington State Rail, Freight, Ferries, and Aviation Plans.
- Corridor and area planning studies.
- More information on WSDOT's Planning process is available online at: https://www.wsdot.wa.gov/planning/default.htm

1130.08 Establishing Reimbursable Accounts

Reimbursable accounts are used so that WSDOT can be compensated by the developer, local government or tribe for agency time invested in their project proposal. The reimbursable account is usually established prior to plan review and often prior to TIA review.

- Administration of compensation for these review charges is through a reimbursable (Jx) account. Consult Chapter 9 of the *Agreements Manual* (Consultants: Please contact your WSDOT Project Manager for access to the Agreements Manual) and consult with Region Financial Services office for how to set these up.
- The developer is billed monthly for the outstanding balance in the account.
- Reimbursable costs include: TIA reviews, plan for approval and construction plan reviews, agreement preparation and construction inspection, and administrative overhead.
- These costs vary depending on the complexity of the project, the number of required revisions to plans and the amount of time required for construction inspection.
- Use Project Review Reimbursable Agreement Form 224-102.

A quick review of the proposal and SEPA checklist will usually indicate the likelihood of impacts to WSDOT facilities. WSDOT normally does not charge for review time when:

- There are very minor review requirements.
- The review only deals with a simple Access Connection Permit application to a farm, single-family residence, or a short plat.
- If the applicant is a local, state, or federal agency, cities, counties, tribes, or FHWA, and no work is being proposed within the WSDOT highway right of way.
- The amount of money chargeable is not worth the cost of collection. An example of this is a project that requires a single one-hour review of a TIA.

Each region should develop an objective set of guidelines that define when a developer should open a reimbursable account. For example, a region may require reimbursable accounts only from developments that are directly adjacent to a state route and generate 10 or more peak-hour trips.

1130.09 Review Procedures and Criteria

The Development Services objective for land use proposals is to determine if Region will recommend or require mitigation to the lead agency, and if so, what options or form that should take. Note: WSDOT can require mitigation when we issue connection permits, or other permits to use WSDOT right of way.

Review land use proposals from many contextual, operational, and performance driven perspectives. This includes multimodal transportation planning, safety, active transportation connectivity, motor vehicle traffic operations, system operation and maintenance, multimodal access and accommodation, and existing or proposed public transportation services.

Apply the criteria in this section, or as agreed upon with the lead agency and developer, to make the determination. Note: Development Services Staff and local agencies negotiate the terms of each Interlocal Agreement. In these cases, the Interlocal Agreement would specify thresholds and other expectations (refer to Section 1130.11).

If mitigation will be recommended, follow the procedures in Section 1130.10 to formalize an agreement.

The Review Procedure begins with a land use proposal and accompanying documents. WSDOT Development Services staff:

- Receive a land use proposal from the lead agency. The notice accompanies the SEPA document. For a DNS, a SEPA checklist is included.

Review the document and supporting information and data for quantifiable transportation impacts.

Use the questions in Exhibit 1130-1 as a test to determine if the Region has no concerns or objections or if it needs to evaluate further.

Follow the next set of questions in Exhibit 1130-2 and Exhibit 1130-3 to determine if mitigation is needed.

- Determine if enough information has been provided, like a TIA, to fully evaluate the proposal.
- Apply the WSDOT Threshold Criteria in Section 1130.09(2).
- Consider establishing a reimbursable account (See Section 1130.08).

1130.09(1) Evaluating Land Use Development Proposals

Apply the following questions in Exhibit 1130-1 to determine if a proposal should be evaluated further or if region has no concerns with the proposal and will not request mitigation.

Exhibit 1130-1 Preliminary Assessment Land Use Proposal

Preliminary Proposal Assessment Filters	Y / N
Could the proposal significantly impact performance of a state highway? Would the development:	
Increase vehicle trips on the highway above threshold values?	Y / N
Degrade operational performance (including for transit and active modes) on the highway below LOS threshold values?	Y /N
Trigger need to revise intersections or conduct Intersection Control Evaluation (including to address pedestrian and/or bicyclist LOS)?	Y / N
Add traffic to an intersection with safety performance concerns?	Y / N
Add more drainage into the state storm water system?	Y / N
Does the proposal modify an existing access connection to a state highway?	Y / N
Does the proposal request a new direct access onto a state highway?	Y / N
Does the application material, including SEPA checklist, indicate the potential for impacts to WSDOT facilities, including sidewalks, bicycle facilities, and trails/shared-use paths?	Y / N
Proposed comprehensive plan amendments or zone change: Is there a proposed Comprehensive Plan amendment or zone change that could have a "significant impact" on a state transportation facility?	Y / N

If the answer is NO to all of the questions in Exhibit 1130-1, then there may be no probable significant adverse impact to the state highway system and no further WSDOT analysis or response is required. Note: WSDOT may submit an email to the local agency stating WSDOT has no comments. This confirms to the local government that WSDOT received notification and conducted a review. However, due to resourcing, WSDOT may not respond in these cases.

If the answer is YES to ANY of the above questions, further review is necessary.

Use the questions in Exhibit 1130-2 and Exhibit 1130-3 and the criteria in Section 1130.10 to further assess potential impacts to the state transportation system.

Exhibit 1130-2 Further Assessing land use Proposal

Potential impacts and mitigation questions	Y / N
Has a Traffic Impact Analysis (TIA) been prepared and is it available? • If a TIA has not yet been prepared, is there an opportunity to work with the local agency or developer on preparing a TIA? • Was the TIA prepared following practices outlined in relevant WSDOT manuals and websites? • Does the TIA clearly identify development-related impacts and propose mitigations for those impacts? • Is an Intersection Control Evaluation needed? (Chapter 1300)	Y / N Y / N Y / N Y / N Y / N
• Will the development worsen traffic congestion levels on the local street network, and potentially divert motor vehicle traffic to the state highway system?	Y / N
• Is the development consistent with general land use assumptions and concurrency findings in the local agency's comprehensive plan?	Y / N
• Does the development provide for local roadway improvements and connections to the state highway system in a manner consistent with the local agency's Transportation Element and with consideration for transit and active transportation needs?	Y / N
Are WSDOT threshold criteria exceeded? (Refer to Section 1130.09(2) and subsections.) • Examples: would development-generated traffic trigger turn-lane/signal warrants and require highway improvements, or impact sections of state highway having identified safety performance needs?	Y / N
Does the proposal modify existing active transportation facilities? Does the proposal abut a state highway for which new active transportation facilities are included in an adopted transportation or recreation plan, or that has been identified as a gap or future potential trail location in the analysis of state routes in the 2020 Active Transportation Plan? Is it affecting a designated or planned US Bicycle Route? (Consult the Active Transportation Division for details.)	Y / N Y / N
Are there any additional adverse environmental impacts to the state highway system such as stormwater or noise?	Y / N
Will there be any outdoor advertising visible from a state highway?	Y / N

In addition to the above, apply Exhibit 1130-3 for developments proposing new street, roadway, or driveway connections to the State Highway.

