Guidelines for Requesting a Traffic Forecast  
(New, Update or Revision)

Purpose
These Guidelines provide direction for requesting a traffic forecast and improving the 
process for providing traffic forecast information. (These Guidelines cover all NCDOT 
projects with the exception of Bridge (B) projects. Bridge projects are covered in a 
separate set of Guidelines.) It is recognized that while these guidelines will be 
appropriate for the vast majority of situations, there will exist some unique situations 
where modifications to these guidelines are necessary. It is important that the 
guidelines be followed when requesting a traffic forecast. When incomplete or 
inaccurate requests are received, it will take additional time to complete the traffic 
forecast and its delivery will be delayed.

Guidelines
The following information is required to complete the request for a traffic forecast. 
Requests received without this information will be returned to the requestor for 
additional information. Providing this information and following these guidelines will 
assist in the timely completion of the request.

1. For an Update or Revision to a traffic forecast, the Requester shall contact a Tri-
  Project Manager to insert the appropriate Traffic Forecast Activity into the 
  Scheduling, Tracking and Reporting System (Project STaRS).

2. Three copies of a completed Traffic Forecast Request Form are required. This 
   includes copies of all attachments. (The form can be found at the site: 
   http://www.ncdot.org/doh/preconstruct/tpb/PLANNING/forecast.html). The WBS 
   element entered on the Request Form must be associated with the Traffic 
   Forecast Activity for time charges.

3. A detailed map of the study area is required. This map should include all 
   intersections that need to be part of the forecast. The requestor is responsible 
   for the accuracy and completeness of the map(s). If multiple maps are needed to 
   cover the project, an additional overview map should be provided. The Traffic 
   Forecast Staff will review the traffic forecast request, and if omissions are 
   discovered, they will consult with the requestor.

4. It is recommended that the requestor consult with other staff from Project 
   Development and Environmental Analysis (PDEA), Congestion Management, 
   and Roadway Design to ensure a complete and accurate initial request is 
   submitted. This step will also help to ensure that the information the respective 
   Business Units need is included in the Traffic Forecast Request. Failing to 
   consult with these Business Units may result in unnecessary schedule delays.
5. Provide a detailed list of each intersection where turning movements are required. Turning movements will not be provided for any intersections that are not on this list. The Traffic Forecast Staff will review the list and if omissions are discovered, they will consult with the requestor. The requestor is responsible for the accuracy and completeness of the list of relevant intersections.

Note: ** Turning movement counts for Y-lines that have a current AADT less than 1,000 vehicles per day are not to be requested. Turning movements for these Y-lines will not be provided unless there are documented extenuating circumstances. The collection of this data is costly and time dependant. Also, standard design practices can be utilized for the design of low volume intersections.

6. The requestor is responsible for conducting an initial review of the all AADT maps and estimates for all roads in the study area. If it is apparent that this review has not been completed, the request will be returned to the requestor.