



**CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT**

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

660 Walnut Lane

Property Address

025 L 8-A

Tax Map

.38

acres or sq.ft.
(circle)

Existing Zoning Classification: R-3

Special Use being requested: Multifamily conversion of existing structure (10-3-48.4 Subsection 6 - Multifamily Dwelling)

PROPERTY OWNER INFORMATION

Craig Smith

Property Owner Name

594 S Main Street

Street Address

Harrisonburg VA 22801

City State Zip

540-487-4057

Telephone

craigsmith62848@gmail.com

E-Mail

OWNER'S REPRESENTATIVE INFORMATION

Weston Bayes

Owner's Representative

202 N Liberty Street

Street Address

Harrisonburg VA 22802

City State Zip

540-434-5150

Telephone

weston@matchboxrealty.com

E-Mail

CERTIFICATION

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

Olney Smith
PROPERTY OWNER

12-4-25
DATE

REQUIRED ATTACHMENTS

- Site or Property Map
- Letter explaining proposed use & reasons for seeking a Special Use Permit.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit www.harrisonburgva.gov/traffic-impact-analysis. This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

TO BE COMPLETED BY PLANNING & ZONING DIVISION

12/5/25
Date Application and Fee Received

Total Fees Due: \$ *455 (Part)*
Application Fee: \$425.00 + \$30.00 per acre

MWJ
Received By

Special Use Permit Application

Conversion to 4-Unit Multifamily Building

1. Applicant Information

Name: Matchbox Realty & Management Services

Address: 202 North Liberty Street, Suite 101, Harrisonburg, VA 22802

Phone: 540-434-5150

Email: weston@matchboxrealty.com

2. Property Information

Property Address: 660 Walnut Lane

Parcel Number: 025 L 8-A

Current Zoning Classification: R-3

Proposed Use: 4-unit multifamily building

Lot Size: .38 Acres

Existing Structure Size (sq. ft.): 6,432

3. Project Description

Summary of Proposed Conversion: Updating fire suppression and safety systems in order to separate the structure into 4 units.

Number of Units: 4

Parking Spaces Provided: Eleven

Exterior Modifications: None

Interior Modifications:

- Replace interior doors to units with 20-minute fire rating requirement
- Adding smoke detectors (shown on attached plan)
- Installation of NFPA 13R sprinkler system (Quote attached).

4. Compliance with Zoning and Codes

Zoning Ordinance Reference: 10-3-48.4 Subsection 6 - Multifamily dwelling

Utility Separation: Electric meters are already in place.

Parking: We will plan to remove the parallel parking and reorient the existing spaces to comply with DCSM regulations. The parking plan attachment shows that the width of the parking area can comply with 90 degree parking guidance that call for 18' x 9' parking spaces and 20' minimum spacing from the end of the spaces to the opposite curb. This will allow for nine (9) spaces in the existing parking area. We have agreement with the neighboring parcel, 635 South Main Street, for a shared parking agreement that will allow for two (2) additional spaces to be used solely for the residents of 660 Walnut Lane.

5. Fire Safety Compliance

- 1/2-hour fire separation between units
- Egress windows in all sleeping rooms
- Smoke detectors in each unit and common areas
- Sprinkler system installed per code
- Clearly marked emergency exits

6. Site Plan and Floor Plans

Exhibit A shows the site plan that details property boundaries, parking layout, and entrances.

Floor plan attached that shows four (4) three (3) bedroom units.

7. Impact Analysis

Traffic and Parking Impact: The traffic impact review can be found in Exhibit C

Noise and Privacy Mitigation: The property is now professionally managed with accountability in place for all tenants. We are pursuing four (4) units rather than the six (6) the property was built for. Matchbox has demonstrated its commitment to providing safe and monitored housing throughout Harrisonburg, and this property will be another example.

8. Additional Support

The City of Harrisonburg has a housing challenge, and the City has publicly expressed its support for providing more affordable housing. This structure could be serving as housing for at least twelve people based on its configuration but is instead being occupied by four

people. This result is eight other housing units being occupied in the City, which weighs on supply and results in a more competitive and costly housing market.