Exhibit 1130-3 Assessment questions for State Highway connections

For Development Proposal requesting access to a State Highway	
Managed Access compliance: Does proposed connection conform to the highway classification set by the Access Management requirements of Chapters 468-51 WAC and 468-52 WAC? (See Chapter 540)	Y / N
Does proposed access comply with Limited Access policy? (Refer to Chapter 530).	Y / N
Access number and location: Can development function with a single highway access or can the access be shared or be located along a property line? Would access location meet sight distance criteria? Would access create a safety concern for pedestrians and bicyclists travelling across it? Is driveway constructible at proposed location?	Y / N Y / N Y / N Y / N
Access Connection permit: Does the property have an existing, legal access?	Y / N
Alternative accesses: Are there other ways to access the property besides the state highway, such as using local streets or county roads?	Y / N

If any questions above lead you to believe mitigation will be needed, reply to the lead agency and request additional data and information such as a TIA, if needed.

1130.09(1)(a) Traffic Impact Analysis (TIA)

When the review process concludes that a development has significant adverse impacts then mitigation is warranted. The Traffic Impact Analysis usually recommends conceptual improvements that will mitigate the impacts. A local agency will typically require that the developer satisfy WSDOT about the details of that mitigation. Such details are usually resolved in an agreement between the developer and WSDOT that permits construction of highway improvements (or traffic mitigation payment to a WSDOT project).

- Lead agency typically requires proponent to prepare a TIA.
- If a TIA has not been prepared, ask that it be provided. Collaborate with the developer and lead agency on the TIA development, if possible.
- An Intersection Control Evaluation (ICE) may be needed (refer to Chapter 1300).

Review TIA and test for Significant Adverse Impacts

- A TIA should clearly describe trip generation estimation methodology, state assumptions, data collection methodology, and identify potential impacts to the transportation system, including state highways in terms of location, timing, and magnitude. Request TIA updates or additional information if needed.
- Assess traffic impacts on state highways and ferry routes in terms of the number of trips generated (per ITE *Trip Generation Manual*) as the result of a land use or policy change. In addition to motor vehicle trips, estimated traffic impacts should also include transit, bicyclist and pedestrian trips depending on context.
- Collaborate with multidisciplinary groups and the proponent. Consider all travel modes, needs and context including Americans with Disabilities Act (ADA), network connectivity, safety, crossing treatments, and route directness considerations for active transportation users.

- Review available corridor planning studies. These studies and plans involved significant participation from members of local communities, so they are valuable resources for understanding what stakeholders want with respect to the state transportation system.
- Refer to Chapter 320 for TIA procedures and details.
- Apply WSDOT Criteria below.

1130.09(2) WSDOT Threshold Criteria

WSDOT's goal is to provide a safe, sustainable, multimodal transportation system for all users. Our performance criteria will evolve as WSDOT develops new performance metrics.

This section provides criteria used by WSDOT to determine if significant adverse impacts to the transportation system would be likely because of proposed land use development. Criteria include:

- Projected number of added automobile trips to the state highway
- Level of service standards
- Channelization thresholds
- Safety performance for the traveling public, including active transportation and transit users.
- Considerations of bicyclist, pedestrian, and transit modes

When the criteria or considerations in this section indicate probable significant impacts, respond to the lead agency with request to formalize mitigation. This is the beginning of the developer mitigation agreement process presented in Section 1130.10.

Development-generated motor vehicle trips are the most common cause of significant impacts. However, it is important to address all modes when establishing mitigation alternatives.

Apply the criteria in the subsections below to determine 1) probable significant adverse impacts, 2) the need for additional information and analysis, and 3) potential mitigation design alternatives with all parties.

WSDOT's goal is to optimize mitigation such that all travel modes have been addressed.

Interlocal agreements between WSDOT and Local Agencies may supersede some threshold criteria (consult Section 1130.11 Interlocal Agreements.)

1130.09(2)(a) Vehicular Trip Thresholds

WSDOT identifies any proposal that meets or exceeds either or both of the following vehicular trip criteria to have a probable significant adverse impact to the state highway system.

1. Addition of ten (10) or more AM or PM peak-hour vehicle trips assigned to an individual approach leg to a state highway intersection.
2. Addition of twenty five (25) or more AM or PM peak-hour vehicle trips assigned to a state highway segment (2-way travel) or intersection (total 25 trips all legs).

1130.09(2)(b) Level of Service (LOS) Thresholds Level of Service Thresholds

When a development would degrade a highway's LOS below the applicable established threshold, the highway segment or intersection impacted would be identified as a probable significant adverse impact, and parties should seek to establish mitigation of the traffic impacts.

Apply development-generated trips to the network volumes, to determine if an established LOS threshold would be exceeded. LOS thresholds are established per state law to gauge the performance of the system. Refer to Chapter 36.70A.070 RCW and Chapters 47.06 and 47.80 RCW for information.

WSDOT cannot require mitigation when we are not permitting a connection to the state highway or providing another type of permit to use WSDOT rights of way. Work in good faith with the lead agency and developer to recommend mitigation.

General established LOS standards are as follows, however, check for exceptions or differences applicable to specific locations under consideration.

Highways of Statewide Significance (HSS) including their ramp intersections:

- Urban Areas: LOS "D"
- Rural Areas: LOS "C"

Regionally Significant State Highways (non-HSS):

- The LOS thresholds adopted by the local MPO/RTPO shall apply.
- In the absence of an adopted LOS threshold, the LOS for HSS shall apply.
- Where there is a specific Interlocal Agreement with WSDOT, the applicable LOS threshold levels as established by the agreement shall apply.

When LOS is already below established thresholds

When a development affects a highway segment or intersection where the LOS is already degraded from the applicable threshold, any additional development related traffic would be identified as a probable significant adverse impact.

The pre-development LOS is the condition to preserve through mitigation. The average vehicle time delay associated with the pre-development LOS is used rather than the otherwise applicable deficiency level.

Example:

If the pre-development and post-development LOS at an intersection is F, with the average vehicle time delay of 80 and 95 seconds respectively, then the appropriate mitigation is to make the necessary improvements to bring the average vehicle time delay back to 80 seconds or less.

The LOS thresholds apply to intersections. The bases for evaluating LOS are the methodologies agreed upon between the developer and WSDOT.

Automobile Congestion and delay can be evaluated using two different methods:

- If using level of service (LOS): Are there segments of the highway that are below the LOS threshold or will fall below the LOS threshold as a result of the development?
- If using volume/capacity (v/c) ratio: Are there segments of the highway that already exceed or will exceed the v/c ratio-threshold as a result of the development?

Consult these Resources for LOS Standards

- WSDOT Highway System Plan.
- Local or regional government.
- Online Map Support WSDOT - Level of Service Standard for State Routes.

1130.09(2)(c) WSDOT Channelization Thresholds

Addition of twenty-five (25) or more AM or PM Peak-hour vehicular trips (2-way) to an intersection or access connection that meets or exceeds the *Design Manual* guidelines for channelization will be considered a probable significant adverse impact. Consider all potential users of the facility in the design of an intersection. This involves addressing the needs of a diverse mix of user groups, including passenger cars, heavy vehicles of varying classifications, bicyclists, and pedestrians. Turn channelization and especially slip lane additions make conditions more challenging for pedestrians and bicyclists. These changes increase crossing distances and intersection complexity and may increase driver turning speeds. Refer to Chapter 1310 for channelization guidance.

1130.09(2)(d) Safety Performance Thresholds

Addition of ten (10) or more AM or PM peak-hour vehicular trips (2-way) to a highway location identified through an I-2 safety program will be considered a probable significant adverse impact.

