

ADMINISTRATIVE DECISION

An Administrative Decision is a written decision given by the State Traffic Commission (STC) Administrative Office at the request of the property owner or his/her authorized representative regarding the need for formal STC action on a specific land use change or development expansion.

Land Use Changes

Formal STC action may not be necessary for certain proposed land use changes in an existing certified area or in a development that predates the certification process (a.k.a. grandfathered development). If the proposed land use change involves no new construction but simply the reoccupation of an existing building with a new land use within either an existing certified area or a grandfathered development, it is eligible for an Administrative Decision, which could preclude the need for formal action by the STC. Generally, if the new land use will generate traffic equal to, less than, or not significantly greater than the existing land use, formal STC action could be precluded. A letter requesting an Administrative Decision to preclude formal STC action should be sent to the STC Administrative Office along with the following supporting data/information:

1. Overall Site Plan
2. Planning and Zoning Approval. If the approval does not indicate the square footage of the land use change and the required number of extra parking spaces (exclusive of any approved variances) necessary to support the change, if any, then a separate letter from the planning and zoning office with this information is required.
3. Traffic volume/distribution data demonstrating that the proposed land use generates equal or less traffic than the STC approved land use.

The STC Administrative Office will render a decision based on Departmental review of the submitted information as well as the historical traffic operation of the development. The decision will not be effective until a copy of the STC Administrative Office's decision has been filed on the municipal land records.

Expansions

Formal STC action may not be necessary for certain proposed expansions in an existing certified area or in a development that predates the certification process (a.k.a. grandfathered development). If the proposed expansion is expected to generate an insignificant amount of new traffic and will not alter traffic operations on the site, it is eligible for an Administrative Decision which could preclude the need for a formal action by the STC. A letter requesting an Administrative Decision to preclude formal STC action should be sent to the STC Administrative Office along with the following supporting data/information:

1. Overall Site Plan
2. Planning and Zoning Approval. If the approval does not indicate the square footage of the expansion and the required number of extra parking spaces (exclusive of any approved variances) necessary to support the expansion, if any, then a separate letter from the planning and zoning office with this information is required.
3. Traffic volume/distribution data indicating the traffic expected to be generated by the proposed expansion.

The STC Administrative Office will render a decision based on Departmental review of the submitted information as well as the historical traffic operation of the development. The decision will not be effective until a copy of the STC Administrative Office's decision has been filed on the municipal land records.