

EXAMPLE MTP PROJECT APPROVAL REQUEST: NONMOTORIZED

(Courtesy City of Everett)

This packet has been assembled with the permission of the City of Everett as an example of a project sponsor request for approval of a candidate project in Transportation 2040. Transportation 2040 is the adopted Metropolitan Transportation Plan for the Puget Sound region. Capacity expansion projects on regionally significant facilities must be approved before the sponsor proceeds with implementation phases.

The Puget Sound Regional Council maintains Transportation 2040 and processes approval requests.

A [checklist](#) of items sponsors should include in approval requests is available as a separate document.

See <http://www.psrc.org/transportation/t2040/t2040-pubs/final-draft-transportation-2040/> for further details.

Please note that this is one example; different projects may need different approval request approaches. Contact Kimberly Scrivner (kscrivner@psrc.org, 206.971.3281) with questions.

Cover Letter

March 20, 2003

Puget Sound Regional Council
Attention: Major Capacity Guidance – Candidate/Approved Status
1011 Western Avenue, Suite 500
Seattle, WA 98104-1035

RE: Request for Approved status for the Interurban Trail North Extension project
(TIP # EVT-29; MTP # 2834)

Honorable Members of the PSRC Executive Board:

The City of Everett hereby requests a change in the status of our Interurban Trail project from “candidate” to “approved.”

PROJECT DESCRIPTION: The Interurban Trail North Extension project will construct a Class I non-motorized trail from Madison Street north approximately 1.8 miles to 44th Street, where it will connect to existing sidewalks on Colby Avenue. The trail will be located within existing street right-of-way for about 60% of the project length, and in the PUD utility corridor for the remainder of the project.

MTP STATUS: The project is included in the MTP as project #2384.

RTIP STATUS: The project is included in the Regional TIP as project #EVT-29.

COMPREHENSIVE PLAN STATUS: The project is included in Everett’s Comprehensive Plan and the City’s 6-Year TIP. The Transportation Element of Everett’s Comprehensive Plan was first certified by the PSRC in November, 1995, and amendments to the Transportation Element were certified in August, 1999.

CONSISTENCY WITH TRANSPORTATION 2040 POLICIES: The Interurban Trail North Extension project is consistent with the applicable policies of Transportation 2040. Attached as Exhibit 1 is a listing of the applicable policies, and a statement regarding the project’s consistency with each policy.

ENVIRONMENTAL DOCUMENTATION: The SEPA and NEPA processes have been completed. Attached as Exhibits 2 and 3 are the NEPA ECS, signed by FHWA; and the City’s SEPA MDNS.

PLANNING REQUIREMENTS: The City has executed an Interlocal Agreement with the Snohomish County PUD to use its utility easement as part of the trail extension corridor. Attached as Exhibit 4 is a copy of this agreement.

FINANCIAL FEASIBILITY: All project funding is secured. Attached as Exhibit 5 is a financial matrix listing all secured federal and local funding to cover the estimated total project cost.

We submit that this letter with its attachments provides all information necessary for the Regional Council to approve a change in project status from “Candidate” to “Approved” consistent with the adopted *Transportation 2040 Plan*. If staff has any questions or requires additional information, please contact Jon Doe of this office, at (425) 999-9999.

Thank you for your consideration of this request.

Sincerely,

Jon Doe, P.E.
Director, Engineering and Public Services