WSDOT primarily uses two screening methodologies to identify locations that require further safety analysis on state highways. These are the Collision Analysis Location/Collision Analysis Corridor (CAL/CAC) and the Intersection Analysis Location (IAL) programs. The regions use the CAL/CAC and IAL lists to prioritize safety improvement projects in developing their construction programs.

When a development proposal impacts a CAL/CAC or an IAL, WSDOT may require reasonable mitigation even if the LOS thresholds are not exceeded or *Design Manual* channelization warrants are not met. Mitigation may take the form of developer-constructed improvements or traffic mitigation payment to a state project if one is programmed for the CAL/CAC or IAL location. Coordinate with the Regional Transportation Operations and Program Management staff to create a list of CAL/CAC and IAL projects from the biennial logbooks with reasonable solutions and cost estimates for improvements that would mitigate the deficiencies. This project list could provide the basis for mitigation assessments for development impacts.

Refer to the WSDOT Safety Analysis Guide, Section 8.3 for guidance.

1130.09(2)(e) WSDOT Field Assessment Program

WSDOT may consider other safety threshold requirements, including locations identified through the Field Assessment Program. Field assessments are a programmatic approach to review all state highways to identify safety improvement opportunities, evaluate potential benefits and risks, and develop lower cost spot safety enhancements.

Safety is always considered when assessing traffic impacts. The effects of sight distance, roadway geometry, alignment, context, travel speed, turning speed, roadway width, access, and volume of turning movements should all be considered. While a TIA may conclude that the traffic impacts to a state highway will not exceed LOS thresholds or other criteria, the Region Traffic Engineer may still request reasonable intersection improvements based on safety concerns.

If the Region Traffic Engineer does request a mitigation improvement that does not otherwise meet the thresholds listed in this chapter, then the Region Traffic Engineer must document the engineering basis and analyses for the improvement in an engineering study or other report that clearly justifies the reasons for requesting the mitigation improvement.

Refer to the *Traffic Manual* Chapter 9 for more information on the Field Assessment Program.

1130.09(2)(f) Active and Public Transportation

Both active transportation and transit provide essential travel options for those who do not choose to or who cannot drive themselves. Work with the developer, tribe, or lead agency to evaluate active and public transportation system impacts and needs to determine mitigation that provides safety, mobility, and accessibility for all users of the multimodal transportation system.

- Review the TIA, SEPA document, Lead Agency and WSDOT planning documents, including the state Active Transportation Plan.
- Determine how needs for bicyclist and pedestrian infrastructure including network connectivity, route directness, safety, and level of traffic stress should be considered in the mitigation. Consult the WSDOT Active Transportation Plan for guidance.
- Consult with your Region's Active Transportation Coordinator.

Active Transportation Facilities

Active transportation refers to people engaged in human-scale and often human powered travel, such as walking or bicycling. A variety of small devices facilitate such travel, for example use of skateboards, scooters, and wheelchairs. Some devices provide low-power assistance or propulsion, such as electric bicycles. Active travel modes are more commonly employed in urban and town center contexts where distances between destinations and other factors make these modes efficient and desirable. Urban locations often make greater investment in safe and comfortable infrastructure like sidewalks, crossing enhancements and bicycle facilities. Some suburban highways also provide sidewalks, bike lanes, and shared use paths. However, as driving speeds and lane number and complexity increase, the need for lateral separation between vehicle and active modes and enhanced crossing features increases. Even in rural locations, active travelers may need to cross highways to access transit or school bus stops or travel along highways to complete trips. New developments may increase rural active travel trips or make existing trips more challenging. Refer to WSDOT Active Transportation Plan. Considerations should address:

- What is known about the current and planned state of the active transportation network in this location?
- Is this a context in which people walk or ride bicycles to everyday destinations like stores, schools, jobs, parks, and other places?
- Is the location near existing or planned transit stops, multimodal hubs, and multi-use trails?
- Are there person trip generators present or planned?
- Is there a need for certain facilities that afford access for all ages and abilities?
- Can people make a 15-minute walk or bike ride to nearby destinations?
- How can recommended mitigation improve access between destinations?
- Is it possible to increase the percentage of everyday short trips made by walking or bicycling?
- Are highway crossings safe and convenient, such that crossings provide a low level of traffic stress and adequate route directness?
- Do posted and design speeds provide drivers with sufficient time to see people crossing and stop?

Public Transportation

Transit service helps provide travel options for those who do not choose to or cannot drive themselves. Do people in this setting have access to transit services? Is Transportation Demand Management (TDM) an option for mitigation?

- If so, what is the frequency and type of service provided?
- In population centers consider designs and tradeoffs that provide safe and convenient access to transit enabling people to move along and cross highways to reach transit stops from new developments.

1130.09(2)(g) Multimodal Mitigation Design Resources

Addressing all modes will help complete the Summary of Design documentation form. Use available resources including:

- Traffic Impact Assessment.
- Lead agency transportation plan, including active transportation, trails, parks, transit agency, or other plans that propose active transportation facilities.
- Local transit plans.
- WSDOT project delivery plans and planning documents.
- WSDOT *Design Manual*.
- WSDOT Context and Modal Accommodation Report and Guide.
- Summary of Design.
- *Design Manual* Chapter 1231 and the references listed there (NACTO, ITE, etc.)
- WSDOT Practical Solutions website, including the Performance Framework.

1130.10 Development Services Agreements

This section provides guidance to prepare and execute agreements as well as design and construction guidance.

Use the procedures and instructions in this section to formalize agreement between WSDOT, the developer, the Lead agency, or both to fulfill agreed upon mitigation to the state multimodal transportation system.

The basic process overview includes WSDOT and the Developer, and sometime the local agency:

- Select a WSDOT Agreement form.
- Document improvement mitigation using Summary of Design (SOD)
- Developer Prepare preliminary plans for approval.
- Developer prepares contract plans and other documents.
- Upon review and approval those become part of the agreement.
- A financial guarantee such as a bond is established by the developer.
- The agreement is signed and executed.

1130.10(1) Developer and Construction Agreements

When a mitigation determination results in a requirement for transportation improvements, the agreement process begins. A developer is typically directed by the SEPA lead agency to coordinate the construction details with WSDOT.

The Developer's TIA should recommend conceptual improvements that will mitigate the impacts. The lead agency typically requires that the developer satisfy WSDOT regarding the details of that mitigation. Such details are usually resolved in an agreement between the developer and WSDOT that permits construction of transportation improvements (or a mitigation payment toward a WSDOT project).

Developer Agreements are contracts between WSDOT, the developer and sometimes a local agency, stating each party's rights and responsibilities, and describing the proposed work. Agreements typically include a standard agreement form, right of way plan sheet(s), and a complete set of specifications and engineering plans.

The developer agreement may include, but is not limited to: plans; specifications; maintenance requirements; bonding requirements; inspection requirements; division of costs by the parties, where applicable; and provisions for payment by the applicant of actual costs incurred by WSDOT in the review and administration of the applicant's proposal that exceed the required base fees in Chapter 468-51-070 WAC.

Development mitigation is made in the form of:

- Developer funded and constructed transportation improvements,
- Financial contributions to programmed WSDOT or local agency projects, and/or
- Dedication of property for right of way.