Exhibit A



Exhibit B

See Attached: Proposal - Concentric Services - 660 Walnut Lane-Sprinkler Install



August 18, 2025

Weston Bayes
Concentric Services
1580 Red Oak Street
Harrisonburg, Virginia 22802

Subject: 660 Walnut Lane-Sprinkler Install

Project Location: 660 Walnut Lane
660 Walnut Lane
Harrisonburg, VA 22801

Reference: EFI Proposal # P29990

Weston Bayes,

Eagle Fire Inc. ("EFI") is pleased to provide, for your review, our cost proposal for the above referenced project. There were minimal specifications issued with this request. The detailed specifications are being provided by EFI, subject to review by Customer, Insurance Underwriters and/or the Authorities Having Jurisdiction.

Due to low stock levels of all fire protection vendors, delivery of the services in this proposal may be delayed and will be communicated at time of acceptance.

The scope of work, clarifications and exclusions as well as terms & conditions of this proposal, must be included in the subcontract offering.

1. Description of Work

A request for proposal was issued to Eagle Fire by Concentric Services (Weston Bayes) to perform Services as detailed below for 660 Walnut Lane in Harrisonburg, VA.

2. Scope of Work

Eagle Fire Inc. proposes to provide labor, equipment and material to perform the following services.

- We include a budget estimate based on drawings sent in an email dated 8/12/2025.
- We include starting 1'-0" above finished floor for the sprinkler system.
- We include one wet system to protect the building.
- We include a double gate double check backflow preventer inside the building.
- The wet system will include a butterfly valve, check valve, flow switch, pressure gauge, and test/drain connection.
- Protection will be per NFPA 13R.

3. Design

- Provide system submittal drawings and calculations for permitting purposes by the local AHJ and/or review by the owner's insurance carrier. The system layout and calculations are to be prepared by a NICET III engineering technician in fire sprinkler, and/or fire alarm system layout.
- Perform a site survey to establish the limits and requirements of the existing fire protection equipment connections, supply, piping, sprinkler head locations and condition, and to locate the new equipment for accommodation of the new design basis to be utilized.

- EFI shall provide a submittal package consisting of: Manufacturer's catalog cut sheets and installation instruction sheets of fire protection water supply equipment to be provided, installed and/or renovated.
- Prepare a submittal package as required for approval from the local authorities, and the owner's insurance carrier. EFI shall secure a permit from the Authorities Having Jurisdiction before commencement with the said demo, renovation and installation work.
- Deliver as-built drawings and Operation and maintenance manuals upon project/system completion.

4. Materials and Installation Specifications

- All new sprinkler system piping 2" and smaller, shall be black schedule 40 steel with either grooved, or threaded ends.
- All new sprinkler piping 2 ½" and larger, shall be black schedule 10 steel with grooved ends.
- All threaded fittings shall be black malleable iron type fittings.
- All grooved fittings shall be painted cast iron type fittings.

5. Customer Responsibilities

- Proposal is based on Customer providing a clear, open work space, and site condition to allow for safe access to areas of construction. This includes unlimited access to the entire building including ceiling space above finished offices. EFI excludes installation or removal of ceiling tiles, and/or grid.
- Customer is to provide Eagle Fire with a suitable material storage/staging area for the duration of the work.

6. Clarifications and Exclusions

- The labor cost is based on the work being completed during normal working hours, 7:00 AM - 6:00 PM, Monday through Friday. Holidays are excluded. (unless as noted otherwise)
- Due to the volatile economic conditions with material costs, material costs are subject to escalation until final submission of the order to the manufacturer. Any increases due to material scarcity, inflation, or government action shall be added to the final contract amount. Customer acknowledges that materials may not be ordered until final approval of design by the Authority Having Jurisdiction.
- Proposal is based upon completing all items under one (1) contract during the same time period. Proposal remains valid for thirty (30) days. Terms are net 30 days with progress billings as well as an approved credit application on file.
- This proposal does not include any fire watch costs or responsibility, while fire systems are down and out of service during renovations.
- Painting of pipe is excluded.
- Installation of galvanized pipe and fittings is excluded.
- Installation of seismic bracing or special pipe bracing methods is excluded.
- Fire alarm design is excluded.
- Payment, Bid and Performance Bonds are excluded.
- Customer shall provide Eagle Fire with AutoCAD compatible floor plans of complete project.
- This proposal is contingent upon adequate water supply to the facility.
- Payment or fees for providing facility CAD drawings is excluded.
- Proposal does not include lift rental if needed.

Please call us if you have any additional questions. Thank you for this opportunity to be of service.

Sincerely,
EAGLE FIRE INC.

