

# Community Transportation Planning Request (CTPR) – Official Request Form



*This form serves as an official request for assistance for a transportation planning need. This request in no way implies nor guarantees that a project will be deemed necessary. The purpose of this request 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. Upon receiving this request you will be contacted for a site visit when necessary. Following the site visit and follow up discussion, the RPO Coordinator will gather all data/information and then coordinate with TDOT to evaluate potential assistance.

***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).*