    c. If the study is acceptable, determine if the study should be reviewed by the Transportation and Mobility Planning Division. The factors to be considered are outlined in item 3 above for the district office.

    d. Perform the review and prepare written comments or forward the review to the Transportation and Mobility Planning Division, flagging issues of concern, and wait for their comments.

7. When comments on a plan or traffic impact study are received, review the comments, then forward the review comments to the residency, including any comments from the district and a note stating which office should review the revised site plan when it is submitted.

C. CENTRAL OFFICE

1. Log in rezoning applications and site plans from the district offices.

2. For complete plan reviews by the central office, the Location and Design Division will coordinate the review with the related divisions as requested by the district office. The Location and Design Division is responsible for forwarding the plans to the appropriate divisions, compiling the review comments from the divisions, and forwarding the comments to the district offices.

3. For partial reviews by the central office, the reviewing division receives the plan from the district office and reviews the plan using the Site Plan Review Checklist, and other references deemed appropriate by the division, and prepares a written response that is forwarded to the district. The areas of site plan review responsibility for the divisions are:

Location and Design: (a) reviews road geometrics and entrance designs, (b) reviews drainage designs, and (c) examines how the proposed site may impact planned road projects.

Transportation and Mobility Planning Division: (a) reviews plans for traffic impact on existing roads and planned road improvements, especially the capacity analysis, and (b) reviews traffic impact studies.

Traffic Engineering Division: evaluates unusual proposals or extenuating circumstances for compliance with the subdivision street requirements.