Refer to the Development Service guidance document *Traffic Mitigation Payments* on the Development Services website for more information and examples to help determine or calculate pro rata share financial contributions by developers.

1130.10(2) Selecting the Type of Agreement Form

Agreement Forms

There are both standard and nonstandard agreements. WSDOT has developed standard form agreements for commonly encountered developer agreement needs. A good practice is to use a standard form agreement. These save WSDOT and the Developer time since they do not require HQ or Assistant Attorney General (AAG) review. Do not alter a standard form, or it will need to be reviewed by the AAG.

Select an agreement form that best fits with the type and form of mitigation. Determine if one of the standard form agreements below will suffice and use if possible. If not, prepare a nonstandard agreement.

Developer Agreement - Construction by Developer at Developer Expense
(Form 224-054)

- This is a two-party agreement between the developer and WSDOT.
- The developer constructs the improvement on WSDOT right of way.

Developer / Local Agency Agreement – Construction by Developer at Developer Expense
(Form 224-063)

- Like the above, but as a three-party agreement which involves the developer, the local agency and WSDOT.
- Use this agreement if part of the improvement to be constructed is located on local agency right-of-way in addition to state-owned right of way.

Local Agency Participating Agreement - Developer Mitigation
(Form 224-015)

- This agreement is a two-party contract between the Local agency and WSDOT.
- The Agency has collected developer mitigation payments pursuant to RCW 82.02.020 that have an expiration date of five (5) years from date of collection.
- The Agency desires to transmit these funds to WSDOT for use in constructing the above referenced project.
- WSDOT has programmed and budgeted the subject project.

Developer Agreement - Construction by State at Developer Expense
(Form 224-064)

- This is a two-party agreement between the developer and WSDOT.
- WSDOT agrees to build the project for the developer as a separate project. The project will have to go through the normal ad and award process.
- This type of agreement is required by FHWA if the improvements are constructed on the Interstate system and may impact the mainline traffic. An example would be a developer-funded signal installation on an off-ramp where it is likely the construction will impact the mainline traffic.

Construction Agreement - Construction by Local Agency on State Highway Right of Way at Local Agency Expense (Form224-032)

- This is a two-party agreement between the local agency and WSDOT.
- The Agency agrees to and shall construct, operate and/or maintain the Improvements in accordance with the terms of this Agreement.

Local Agency Participating Agreement Work by WSDOT — Actual Cost
(Form 224-065)

- This is a two-party agreement between the local agency and WSDOT.
- WSDOT is planning the construction or improvement of a section of the state route and the Local Agency has requested that WSDOT perform certain work for the Local Agency.
- It is deemed to be in the public's best interest for WSDOT to include the requested Work in WSDOT's construction contract for the state route improvement. The Local Agency is obligated for the cost of the work.

Developer Mitigation Agreement: Collection of Pro Rata Share for Contribution Toward a WSDOT Project.

- This would be a non-standard agreement that establishes a contract between WSDOT and the developer whereby the developer can contribute toward a programmed WSDOT project to mitigate impacts to the state highway system.
- It can be modified to include a third-party when the WSDOT has a joint project with a city or county.
- Refer to the guidance document *Traffic Mitigation Payments* on the Development Services Website for more information about how to develop pro rata share developer contributions.

Agreement Resources

WSDOT Forms

Agreements Manual (Consultants: Please contact your WSDOT Project Manager for access to the Agreements Manual)

Region Financial Services office.

1130.10(3) Time to Process an Agreement

The agreement process requires a technical review and concurrence or approval of all plans within WSDOT right of way that become part of the agreement, and possibly review by WSDOT HQ and the Attorney General's Office (AGO). The length of time it takes to execute an agreement varies greatly and depends upon:

- Complexity of the project.
- Number of revisions required for the plans and specifications.
- Quality and quantity of plans submitted by the developer.

The overall time to complete this process is primarily based on the quality and quantity of plans submitted by the developer. The closer the plans are to WSDOT standards, the more efficiently the review will proceed.

Each region should develop guidance for communicating expectations for review and approval timeframes.

1130.10(4) Assembling Agreement Components

A typical Developer Agreement includes a set of engineering plans and specifications prepared by the developer. These include preliminary plans for approval, construction plans, reports, and other documents. Agreements include these items as exhibits. These exhibits are reviewed and approved before the agreement is signed. These include but are not limited to:

- Preliminary documents, including a Plan for Approval and the Summary of Design.
- Construction plans, materials certifications, specifications.
- Hydraulics reports.
- An Intersection Control Evaluation (ICE) may be required for new or modified intersections (refer to Chapter 1300.)
- Other documents as determined by region.

Plans Review Process

Once mitigation has been determined, the development services staff will contact the developer/consultant to request submittal of required plans and specifications for WSDOT review and concurrence or approval. DS Staff determine which support offices are appropriate and route the plans to them for review and approval.

The Development Services lead acts as the Project Engineer in the review and approval of development plans by coordinating, screening and consolidating, and resolving the review comments. When the initial reviews are complete, the Development Services lead compiles comments and returns the plans to the developer and/or consultant for revisions.

When all of the review comments have been addressed and plan revisions made, the Development Services lead will obtain the necessary electronic approvals/signatures for the plans.

The following sections provide details supporting preparation of:

- Plans for approval, the summary of design, and construction plans, documents, and responsibilities.
- Descriptions and Links to additional resources and forms.

1130.10(5) Preliminary Design Documents

The main preliminary documents used in the beginning of the mitigation agreement process are the Plan for Approval and the Summary of Design. These become exhibits attached to the agreement.

This section provides instruction for the Summary of Design (SOD) and Plans for Approval (PFA), the two most common documents used. The SOD and the PFA should be developed concurrently. The SOD is required to be submitted by the developer prior to or with the PFA. WSDOT will support and collaborate in the development of the Plan for Approval and Summary of Design. Criteria in the WSDOT *Design Manual* apply to design of mitigation projects on WSDOT highways and rights of way.

1130.10(5)(a) Summary of Design (SOD)

The SOD was developed specifically for use on non-WSDOT projects on the state transportation system. Use the SOD to record decisions about development-based transportation improvements. Provide the information needed to complete the SOD, including the proposed multimodal project elements, community engagement, and design tradeoffs.

Provide enough detail on the SOD that a Plan for Approval can proceed.

WSDOT and the Developer use the SOD to record decisions about development-based transportation improvements. The "Project Information" section expects consideration of all modes and documenting tradeoffs determined in the design process.

- The SOD prompts for multimodal considerations; how all travel modes have been addressed in the mitigation.
- It also provides for documenting the design elements of the project.

Note: in some cases, the Basis of Design (BOD) may be required, but the general expectation is the SOD should suffice for most projects. Consult Section 300.04(3) Local Agency and Development Services Approvals for further guidance.

Summary of Design Resources:

- Download the SOD (Form 224-045), or BOD if required and provide it to the local agency / developer.
- Refer to Chapter 300 and the SOD/BOD for Approval requirements.

1130.10(5)(b) Plan for Approval (PFA)

The developer/consultant prepares the PFA. Note: These are commonly called Channelization Plans, but for consistency with this *Design Manual*, the term Plan for Approval is used. The PFA is the basis for all the construction drawings and essentially defines the scope of the project. Review the plan for approval and support the developer in revisions needed. Review and ensure developer and local agency project plans meet WSDOT policies and procedures.

