

City of Somerville – Transportation Access Plan requirements

All development that requires Site Plan Approval must submit a Transportation Access Plan (TAP) with a Development Review Application. The Building Official will not issue any permits unless a TAP has been approved by the Director of Transportation & Infrastructure and the Director of Traffic and Parking. Development Review Applications that require Site Plan Approval are considered incomplete unless a TAP is submitted with the Application. The purpose of the TAP is to review and illustrate access to a building by pedestrians, bicyclists, and motor vehicles, including delivery and garbage trucks, and identify any transportation and streetscape improvements associated with a development proposal.

Required Documents

1. Technical Memorandum
2. Site Plans

Document Standards

1. All required materials must be submitted both physically and electronically:
 - a. Physical copies must be in the form of an 8.5"x11" portrait oriented booklet with a **spiral coil binding**. Plan sets included must be provided on 11"x17" landscape oriented pages that fold into the booklet.
 - b. Electronic copies must be submitted in PDF format on a labeled flash drive. Plan sets must be full size for the appropriate scale of each drawing.
2. All plan drawings must be twenty (1" to 20') scale or larger drawings.
3. Plan sheets must include a title block with the project title, plan issue date, sheet number, sheet title, preparer name and contact information, preparers seal or certification stamp, scale, revision number and date, assessor's map-block-lot number(s), and an empty 2"x 2" stamp block (for City of Somerville use). A north arrow and graphic scale must be provided on each map or plan.
4. Plan sheets must be stamped and signed by a Professional Engineer licensed in Massachusetts.

Technical Memorandum

Provide a technical memorandum summarizing the submitted site plans. The memo must describe and justify any changes to the public right-of-way, including signage, pavement markings, parking supply or regulations, street furniture, etc. Access to the site must be described for each mode of transportation (pedestrian, bicyclist, motor vehicle, transit rider, loading/garbage vehicle). Heavy vehicle maneuvers into and out of the site must be described in detail.

Site Plans

1. Illustrative Plan. Provide a combined ground level floor plan and site landscape plan. Color differentiate individual ground level interior spaces by use; identify all elements of ground floor program, including any trash rooms, loading docks, elevators, etc.

2. Transportation elements plan, color differentiated. Existing-to-remain, proposed, and removed transportation elements associated with the development proposal must be shown on a single plan sheet. Existing-to-remain elements must be shown in gray; proposed elements shown in blue; removed elements shown in red; and the site itself shown in black. Provide dimensions of all existing-to-remain and proposed travel lane widths, alley widths, sidewalk widths, walkways, on-street parking spaces, etc. Elements include, but may not be limited to, the following:
 - Street signage, including regulatory signs, parking signs, bus stop signs, etc.
 - Pavement markings
 - On-street parking spaces
 - On-street parking regulations
 - Off-street parking layout
 - Off-street parking regulations
 - Street furniture (including, but not limited to, street trees, street lighting, parking meters, hydrants, benches, bicycle racks, etc.).
3. Pedestrian access plan. Identify principal entrances to ground level tenant spaces and lobbies for upper stories with a heavy black arrow; identify any secondary entrances with an empty arrow head. Identify dimensions for all abutting sidewalks and all on-site pedestrian elements.
4. Bicycle parking plan. Identify all locations, type, counts, points and paths of access.
5. Motor vehicle parking plan. Identify all locations, type, counts, points and paths of access. Provide typical dimensions of parking spaces and drive aisles. Include separate sheets for each individual parking levels.
6. Vehicle movement plan. Provide one (1) or more sheets showing loading and parking access to the site. Multiple movements may be shown on one sheet, so long as they are to scale (1 inch = 20 feet or better). AutoTURN movements must be shown for each loading area or loading dock. The largest vehicle that will access each dock must be shown entering and exiting the loading area or dock. If the loading area is located within the site, each vehicle must be shown safely entering and exiting the site from the public right-of-way. Included vehicle movements must be from roadway where such vehicles are permitted to travel. If parking is provided on-site, passenger vehicle movements must be shown entering and exiting the parking area from the thoroughfare or alley providing access. Passenger vehicle movements must also be shown entering and exiting a typical parking space. If any parking spaces may be particularly difficult to enter or exit (e.g. they are located close to a wall or column, are narrower than ideal, etc.), vehicle movements must be shown entering and exiting these spaces.

Considerations

The design of a project site can directly impact safety and comfort on the public right-of-way. TAP's will not be approved if site conditions create safety or public realm problems, or if certain conditions prevent the site from operating as intended. The following should be considered during site design:

- Plans must be compliant to the [City of Somerville Traffic Regulations](#), including items relating to traffic, parking, loading, and deliveries.

- Plans must comply with the Manual on Uniform Traffic Control Devices (MUTCD) unless otherwise directed by the City.
- Plans must be compliant to the Somerville Zoning Ordinance. Minimum dimensions for motor vehicle parking should generally not be used for more than one of the three relevant dimensions (parking space width, parking space length, and drive aisle width).
- Vehicular operations must not create a condition where sidewalks, bicycle facilities, or amenity spaces are inhibited by loading vehicles, parked cars, or other site-related activity for any length of time.
- Driveways must be located as far from signalized intersections as possible. Commercial driveways should be located at least 100 feet from the closest signalized intersection. Residential driveways should be located at least 50 feet from signalized intersections. Driveways located closer to signalized intersections than may require a dedicated signal as part of, or in coordination with, the traffic signal. All curb cuts should be located a sufficient distance from intersecting streets and crosswalks.
- Sites should be designed to allow delivery and garbage trucks to enter and exit the site without backing in or out of the public right-of-way. If necessary, delivery and garbage trucks may back into the site from the public right-of-way, but may not back out of the site onto the public right-of-way.

Review and Approval

1. Applicants will be contacted within thirty (30) business days of receipt of the TAP by both T&I and T&P to discuss the review findings. If conditions require a change to the TAP, an updated TAP is required. Updated TAP's will be reviewed within thirty (30) days of receipt.
2. After TAP is finalized, three (3) paper copies, stamped and signed by a Professional Engineer licensed in Massachusetts, must be provided for the record. A final electronic copy, with stamp affixed, must also be provided.
3. Findings will be communicated to the review boards and may necessitate the imposition of conditions for approval of the Site Plan.

Waivers

The Applicant may request to waive one or more sections of the TAP if they are not relevant to the proposal (e.g. no loading associated with the site). At a minimum, Applicants must submit the technical memorandum associated with the TAP. If the Applicant believes that some or all of the required plans are not applicable to the Project, they may state so in the memorandum. If approved by T&P and T&I, the Applicant will be notified of the portion(s) of the TAP they will no longer need to provide.