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DEPARTMENT OF TRANSPORTATION
Office of Planning

Memorandum

To: Site Plan and Subdivision Applicants
From: Middlesex County Office of Planning
RE: Public Guidance document for the Preparation of a Traffic Impact Report or Statement for Submission to Middlesex County
Date: June 12, 2025

For all site plan and subdivision applications, applicants are required to submit a traffic impact study, traffic statement or traffic study waiver, in accordance with the following:

Traffic Impact Studies (TIS)

For applications involving sites that are expected to generate more than 50 peak-hour trips or 500 average daily trips based on the Institute for Transportation Engineers (ITS) Trip Generation Handbook, latest edition, or trip generation rates published by the New Jersey Department of Transportation contained in the Highway Access Code, a Traffic Impact Study (TIS) will be required. A TIS must include daily and hourly traffic volume count data and Level of Service determination for both driveway and off-site intersections.

Traffic Statements (TS)

For applications involving sites that are expected to generate less than 50 peak-hour trips or less than 500 average daily trips based on the Institute for Transportation Engineers (ITE) Trip Generation Handbook, latest edition, or trip generation rates published by the New Jersey Department of Transportation contained in the Highway Access Code, a Traffic Statement (TS) may be submitted in lieu of a TIS. A TS must include driveway Level of Service analyses for driveway(s) and meet standard Middlesex County site plan requirements, including, but not limited to, the following: proper driveway design to accommodate the largest design vehicle, ensuring adequate sight distance is provided, ensuring sidewalk and frontage improvements within the County right-of-way are fully ADA compliant, and that proper right-of-way is dedicated along County road frontage.

Traffic Study Waivers (TSW)

For applications involving sites that are expected to generate no increase in traffic, the applicant may submit a traffic study waiver (TSW) request in lieu of a TS or TIS. A TSW request must include a description of the changes to site use and any proposed site modifications, as well as anticipated number of trips and rationale for the waiver request (i.e., anticipated number of trips will have little or no impact on any adjoining or near County road or County road intersection). Granting of a TSW will not excuse the applicant from meeting all standard Middlesex County site plan requirements.



Please Note: Applicants should use the expected total vehicle trips as compared to current site conditions to determine whether a TIS, TS or TSW is required. Sites that were previously occupied, but are now vacant or non-operational, will be viewed as a new application and will not receive a “traffic credit” for the prior use. Furthermore, the County’s criteria for requiring a TIS, TS or TSW will be based on the total number of trips (i.e., new trips plus pass-by trips). The County may request additional traffic information during the technical review of the application.

If it is unclear which classification the site is defined by the Institute for Transportation Engineers (ITE) Trip Generation Handbook as, other NJDOT guidance or a description of the site and the associated average daily trips may be substituted. The County reserves the right to request additional information if deemed necessary during a technical review of the application.