WSDOT Design Controls: Design controls are specific factors that directly influence the selection of most design elements and their dimensions. Consult Chapter 1103 for the five WSDOT design controls.

Checklists and Examples: Provide your Region's checklist to help the developer prepare the PFA prior to region review. Provide example PFAs as needed. Basic content usually includes:

- Roadway channelization and intersection configuration.
- Linear design elements and dimensions such as lane and shoulder widths, taper lengths, sidewalks, bicycle facilities, shared-use paths/trails, transit stops or pullouts, and other elements.
- Intersection design elements and dimensions such as corner radii, marked crosswalks, crossing protection islands, bike boxes, leading pedestrian intervals, protected intersection features, mixing zones, protected left turn signals, lighting, etc.
- Midblock and trail crossing locations and dimensions with included features such as Pedestrian Hybrid Beacons, Rectangular Rapid Flashing beacons, raised crossings, etc.
- Ramp junction crossing locations and dimensions with included features such as Pedestrian Hybrid Beacons, Rectangular Rapid Flashing beacons, advance signage, raised crossings, etc.
- The entire mitigation project limits or portion thereof on the state system
- All existing access connections, both public and private, on both sides of the state highway
- Property use each proposed new or combined access connection serves.

- Design data pertinent to the improvements being proposed.
- Plots from turn movement simulation software to verify that the turn movements for the design vehicle(s) do not have conflicts. Refer to Chapter 1103 for Design Controls policy, including selecting the intersection design vehicle.

Consult your region PFA checklist for full details.

Note: Any channelization outside of the state highway right-of-way will require confirmation that the design meets the local agency's design standards.

WSDOT Review times: WSDOT's initial review of the PFA for approval/or concurrence will generally take about three weeks before comments are returned. Subsequent reviews of this plan will require up to two additional weeks each time the plan is resubmitted.

Approval: WSDOT approves or concurs the PFA by electronic signature and provides a copy to the developer. Refer to Chapter 300 for approvals.

The following sections provide details along with references to other WSDOT Manuals and resources needed.

1130.10(5)(c) Other Preliminary Documents

Other design requirements may be triggered by the proposal, such as an approved Intersection Control Evaluation, Access Revision Report, or Design Analysis, to list a few. Consult Chapter 300 for the list of many documents and approval authorities which may be needed, particularly for intersections or for proposed freeway access revisions.

1130.10(6) Construction Plans, Specifications, and Reports

Upon approval of the PFA and SOD, the developer/consultant prepares construction plans, specifications and other documents and submits them to WSDOT for review. Upon approval, these are made attachments to the agreement.

The construction plans for a developer agreement are similar to those that are required for a WSDOT state contract for highway improvements. As such, the same design criteria and materials certifications apply.

Use judgment in matching the level of plan complexity and review to the level of detail warranted by a developer project to ensure compliance with WSDOT standards and specifications without placing an undue burden on developers.

The plans and reports in Exhibit 1130-4 are a brief listing that may be required for a developer project. This is not all inclusive. Consult region subject matter experts, region requirements, practices, and checklists. Engage region experts in plans review, construction and materials requirements, utilities, and hydraulics. The goal is to support the developer in the assemblage of the construction plans, specifications and reports required. Monitor progress and quality of developer work, give constructive feedback to developers throughout the process.

Exhibit 1130-4 Common Plans and Reports

- Right of Way plan
- Site Plan
- Roadway Section
- Intersection Plan
- Alignment Plan
- Illumination Plan
- Utility plan
- Hydraulic Report /Stormwater Site Plan
- Pavement marking plan
- Signing plan
- Spill Prevention Control and Countermeasure (SPCC)
- Traffic control plans
- Geotechnical Report
- Survey monumentation
- Contract specifications
- Pavement Design Report
- ADA Plans

The following information is provided regarding some critical information such as right of way, utilities, stormwater, and traffic control.

WSDOT Standards

Ensure that mitigation improvements on WSDOT right of way comply with the procedures and criteria presented in this *Design Manual*.

- Review and ensure developer and local agency project plans meet WSDOT policies and procedures.
- Monitor progress and quality of developer work, give constructive feedback to developers throughout the design process.
- Developer construction plans should meet the satisfaction of region. The *Plans Preparation Manual* can be used as a guide.

Construction, specifications, and materials should generally comply with the following resources https://wsdot.wa.gov/publications/manuals/index.htm

- Construction Manual
- Standard Plans
- Standard Specifications
- Qualified Products List (QPL)
- Other WSDOT manuals

Also refer to the Development Services Guidance Document *Construction Plans Coordination* available on Development Services webpage.

Right of Way

In most cases, the required mitigation such as widening for turn lanes or shoulder improvements, installation of pedestrian protection islands, striping of bike lanes and installing bike boxes, can be accommodated within existing right of way. However, if insufficient right-of-way exists, the developer must donate the necessary land (that they own rights to) to WSDOT. The right of way must provide a wide enough corridor to include drainage facilities (such as back of the ditch), all signal and illumination facilities, utilities under franchise, and any other feature that requires access for highway maintenance. WSDOT will not exercise eminent domain authority (condemn property) to obtain right of way for a private development.

WSDOT can request right of way be conveyed from a developer to mitigate developer traffic impacts to state highway based upon engineering plans, rather than approved right of way plans. The needed right of way must have a nexus to the direct impacts and be proportional to these impacts. Review additional information on Right of Way donations in Chapter 47.14 RCW and in Chapter 468-100 WAC.

Traffic Control

Coordinate traffic control plans and strategies with the developer. Refer to *Design Manual* Chapter 1010 and links provided therein.

Coordinate with the Region Transportation Operation Office to handle all traffic related issues. Traffic Analysis including analysis of both existing and potential pedestrian and bicyclist movements, Channelization plans, electrical design, traffic control and signing, both public and private, are the major responsibilities of this group.

Utilities

Utility Plan and Responsibilities

The Utility Plan details all the existing utilities and the proposed utility relocations within the project limits. It is the Developer's responsibility to ensure the Utility Plan and relocation strategies comply with WSDOT's *Utilities Manual* and the *Utilities Accommodation Policy*. The Utility Plan and proposed utility relocations must be approved by the Region Utility Engineer prior to execution of the Developer Agreement.

Utility plan must include, but is not limited to, the following:

1. Highway alignment and right-of-way limits.
2. Proposed roadway configuration, as shown on the channelization plan, including final location of all driveways and intersecting roads, illumination, guardrail and drainage.
3. Locations of all existing utility facilities and appurtenances, such as lines, poles, cabinets, vaults, valves, and hydrants.

Utility Locates and Service Connections

Permanent utility service connections will require a utility service agreement. A service agreement is between the Developer and the utility company. WSDOT is not responsible for obtaining this agreement. Utility service connections and any associated facilities that require water, electric power, telephone service, such as signal and illumination systems, will be the Developer's responsibility to coordinate. The Developer establishes the new service account in his/her name, with WSDOT listed as the permanent owner, and pays the initial service connection costs and fees. After final inspection, acceptance by WSDOT, and upon project completion, the account can be transferred to either WSDOT or the appropriate city or town. The Developer will be responsible for the cost and transferring of any accounts to WSDOT and/or to the applicable city or town.

