

TOWN of CARY

TRAFFIC ANALYSIS REPORT PROCESS

01

Pre-Application Meeting

During the pre-application meeting the applicant will learn if a Traffic Analysis Report (TAR) is required. A TAR must be complete prior to submitting a rezoning application. A TAR is required if the development is expected to generate 100 or more peak hour trips. All TAR requirements can be found in the [Land Development Ordinance \(LDO\) 3.4.1.](#)



04

Proposal Letter

Once the scope is finalized Cary will send the applicant a Proposal Letter with the scope and fee.



02

Application Submittal

Submit a [TAR application](#) to TARapplication@townofcary.org. A staff member will review for completeness and coordinate if additional information is needed. Once complete a TAR number and Cary's on-call consultant will be assigned.



05

Applicant Payment

The applicant is required to pay 90% of the TAR fee (Cary pays 10%) and notify staff once paid. A Notice to Proceed (NTP) will be issued to Cary's on-call consultant once the payment is processed.



03

Scoping Meeting

Cary's on-call consultant will develop a scope including the appropriate study area and proposed development program. Cary will schedule a scoping meeting with North Carolina Department of Transportation (NCDOT) to discuss the TAR scope.



06

Initial Draft & Final Report

Cary's on-call consultant will provide initial draft findings. Cary staff will review and reconcile any comments on the initial draft with the on-call. A Final Draft of the traffic study will then be provided electronically to the applicant.

