

Community Transportation Planning Request (CTPR) – Official Request Form



This form serves as an official request to initiate a “Needs Assessment” for a “New Start” project. This request in no way implies nor guarantees that a project will be deemed necessary. The purpose of a needs assessment is to evaluate existing conditions, identify deficiencies, recommend possible solutions, and determine if further study is needed.

Please fill out this form to the best of your ability and return to your local Rural Planning Organization (RPO) Coordinator and Office of Community Transportation (OCT) planner ([map of contacts](#)). Upon receiving this request you will be contacted for a site visit. Following the site visit, the RPO Coordinator will have 90-days to gather all data/information and the OCT manager will submit the request to the Strategic Transportation Investments Division (STID) for initiation of a Needs Assessment.

Describe in detail the project you are requesting and why:

Location Description (County, Municipality, State Route, begin and end points)

Purpose of the Request (Safety concerns, traffic congestion, economic development, etc.)

Interested Parties (Please list users who have expressed interest; Local citizen group, residential development, commercial development, industrial development, institutions, and Organizations)

Name, Title

Signature

Date

**This form must be signed by a local official, who represents the project area (Municipal Mayor, County Mayor/Executive, Road Superintendent, or State Senator/Representative).*