



APPLICATION FOR TRAFFIC ANALYSIS REPORT (TAR)

A Traffic Analysis Report (TAR) is required if the proposed rezoning is expected to generate 100 or more peak hour trips. Please complete the application and submit electronically to TARapplication@townofcary.org following a pre-application meeting.

Subject Property Address/PIN/Real ID: _____
(PIN or RealID can be found on <mailto:https://maps.townofcary.org/propertyresearch/>)

Existing Zoning: _____

Date of the Pre-Application Meeting (a pre-application meeting is required prior to requesting a TAR):

CONTACT INFORMATION

Applicant Name: _____ **E-mail:** _____

Address: _____ **Phone#:** _____

City: _____ **State:** _____ **Zip:** _____

Applicant's Contact: _____ **E-mail:** _____

Address: _____ **Phone#:** _____

City: _____ **State:** _____ **Zip:** _____

REQUIRED PROJECT INFORMATION

Reason for Request: Planned Development District Rezoning Mixed Use Sketch Plan Other
Additional Information: _____

Description of Proposed Project (include project background, estimated completion date, phasing plan if appropriate, special funding sources, partnerships, etc.):

Proposed Land Use(s) (provide specific information if multiple land uses are being considered):

Proposed Maximum Development Program (# of residential units, building square footage for non-residential; include any pertinent information such as projected number of employees, hours of operation, # of hotel rooms, fueling positions, students, drive-thru lanes, etc. as appropriate):

- Attach concept plan that shows the **proposed development, all access points, and adjacent streets.**
- As applicant, I agree to pay to the Town of Cary 90% of the entire cost of the TAR.
- As applicant, I understand that until a TAR is complete, the Town of Cary will not accept a rezoning application.

Applicant Signature: _____

Date: _____



**Town of Cary
Transportation Department**

TAR Application Process/Checklist for the Applicant

- Complete TAR Application** – fill out page one, attach concept plan that shows the proposed development, all access points, and adjacent streets.
- Submit** – send the application electronically to TARapplication@townofcary.org
- TAR Assignment** – request is assigned a project number and Cary’s On-call consultant.
- Scope and Fee** – Cary’s On-call Consultant provides a scope and fee, a meeting to discuss the scope will be scheduled with Cary and NCDOT Staff (developer attendance is optional).
- Applicant Proposal Letter** – Cary provides the developer a proposal letter with fee and terms.
- Payment** – Developer sends 90% payment to Cary (Cary will pay the other 10%). Online payment is preferred and a payment link will be provided.
- Notice to Proceed (NTP)** – Cary issues NTP to On-call consultant approximately a week after payment is received and processed.
- Final Draft TAR Report** – depending on scope please anticipate Final Draft TAR approximately two months from NTP.

For more information on the TAR requirements with a rezoning, please refer to the Land Development Ordinance (LDO) [Section 3.4.1\(D\)\(3\)](#).