

# Feasibility Study Preparation

## Introduction

The Feasibility Studies Unit solicits input from the TESSB on the proposed project, see Example 1. The Plan Review Squad is the “spokesperson” for the TESSB. A meeting, including members of Plan Review, FS Unit, and Roadway, is setup to discuss the major issues for this project. In the past, these projects have been on a short time schedule. If possible, make these projects a priority project.

## Step By Step Procedure

1. Enter type of review into Plan Review Database as FS Preparation. The due date is set for two weeks after the meeting date. The letter with our recommendations is due no later than two weeks after the meeting. Check for existing project file. If not, start a file.
2. ***Enter meeting date into Plan Review Engineer’s Netscape Calendar.***
3. Prepare Feasibility Preparation form letter (Example 2) to request Traffic input from ATE and Traffic Operations, except do not send bridge projects to Traffic Operations. Give a minimum two-week turnaround time, if possible. Be sure to attach a copy of letter from FS Unit, vicinity map and volumes (if available). The form letter is located at: <TECM31/cm/common/formlet/fs/prep/...>
4. If no volumes, ask requesting party for updated volumes. Be sure to send copies to ATE and Traffic Operations.
5. Determine if Access Review has projects in the area (see the red county map book). Pull these Special Commercial (SC) files and note any data which may impact our project. Write SC file numbers on file folder. Retain SC files until review completed.
6. Check current Thoroughfare Plans and copy any relevant information into file.
7. Check most recent ADT books for volumes and make copy of the area for file. Some ADTs are available on NCDOT’s website  
[www.dot.state.nc.us/planning/statewide/traffic\\_survey/](http://www.dot.state.nc.us/planning/statewide/traffic_survey/)
8. Discuss with Plan Review Engineer 2 days prior to meeting.
9. Attend meeting and make notes. Write response letter including our recommendations if necessary.
10. Enter completion date and relevant comments into Plan Review Database and file.