

## Summary Report for APCC Hearing Application

The template below is for an approximately 1-page project synopsis that is supplied in advance to the Commissioners. The purpose of this document is factual; please refrain from including superfluous information or verbiage that promotes your project; that should be done in the Statement of Need in the application. If you wish to submit a revised Statement of Need, that is fine.

Most of the needed information will come from traffic studies and project plans that already exist. If there is no data for any category, write N/A for not available. We do not necessarily expect you to obtain this information especially for the APCC permit. I will follow up with you after reviewing if more info is needed.

Also, please create a locus map that is zoomed out enough that the area is recognizable, in case anyone is unfamiliar with the exact location. I will print the final version of the summary and provide it to the Commissioners.

Please be advised that we will be looking to put explicit bicycle parking and electric vehicle charging station numbers (at least 5% of total parking) into the permit, so if there is no TAPA, or it does not contain this information, please provide those numbers or give me a call to discuss. Please be aware that EV charging expansion capacity to at least 15% of total parking is also required. Depending on the type of parking or the development being served, Level 1 or Level 2 charging can be applicable. You can also contact the Transportation Planner for your project's neighborhood if you have questions about this. There are official bike guidelines (<http://www.bostoncompletestreets.org/pdf/COBBikeGuideline.pdf>), and we can advise you as to the electric vehicle requirements.

Thank you.

**Facility Name/Address:**

**Date**

**Applicant:**

**Application:** [XX spaces (commercial, exempt, residential)]

**Hearing Date:**

**Transportation Facts and Data:**

*Use as much space as is necessary, while keeping it concise. Tables are preferable as applicable.*

**1. Location and Brief Description of Facility:**

**2. Anticipated Facility Volume, Days and Times:**

**3. Turning Movements:** *including entrance/exit locations and loading docks if applicable*

**4. Anticipated Street/ Intersection Volume:** *current and estimated future vehicle trips*

**5. Pedestrian Volume in Vicinity:** *current and estimated future trips*

**6. Accident Experience in Vicinity:**

**7. Other Factors for Consideration:** *Include items that you think are important for the Commission to know, e.g. mitigation measures, community support, etc. Please bullet. **This is where the bicycle parking and electric vehicle charging numbers would go.***