Eddie Hartman
Corporate Account Manager

Concentric Services

The total estimated cost for labor and material as detailed above will be:

Item	Item Price
Base bid	\$75,444.00
	Total \$75,444.00
	Seventy Five Thousand Four Hundred Forty Four Dollars and zero cents

*Subject to Local & State taxes as applicable.

NOTE: Our Eagle Fire Representative will call to schedule an appointment upon authorization to proceed. Project completion schedule will be determined at that time.

If you find our proposal acceptable, please sign and return one (1) copy. Any modifications, deletions, or revisions made to this proposal are expressly rejected by Eagle Fire. By signing below, providing a purchase order, or otherwise indicating your assent, you accept this offer of service in its entirety, including any terms, conditions, exhibits, addenda, or other ancillary documents provided, all of which constitute a material portion of this proposal.

Authorized Company:

Signature
(Agent Authorized to Bind Company): _____
Print Name: _____

Title: _____

Date: _____

Accepted Proposal Amount: _____

PO #: _____

Proposal ID: P29990

PROPOSAL REMAINS VALID FOR 30 DAYS FROM ABOVE DATE. PROPOSAL IS SUBJECT TO REVIEW AND REVISION AFTER 30 DAYS FROM THE ABOVE DATE. PROPOSAL IS NOT VALID UNLESS TERMS AND CONDITIONS PAGE IS RECEIVED AND ACKNOWLEDGED.

The terms and conditions on the following page(s) are incorporated herein by your signature of acceptance, or issuance of a purchase order. This proposal/submittal (including any related drawings, scope of work, rates, material lists or other disclosed items (the "Proposal") was prepared by Eagle Fire Inc. ("Eagle") and is to be used solely by Eagle's Customer only and only for its consideration of whether to retain the proposed services from Eagle. The Proposal is the PROPRIETARY AND CONFIDENTIAL property of Eagle and is not to be copied, disclosed in whole or in part or used in any manner other than to consider the retention of Eagle without the prior written consent from a Corporate Officer of Eagle. The Proposal shall be returned to Eagle promptly upon its request.

MD-MSC-165	VA-2701 035314A	NC-18023 FS	SC-BFS.8843FSQ	TN-61246, 617	AL-3392	GA-0431
	PLB FAS SPR FSP ELE	21188-U	FAC 3145	269, 1141		0757
	DCJS 11-2841	25113-SP-LV	BAC 5078	809, 1877		
				1250		

