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|  | **REQUEST FOR TRAFFIC IMPACT STUDY** |
| **City of Wilsonville Engineering and Planning Divisions** |
| **Request Date:** |   |

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| [ ]  **Traffic Scope of Services**  | [ ]  **Traffic Impact Study Waiver** | [ ]  **A Determination of Demeaning of Traffic** | [ ]  **Other Traffic Related Issues** |

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| **Applicant:** [ ]  **Owner** [ ]  **Authorized Agent** | **Site Information** |
| Applicant:  | Project Name:  |
| Address:  | Project Address:  |
| City:  | State:  | Zip:  | Tax Lot #:  | Lot Size:  |
| Email Address:  |  |
| **Additional Information and Fees** |
| Is work related to a Proposed Development: Yes [ ]  No [ ]  | Land Use Case File Number:  |
| Is work related to a CIP: Yes [ ]  No [ ]  | CIP Number:  |
| Fee: Traffic Impact Study’s Fee determined by the City’s traffic consultant based on Scope of Services plus 15% for City overhead |
| **Reasons for Waiver:**  |
|  I, the applicant, certify that: * To the best of my knowledge, all the information provided within this application package is complete and accurate.
* The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
* If the application is granted, I will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
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| Applicant’s or Authorized Agent’s Signature |  | Print Name |  | Date |
|   |  |   |  |   |
| Property Owner’s Signature (If not Applicant) |  | Print Name |  | Date |
| Address:  | City/State/Zip:  | Phone:  |
| Return signed request form and necessary materials to pwpermits@ci.wilsonville.or.us. |

\*Process: A Request, along with a site plan and project description must be submitted to the Engineering Division. The request is forwarded to the City’s traffic consultant who will prepare a Scope of Services, which will include the necessary fee. The prepared Scope will be reviewed by the Engineering Division, and once approved, will be forwarded to the applicant/authorized agent listed above. When the applicant/authorized agent reviews and submits the fee indicated in the Scope of Services plus 15 percent for City overhead, the Scope will be authorized by Staff and forwarded to the traffic consultant. When the traffic impact study has been received and approved by the City’s Engineering Division, it will be forwarded to the applicant/authorized agent and the Planning Division.

A Request for a Waiver from a Traffic Impact Study will be reviewed by the Community Director and the Engineering Division and the requestor will be notified by mail.

Note: If the project description and/or site plan change from what was originally submitted, additional traffic analysis and fees may be required.