Hydraulics and Stormwater Requirements

Region Development Services staff will coordinate WSDOT's review and concurrence of requirements. Enlist support from region subject matter experts for assistance in assessing drainage and water quality compliance issues. Following are some common requirements and resource manuals.

The *Highway Runoff Manual* states that WSDOT must provide for the passage of existing off-site flows through its right of way to maintain natural drainage paths. Private developer projects that discharge to a WSDOT right of way or storm sewer system must comply with the provisions of the *Highway Runoff Manual* (HRM), Ecology stormwater management manuals, or an Ecology-approved local equivalent manual. The developer must also demonstrate that WSDOT conveyance systems have adequate capacity to convey the developer's flows in accordance with *Hydraulics Manual* conveyance design standards.

Developer / consultant designing stormwater facilities within the WSDOT ROW shall prepare hydraulic reports in compliance with the policy outlined in the *Hydraulics Manual.*

A hydraulic report with supporting calculations, plans and details showing proposed improvements is needed anytime storm water runoff enters state right of way from a development site, or modifications are proposed for existing facilities' out falling to state facilities.

HRM Certification Training Requirements

Designing BMPs within WSDOT right of way requires a *Highway Runoff Manual* certification regardless of which manual is used for the design. Visit the WSDOT Hydraulics webpage for additional information, Hydraulics & hydrology | WSDOT (wa.gov) and the WSDOT Hydraulics training webpage on available HRM classes to obtain a certification: Hydraulics & hydrology training | WSDOT (wa.gov).

The *Temporary Erosion and Sediment Control Manual* (TESCM) is intended for use during the design, permitting, and construction phases of transportation construction projects. It covers:

- Applying for, transferring, and terminating Permit coverage
- Temporary erosion and sediment control (TESC) plan design and implementation
- TESC best management practice (BMP) application and installation
- Spill prevention, control, and countermeasure (SPCC) plans
- Discharge sampling, site inspections and reporting
- Site management and documentation
- Compliance related issues

A utility permit for stormwater discharge (Form 224-693) is utilized to regulate constructed facilities that discharge stormwater onto state right of way and into a highway drainage system. For more information on requirements and permits for discharging to the WSDOT ROW and/or building on the WSDOT ROW, consult the *Utilities Manual*.

Documentation will be reviewed for compliance with state and local requirements and more specifically checked to ensure storm water has been properly treated and detained, meeting WSDOT's NPDES permit requirements, existing drainage systems are capable of handling the flows and no downstream impacts before issuing a permit. For Stormwater Permits, consult regional utility office for structures within WSDOT Right of Way.

1130.10(7) Establish Developer's Financial Guarantee

WSDOT requires either a surety bond, assignment of escrow account, savings account/certificate of deposit or letter of credit from the developer to ensure timely and proper construction of the project according to the Developer Agreement. WSDOT does not require this of governmental agencies or of tribes.

The developer (usually his/her consultant) provides an itemized estimate of construction costs. Review the estimate to ensure that it represents typical costs for similar types of work. Base the amount of the surety bond on this cost estimate, including all utility work and may also include a surcharge to cover cost overruns. Bonding for local agency projects is at the discretion of the Department and in most cases will not be required.

Bonding is usually secured through a standard WSDOT bond form (discussed below), which names the developer and the surety company. Attach the bond certificate to the form. The developer may choose to provide an "assignment of escrow account" or "assignment of savings account/certificate of deposit" in lieu of the bonding.

On a case-by-case basis, WSDOT will accept a letter of credit.

Download the above WSDOT standard forms here:

Main page: https://www.wsdot.wa.gov/forms/pdfForms.html

Direct links:

- Individual Bond for Agreement (Form 224-049)
- Assignment of Savings Account/Certificate of Deposit (Form 224-004) internal website only.

At the discretion of regional development services staff, the bond may be required prior to the execution of the Developer Agreement or, at the latest, at the time of the pre-construction meeting. In any case, no work should be allowed on WSDOT right-of-way until the bond is secured by developer.

Release the surety bond, escrow account, or savings account/certificate of deposit after final WSDOT inspection and approval of the construction. In some cases, a release of funds may be only after a specified period to ensure performance of the improvement. Make sure that the original bond, escrow account, savings account/certificate of deposit clearly states the time of release, such as 30 days after final acceptance, 12 months after final acceptance, etc.

Collection of the bond, or a portion thereof, may be pursued if the work is not completed to the WSDOT's satisfaction. WSDOT must give 30 thirty days written notice prior to any action to collect on the bond. The notice must include a detailed list of the incomplete items or outstanding payments, and the name and phone number of the appropriate WSDOT contact.

1130.10(8) Assembly, Execution, Routing and Archiving of Developer Agreements

Assembly and execution

When the engineering/construction plans and specifications are reviewed and approved, add them to the Agreement form along with a right of way plan and any other required exhibits, completing the agreement package.

The developer must first sign the completed Developer Agreement. If required, the developer obtains the appropriate local agency signature. The developer or local agency must return the signed agreement to the Development Services office for WSDOT region signature and final execution. Signature authority for Developer Agreements varies among the different regions.

Routing and closure

Consult the *Agreements Manual* Chapter 3 for instruction on closing and archiving agreements (Consultants: Please contact your WSDOT Project Manager for access to the Agreements Manual).

1130.11 Using Interlocal Agreements

WSDOT, counties and cities have successfully used Interlocal Agreements to provide an equitable and predictable Development Services process. Developers in high growth counties and cities may generate multiple projects a year, affecting state highways. In these situations, there is a definite long-term benefit to having an Interlocal Agreement in place.

An Interlocal Agreement is highly encouraged and provides WSDOT with a basis for recovery of impact fees from the developer.

It also provides a timely and predictable means of determining whether a developer project will cause significant adverse impacts to the state highway system and provides a streamlined mechanism by which mitigation measures are calculated and required as a condition of plan approval, if necessary, for all parties involved.

- WSDOT benefits by being able to leverage limited funds and advance needed improvements to state highways significantly impacted by new development.
- Local government benefits by having needed transportation improvements constructed.
- Taxpayers benefit by not subsidizing the mitigation of transportation impacts caused by new development.
- Developers benefit by knowing up-front what type of mitigation will be required and what it will cost. Each developer will be treated equitably and the requirement for traffic analysis for smaller developments is eliminated.

1130.11(1) Interlocal Agreement Basic Elements

Development Services Staff and local agencies negotiate the terms of each Interlocal Agreement. These agreements may contain elements that are unique to the local jurisdiction. However, every Interlocal Agreement contains the following framework.

Notification

The local agency will notify WSDOT of all development proposals that are subject to review.

Thresholds

WSDOT and the local agency will agree upon the level of impact, which will trigger WSDOT review of a development proposal. This threshold is normally based on the number of added trips, LOS, safety performance and crash history of the impacted state highway. It could consider multimodal needs assessment of the local transportation system and the impacted highway. Having frontage on a state highway also will trigger WSDOT's review of a development plan.

Review Time

The local agency will allow WSDOT an agreed upon minimum review period once a developer plan is received. Regional Development Services staff has the responsibility to thoroughly review the proposal, which may include consultation with staff such as Active Transportation and Environmental expertise.