TERMS AND CONDITIONS

1. All work will be performed substantially in accordance with the written procedures of the manufacturer of the Equipment and the requirements of the National Fire Protection Association as in effect on the date of the Agreement. Eagle will perform all work and provide all Equipment and materials enumerated in the Agreement in accordance with the terms of the Agreement. Eagle shall not be liable for delays in performance due to causes beyond its reasonable control, including, but not limited to, governmental action or inaction, strikes, labor problems, Acts of God, fire or flood, and Eagle's time for performance shall be extended accordingly. Customer agrees that Eagle is not liable for delays in performance due to priorities of performance to other customers, based on time or need or in Eagle's sole discretion.
2. Customer grants a purchase money security interest in the Equipment sold hereunder to Eagle to secure the payment of the obligations of the Customer as set forth herein and any other sums due and owing from the Customer to Eagle. Customer agrees to execute any and all financing statements which Eagle may, from time to time, wish to file with the appropriate authorities. The Equipment which is subject to this security interest shall be kept at all times at the Customer's place of business as set forth herein and its removal to any other location shall be permitted only with the consent of Eagle in writing in advance of such removal. Until the Equipment is paid for in full, Customer shall maintain adequate fire and extended risk insurance coverage on the Equipment which insurance coverage shall contain a standard loss payee clause in favor of Eagle. Noncompliance with or non-performance of any of the Customer's obligations hereunder shall constitute a default under this provision. Customer shall likewise be in default if bankruptcy or insolvency proceedings are instituted by or against Customer. Upon Customer's default, Eagle may exercise its rights of enforcement under the Uniform Commercial Code in force in the state in which the Equipment is located and in addition to those rights, at Eagle's discretion, enter upon the Customer's premises to take possession of the Equipment which is subject to this security interest or waive any default or remedy any default in any reasonable manner without waiving the default remedies and without waiving any other prior or subsequent default. Customer shall have all the rights and remedies before or after default provided in the Uniform Commercial Code in force in the state in which the Equipment subject to this security interest is located. Upon completion performance of Customer's obligations hereunder, the Seller upon written request from Customer, agrees to file termination statements of security interest with the appropriate authorities.
3. Customer agrees to maintain in safe condition the access to and the area in which the Equipment is to be installed.
4. Eagle shall not be liable for damages attributable in whole or in part to any Equipment unless caused solely by Eagle's negligence. Customer agrees to protect, defend, indemnify and hold Eagle harmless from all claims, demands, liabilities, and costs including attorneys' fees, arising in whole or part from any Equipment, unless caused solely by Eagle's negligence.
5. Any order placed shall constitute an acceptance of all terms and conditions contained in the Agreement and the Terms and Conditions, except terms and conditions to which Customer shall except by specific written objection to which Eagle has agreed in writing. Any request for services issued by Customer shall confirm the Agreement and the Terms and Conditions and not add to, delete from or change them.
6. The parties hereto each covenant and agree that if either party hereto acquires any right or rights to bring any action, suit or proceeding against the other party relating in any way to the Agreement or the Terms and Conditions, the party acquiring such right or right shall be conclusively deemed to have waived and relinquished the same unless such action, suit or proceeding is commenced within one year after such right or rights arose.
7. Exclusion of warranty. With respect to all goods and services to be provided pursuant to the Agreement, Eagle disclaims all warranties, express or implied, including without limitation, any implied warranty of merchantability, warranty of fitness for a particular purpose or implied warranty of workmanlike services. All Equipment is sold exclusively under such warranty as the manufacturer thereof may make available to Customer.
8. **WITH RESPECT TO ALL GOODS AND SERVICES TO BE PROVIDED PURSUANT TO THE AGREEMENT, EAGLE DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR IMPLIED WARRANTY OF WORKMANLIKE SERVICES. ALL EQUIPMENT IS SOLD EXCLUSIVELY UNDER SUCH WARRANTY AS THE MANUFACTURER THEREOF MAY MAKE AVAILABLE TO CUSTOMER.**
9. LIMITATION ON LIABILITY. IN NO EVENT SHALL EAGLE BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, STATUTORY OR EXEMPLARY DAMAGES, WHETHER THE ACTION IS BASED ON CONTRACT, NEGLIGENCE, OR STRICT LIABILITY, INCLUDING, BUT NOT LIMITED TO, DAMAGE TO OR LOSS OF THE USE OF PROPERTY; BUSINESS LOSSES OR LOSS OF PROFITS AND OTHER ECONOMIC LOSSES. EAGLE SHALL NOT BE LIABLE TO CUSTOMER FOR CONTRIBUTION OR INDEMNIFICATION, WHATEVER THE CAUSE. THE PARTIES AGREE THAT THE CUSTOMER'S REMEDIES PROVIDED FOR IN THIS SECTION ARE EXCLUSIVE.
10. There are no rights, warranties or conditions, express or implied, statutory or otherwise, other than those contained herein or in the Agreement. The Agreement and the Terms and Conditions contain the entire agreement between Customer and Eagle and can be modified or rescinded only by a writing signed by both parties. No waiver of any provision shall be binding unless in writing signed by an authorized representative of the party against whom the waiver is asserted and unless expressively made generally applicable shall only apply to the specific case for which the waiver is given. Each paragraph and provision of the Agreement and the Terms and Conditions is severable from the remainder thereof, and if any such provision shall be held invalid the remainder of the Agreement shall remain in full force and effect. The Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to its choice of law principles.

August 21, 2025

Christopher Eads
Deputy Building Official
City of Harrisonburg

Re: 660 Walnut Street Apartments

Christopher,

The building at **660 Walnut Street** was converted into apartments in 1972, with separate utility meters installed at that time. The Owner has obtained the original documentation, including the building permit issued for that conversion. However, since neither the City nor the Owner has been able to locate the original Certificate of Occupancy, the Owner is prepared to undertake the following upgrades to address current code compliance:

- **Installation of NFPA 13R sprinkler system**
- **Replacement of doors in fire partitions** with new doors meeting the 20-minute fire-rating requirement per VCC Table 716.2(2)
- **Verification of smoke alarms** in all sleeping units

Fire-Resistance Compliance

- **Dwelling Unit Separation (VCC 420.2):** Required ½-hour fire rating of fire barriers is met by existing construction: two layers of ½" gypsum board = 30 minutes per VCC Table 722.6.2(1).
- **Floor/Ceiling Assemblies (VCC 420.3):** Required ½-hour fire rating is met by existing construction: one layer of gypsum board (15 minutes per VCC Table 722.6.2(1)) plus hardwood flooring (15 minutes per VCC Table 722.6.2(4)).

