PAGE 1. WELCOME TO PACE’S D.R.A.F.T. PROGRAM!

Thank you for contacting Pace regarding the Design Review Assistance For Transit (D.R.A.F.T.) Program. This program is an opportunity to enhance access to your development project while helping Pace meet its goals of a more sustainable and transit-friendly region.

This packet includes all the information you should need to begin a collaborative effort with Pace staff to review your project. Here are a few essential pieces of information as you get started.

1. Email Transportation.Engineer@Pacebus.com and your primary contact for the D.R.A.F.T. process will reach out to you. Though the contact may occasionally need input from other Pace staff, all communications should be conducted directly with this individual.

2. Pace’s Transportation Engineer will use Pace’s Guidelines for Transit Supportive Communities and other industry standards and specifications as a basis for the review of development plans. Based on the level of conformance with these standards and the requirements of individual development projects, Pace staff may provide:
   - Advisory comments that are non-binding
   - Formal comments that must be addressed related to transit infrastructure
   - Formal letter granting approval or endorsement of the development plan if requested or required

Development projects, which may include private development, public infrastructure, uses in the public right-of-way, etc., undertaken by certain agencies or entities may require a formal letter from Pace. Applicants should verify the level of approval needed from Pace at the beginning of the D.R.A.F.T. process.

3. Pace’s Guidelines for Transit Supportive Communities have varying levels of applicability depending on the project type and the jurisdiction of the property on which the project exists.

Please use the following pages to provide information related to the development project that will help Pace understand the nature of the review and the impacts on transit services and facilities.
The following flow charts illustrate the review process for the DRAFT Program for advisory and official reviews. Depending on the type of review requested and the complexity of the review, it is anticipated that Pace review will take 2-4 weeks.

### ADVISORY REVIEW
1. **Initiation call by applicant**
2. **Submittal of review application**
3. **Coordination call between applicant and Pace**
4. **Distribution of materials to Pace staff**
   - **Service review**
   - **Technical review**
   - **Site plan review**
   - **Internal Pace staff review meeting**
   - **Drafting of Pace comments & transmittal to applicant**
   - **Final coordination call**

### FORMAL REVIEW
1. **Initiation call by applicant**
2. **Submittal of review application**
3. **Coordination call between applicant and Pace**
4. **Distribution of materials to Pace staff**
   - **Service review**
   - **Technical review**
   - **Site plan review**
   - **Internal Pace staff review meeting**
   - **Drafting of Pace comments & transmittal to applicant**
   - **Applicant review meeting**
   - **Submittal of modified plans**
   - **Final Pace review**
   - **Issuance of Letter of Endorsement**

**LEGEND**
- **standard step**
- **optional step**

*as needed*
This section identifies the materials that should be submitted to Pace in order to facilitate development review. These will be used by Pace staff to assess impacts to services, infrastructure and facilities. The requirements for submittal vary based on whether the applicant seeks advisory review or formal review.

For an advisory review by Pace staff, submittal requirements, in addition to the D.R.A.F.T. Program application, reflect the materials typically required by local municipalities for development review. Advisory review submittal materials include:

- D.R.A.F.T. Program application (pages 4-6 of this packet)
- A narrative description of the development
- A context map showing the surrounding street grid, land uses and development pattern
- Site Plan illustrating building locations, on-site circulation, parking and loading areas, pedestrian amenities, etc.
- Preliminary Engineering Plan illustrating the locations of curb lines, site grading, detention areas, infrastructure, etc.
- Landscape Plan illustrating the location and types of landscape materials proposed for the development

For formal review by Pace staff, materials in addition to those described above may be required. Pace’s Transportation Engineer will identify upon request specific pieces of information. These may include:

- Engineering specifications related to roadway cross-sections
- Engineering specifications related to pedestrian and transit facility areas
- Elevation or contour profiles for areas on which Pace vehicles or facilities may operate
- Lighting plans and/or photometry analyses
- Roadway pavement striping plans
- Traffic management and signage plans and specifications
- Traffic control plans and technology specifications
- Phasing plan for initial construction and overall build-out
PAGE 4. APPLICANT INFORMATION
This section establishes the point of contact for the flow of materials and comments between the applicant and Pace staff.

1. Primary Contact
   Name: _______________________________________________
   Agency/Organization: _______________________________________________
   Department:  _______________________________________________
   Address:  _______________________________________________
   City, State, ZIP:  _______________________________________________
   Phone Number: _______________________________________________
   Fax Number:  _______________________________________________
   Email:   _______________________________________________

2. Secondary Contact
   Name: _______________________________________________
   Agency/Organization: _______________________________________________
   Department:  _______________________________________________
   Address:  _______________________________________________
   City, State, ZIP:  _______________________________________________
   Phone Number: _______________________________________________
   Fax Number:  _______________________________________________
   Email:   _______________________________________________

3. Entity Primarily Responsible for Development Project
   (if different than Primary Contact)
   Entity Name:___________________________________
   Entity Contact Person:___________________________
   Department: ________________________________
   Address: ________________________________
   City, State, ZIP: ________________________________
   Phone Number:________________________________
   Fax Number: ________________________________
   Email: _______________________________________  

4. Nature of Review Being Requested
   (Please verify with municipalities, agencies, funders, or other relevant stakeholders if formal review is required.)
   ______Advisory Review
   ______Formal Review (Letter Required from Pace)
This section provides an overview of the project so that Pace can assess its operational impacts on transit service.

1. Project Name: ________________________________________________________________

2. Project Address:
   Street Address: ______________________________________________________________
   City, State, ZIP: ______________________________________________________________

3. General Description of Project: ________________________________________________

4. Project Funding Sources:
   Private funding (or financing through a private borrower) ___% 
   Grant ___% 
   (Please identify grant program:______________________________________________)
   Municipal incentive (i.e. TIF, land donation, etc.) ___% 
   Agency Funding (i.e. DOT Capital Improvement program) ___% 
   Other ___% 
   (Please specify:____________________________________________________________)

5. Development Program:
   Residential Units
   1-bedroom: _______ units
   2-bedroom: _______ units
   3-bedroom+: _______ units

   Commercial Space
   General retail: _______ square feet
   Service: _______ square feet
   Office: _______ square feet

   Industrial Space
   General Industrial: _______ square feet
   Heavy Industrial: _______ square feet
   Other: _______ square feet

6. Existing Adjacent or On-site Pace Routes or Facilities
   Route # and Alignment: _________________________________________________________
   Bus Stop and Transit Center Locations: ___________________________________________
OTHER RELEVANT CONTACT INFORMATION

This section identifies staff at other agencies or municipalities who might be contacted in the event that clarification is required for a specific issue or standard.

1. Municipality with Regulatory Jurisdiction over Development
Municipality Name: ________________________________________
Municipality Contact Person: ________________________________
Position/Title: ____________________________________________
Department: _____________________________________________
Address: ________________________________________________
City, State, ZIP: __________________________________________
Phone Number: __________________________________________
Fax Number: _____________________________________________
Email: __________________________________________________

2. Agency with Jurisdiction over Roadways
Agency Name: _____________________________________________
Agency Contact Person: ____________________________________
Department: _____________________________________________
Address: ________________________________________________
City, State, ZIP: __________________________________________
Phone Number: __________________________________________
Fax Number: _____________________________________________
Email: __________________________________________________

3. Other Agencies or Districts Impacted by the Development Plan
Entity Name: _____________________________________________
Entity Contact Person: ____________________________________
Department: _____________________________________________
Address: ________________________________________________
City, State, ZIP: __________________________________________
Phone Number: __________________________________________
Fax Number: _____________________________________________
Email: __________________________________________________