The Interlocal Agreement specifies the amount of time that the local agency and/or SEPA will allow for WSDOT review. Typically, this ranges from 14 to 21 days for SEPA DNS projects and 21 to 30 days for projects requiring an EIS.

1130.11(2) Local Jurisdiction Mitigation Commitment

Provide in the Interlocal Agreement that the local jurisdiction agrees to collect traffic mitigation payments and/or impose certain channelization improvements and/or require right of way dedication conveyance on behalf of WSDOT, which is vital for WSDOT operations and finances.

An Interlocal Agreement establishes city or county and WSDOT procedures for development plan review and determination of transportation impacts. It clarifies when traffic analyses are required and helps to define mitigation measures. The agreement also provides a reasonable timeline for review of development plans.

Interlocal Agreements also provide the following:

- A list of WSDOT improvement projects for the next ten years, subject to amendment updates.
- Mitigation charges based on ADT or Peak-Hour Trip for developer traffic; i.e., Traffic Mitigation Payment, channelization revision, signalization, right of way dedication/conveyance, etc.
- A procedure for requiring traffic studies, including a checklist for those studies.
- How intersection LOS requirements will be met and addresses intersections with safety performance needs identified by WSDOT.
- A procedure for transfer of mitigation payments from local agency to WSDOT.
- A procedure for dedication/conveyance of right of way to WSDOT and/or provides for establishment of setbacks for future highway projects.
- A method for allowing credits against traffic mitigation payments for developer construction work, and/or right-of-way dedications/conveyances that benefit the highway or future highway construction projects.
- Reference to appeal process for developers who dispute WSDOT requirements.
- Unilateral termination of the agreement by WSDOT or Local Agency.

Application

Interlocal Agreements can be set up to apply to: (1) all developments having frontage on, or requiring direct access onto a state highway AND/OR (2) all developments, which will be subject to SEPA review. Single family residences, duplexes, short plats and certain small commercial developments are excluded, consistent with SEPA regulations unless they are located adjacent to a state highway.

1130.11(3) Other Cost Sharing Mechanisms

TBD and LID Policy

In some instances, developers have agreed to participate in cost sharing as part of a Transportation Benefit District (TBD) or Local Improvement District (LID). If these contributions are wholly or partially used to mitigate developer impacts to the state highway, WSDOT will not seek further mitigation.

Local Transportation Act (RCW 39.92)

This statutory provision authorizes local governments to develop and adopt programs for the purpose of jointly funding, from public and private sources, transportation improvements necessitated in whole or in part by economic development and growth within their respective jurisdictions.

This supplemental authority allows local governments to enact, if certain procedures are followed, ordinances that will set forth the procedures for calculating, assessing and spending transportation impact fees. This procedure can be used only if monies or improvements have not been collected through SEPA and/or RCW 82.02. For more information refer to RCW 39.92.

1130.12 Using Developer Permits

The following are some of the permits administered by Development Services, Maintenance, or other Region entity.
Note: Cities and towns issue access connection permits within their incorporated boundaries on managed access highways.
Use permit forms, as well as permit applications, and provisions here:
https://www.wsdot.wa.gov/forms/pdfForms.html

Access Connection Permit

A WSDOT Access Connection Permit is used to grant the right to access a Managed Access State Highway, located outside of the boundaries of incorporated cities and towns, from the abutting property and, in some cases, authorize the temporary right to enter upon the right of way for the purposes of constructing the approach. Refer to Section 1130.06(2) and Chapter 540.

General permits

General permits are another form of agreement for documenting terms for allowing work to be done on state right of way. This form can serve multiple uses, as identified on the form itself. Use Form 224-698 (Permit) and Form 224-698 (Provisions.)

Subterranean Monitoring Permits

Use Form 224-036 to permit wells on WSDOT right of way. Show all developer wells on the alignment / ROW plan, including well ID number and coordinates. Provisions are included on the form. There are mandatory reporting requirements for well installation and decommissioning imposed by the Department of Ecology. Consult Chapter 610 and the *Geotechnical Design Manual* for more information.

Transit Stop Permits

WSDOT may issue a Transit Stop Permit, for an agency requested facility on a state highway or Interstate under the jurisdiction of WSDOT and/or FHWA, provided the facility meets WSDOT and/or FHWA requirements. Review the requirements on the form. FHWA approval is required on all facilities located within Interstate right-of-way.

WSDOT does not issue permits within incorporated cities or towns on managed access highways. Based upon the facility's proposed location, the transit agency may apply for Transit Stop Permit to the appropriate WSDOT Region Office. The Region Development Services Office may forward the request to another regional office for processing of the permit.

WSDOT Region will:

- Verify WSDOT's ownership and that the property is not currently under lease, franchise, permit, and other encumbrance that would prohibit the use of the identified property for the proposed use.
- Verify the property is not presently, nor in the foreseeable future, needed for highway purposes.
- Coordinate a review of any application on Interstate property with the HQ Access and Hearings Manager.

Use Form 510-006 (permit) and Form 510-017 (application). Note these are not for use on Managed Access Highways within an incorporated City or Town. The forms include conditions and specify the need for certain plans and provisions.

Issue Transit Stop Permits using the guidance of *Design Manual* Chapter 1730 and the *Traffic Manual*. This could include denial of permit for safety reasons, like sight distance.

Enter the permit information into the Roadway Access Permit Management System (RAMPS) database.

Roadside Vegetation Permit

Roadside Vegetation Permits are another form of agreement for documenting terms for allowing vegetation establishment and on-going vegetation maintenance by others on state right of way.

Like developer agreements, Roadside Vegetation Permits use a boilerplate form with accompanying special provisions and are usually supplemented by planting and or vegetation plans. The plan development and review process are the same as for developer agreements, but greatly simplified. Consult with your Region's Real Estate Office to ensure a lease is not required in lieu of a Roadside Vegetation Permit due to Leasehold Excise Tax and/or 18th Amendment requirements. Use Form 220-018 and Form 220-019 for the Roadside Vegetation Permit and its application.

Timber Mitigation – Removal Permits

WSDOT may issue permits to residents of this state to remove specified quantities of standing or downed trees and shrubs, rock, sand, gravel, or soils that have no market value in place and that WSDOT desires to be removed from state-owned lands that are under WSDOT jurisdiction. An applicant for a permit must certify that the materials so removed are to be used by the applicant.

General – RCW 47.12.140 authorizes WSDOT to issue a permit for the removal of timber having no market value in place and that the WSDOT desires to have removed. A permit to remove timber should only be issued when the total merchantable timber volume is no more than 5,000 board feet or one truck load of logs. Permits should not be issued for the removal of timber from properties located off operating right of way (removal of timber off operating right of way will require an approved Forest Practice Application).

For more information refer to the *WSDOT Right of Way Manual* Section 11-6.

Use forms 224-082 or 224-083 depending on circumstance.

1130.13 Construction Oversight

After a Developer Agreement is executed, the appropriate level of attention must be given to developer projects to ensure that they are constructed to WSDOT standards and specifications common to any work performed on state highways, and that such efforts are paid for by the developers. Inspection is either performed by WSDOT or through private services agreed upon.

Consult Region subject experts and the *Standard Specifications* and *Construction Manual*.

