

B. DISTRICT OFFICES

1. Log in the rezoning applications and site plans received from the residency.
2. If appropriate, coordinate activities between the district sections reviewing the plan, primarily the hydraulics and traffic engineering section.
3. Determine if the application or site plan should be forwarded to the central office for a partial or complete review, or not at all. The factors considered in this determination include:
 - a. The size of the development.
 - b. The level of service on the existing highways that will provide access.
 - c. Impact on an interstate road.
 - d. The complexity of the road and drainage designs.
 - e. The development impacts on roads with major improvements planned.
 - f. A policy change is needed.
 - g. The district staff has questions on the plan.
4. For plans to be reviewed in the central office:
 - a. For a complete review, forward the plan to the head of the Location and Design Division, indicate the divisions that should review the plan, and flag issues of special concern.
 - b. For a partial review, forward the plan to the head of the division that should review the plan and flag issues of particular concern. Send a copy of the letter to the head of the Location and Design Division. Wait to receive their comments.
5. Perform the site plan review using the Site Plan Review Checklist and prepare written review comments.
6. For a traffic impact study:
 - a. Check for adherence to the guidelines for a traffic impact study.
 - b. If the study does not satisfy the guidelines, return it to the initial sender, either the county or the preparer of the study.