Preconstruction Conference

A well-planned preconstruction conference is an important first step to a successful construction project. This meeting is required before construction can begin. The purpose of the preconstruction conference is to introduce the developer's contractor to the WSDOT representative and to review the details of the project. Other recommended attendees include the prime contractor, subcontractors, the consultant engineer and, if applicable, a representative from the local agency.

It is especially important to review scheduling, traffic control, outstanding materials certification issues, coordination issues, and any items that are not explicitly detailed in the Developer Agreement. If the surety bond was not secured prior to execution of the Developer Agreement, it should be required no later than the preconstruction conference.

Guidelines for a pre-construction conference are found in the *Construction Manual*.

Materials Certification

All materials incorporated into WSDOT facilities must be certified according to the *Standard Specifications* and the special provisions of the Developer Agreement.

Materials certification is obtained through developer (or contractor) submittal of Request for Approval of Materials Source (RAMS.) Testing and approval requirements are given in Chapter 9 of the *Construction Manual* and in the *Standard Specifications*.

While many materials require testing at the Headquarters Materials Lab, the Qualified Products List can streamline this process. Using materials identified in WSDOT's Qualified Products List will save the developer costs and time. See: Materials Lab - Qualified Products List (QPL) | WSDOT (wa.gov)

- Acceptance of some materials by Manufacturer's Certificate of Compliance is also an acceptable practice, especially for the minor quantities associated with many developer projects.
- Nevertheless, all materials must be approved by WSDOT on a RAMS form (Form 350-071) and all materials must meet WSDOT specifications.
- It is recommended the Hot Mix Asphalt mix designs and corresponding material sources be obtained from the Qualified Products List. QPL listings eliminate the need to submit mix designs for approval along with the cost of testing and time delay.
- Aggregates may be approved by manufacturers' certificate of compliance. They must be produced from a WSDOT approved source. This should be communicated, in writing, to the developer or his/her contractor early in the process.
- Electrical materials, including structural elements, are complex devices and may require lengthy evaluation and testing processes. The use of preapproved items (such as QPL listed items) can greatly simplify the materials approval process and potentially save a significant amount of time. For example, the use of poles that are not pre-approved requires a structural submittal package to be provided to the WSDOT Bridge & Structures Office (consult Standard Specification 9-29.6), which can take weeks to review depending on workload.
- For traffic signals owned, operated, and maintained by WSDOT, in accordance with RCW 47.24.020, traffic signal controllers and cabinets must be tested and configured at the WSDOT Headquarters Materials Lab and/or Regional Signal Shop (testing locations are dependent on the WSDOT region responsible for the installation location). This process typically takes 3-6 weeks.

Construction Inspection

The level of field inspection required for a developer project varies with the project complexity and region policy and jurisdiction. In some regions the Development Services offices have their own inspectors. Other regions assign inspection of developer projects to a WSDOT Project Engineer. Regardless of the complexity of the project, the project manager must ensure that construction of all work on WSDOT facilities is adequately inspected for compliance with the *Standard Specifications* and special provisions.

Any proposed changes in the project, after execution of the Developer Agreement, must be reviewed and concurred or approved by WSDOT.

Changes may be required by WSDOT if on-site conditions do not prove to be as expected. Minor changes may be resolved in the field with adequate documentation by the WSDOT representative. For any significant design change, WSDOT must notify the developer in writing, stating the specific conditions that must be resolved before the project will be accepted.

The developer must submit a written proposal, with plans and supporting documentation, showing what changes will be made to meet WSDOT's requirements. Plan revisions and addenda will require support office review as was required for the original plan set.

Construction Documentation

When WSDOT Region performs project inspection, follow procedures in the *Construction Manual*. Using a "Daily Diary" or the WSDOT Inspector's Daily Report (IDR) form is recommended.

Traffic Control Management

Consult Section 1-10.2 of the *Standard Specifications* for traffic control management and traffic control supervisor requirements.

As-Built Construction Plans

Upon completion, the developer shall supply WSDOT with As-Built Construction Plans, also known as record drawings, for the work done inside WSDOT right of way. Instructions and examples for preparing and submitting As-Built Plans and Shop Drawings are provided in the *Construction Manual* Chapter 10.

1130.14 Final Inspection/Acceptance

Upon satisfactory completion of the project, WSDOT shall write a letter of final acceptance. If the agreement is a Developer/Local Agency Agreement, then acceptance by the local agency is a prerequisite to final acceptance by WSDOT.

WSDOT may hold release of the bond, escrow account, or savings account/certificate of deposit longer to ensure performance of the improvements.

1130.15 Documentation

WSDOT prefers electronic signatures on documents. Guidance for digital signatures is available through your Assistant State Design Engineer or Region offices.

Local agencies, tribes, and developer projects within WSDOT jurisdiction are required to follow WSDOT design documentation policy as noted in Chapter 300. Retain the following in accordance with WSDOT records retention policy.

- Refer to Chapter 300 for design documentation requirements, including reference to the design documentation package (DDP) checklist which includes many of the documents listed in this chapter.
- Approved Plan for Approval.
- Approved Summary of Design (or BOD if applicable)
- Send to HQ Construction office construction Drawings / plans / as-builts in accordance with WSDOT policies. Refer to the *Construction Manual*.

Follow procedure in *Agreements Manual* Section 3.06 for Completed Developer Agreements (Consultants: Please contact your WSDOT Project Manager for access to the Agreements Manual).

1130.16 References

1130.16(1) State Laws and Codes

Revised Code of Washington (RCW) 43.21C, State Environmental Policy

Chapter 197-11 WAC SEPA Rules

Chapter 468-12 WAC Transportation Commission and Transportation Department SEPA Rules

RCW 36.70A, Growth Management Act

RCW 36.70A.070, Comprehensive plans – Mandatory elements

Washington Administrative Code (WAC) 365-196-430, Transportation elements of comprehensive plans

RCW 47.06.140, Transportation facilities and services of statewide significance – Level of service standards

RCW 47.24, City Streets as Part of State Highways

Washington Administrative Code (WAC) 365-196-430, Transportation elements of comprehensive plans

1130.16(2) WSDOT Resources

WSDOT technical manuals

wsdot.wa.gov/publications/manuals/index.htm

Development Services Website

https://wsdot.wa.gov/Design/DevelopmentServices/home.htm

WSDOT Headquarters (HQ) Access and Hearings Section's Internet page

https://wsdot.wa.gov/business-wsdot/highway-access-requests-training

Design website

https://wsdot.wa.gov/engineering-standards/design-topics/design-tools-and-support

WSDOT Electronic Forms

https://www.wsdot.wa.gov/forms/pdfForms.html

WSDOT Safety Analysis Guide. Review 8.3 Developer Reviews – Traffic Impact Analysis

https://wsdot.wa.gov/publications/fulltext/design/ASDE/Safety-Analysis-Guide.pdf

Level of Service Standards for Washington State Routes
https://geo.wa.gov/datasets/eb303de2bb4a4fc38c86195cdec03e4f_0?geometry=-126.937%2C45.983%2C-114.599%2C48.591

WSDOT Multimodal Planning

https://wsdot.wa.gov/planning/default.htm

1130.16(3) Additional Resources

SEPA Register https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-Register

NACTO guides (review references in *Design Manual* chapters 1103 and 1231, for example)