Attachments

- Floor plans
- Liberty Fire quote outlining the scope of sprinkler installation

Sincerely,



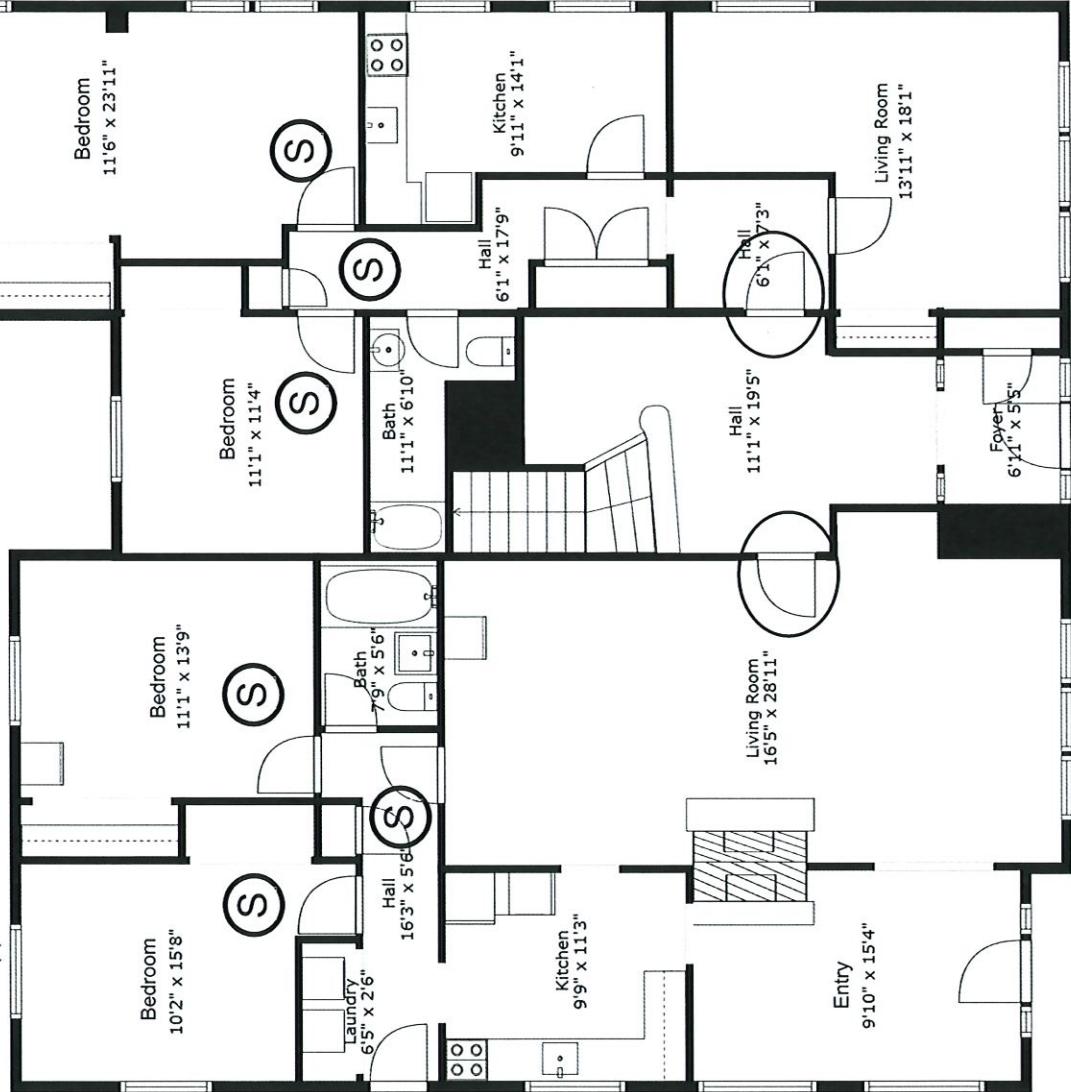
Anna Campbell, LDDBlueline Vice-President

Dwelling Unit Separation (VCC 420.2): Required $\frac{1}{2}$ -hour fire rating of fire barriers is met by existing construction: two layers of $\frac{1}{2}$ " gypsum board = 30 minutes per VCC Table 722.6.2(1).



Replacement of doors in fire partitions with new doors meeting the 20-minute fire-rating requirement per VCC Table 716.2(2)

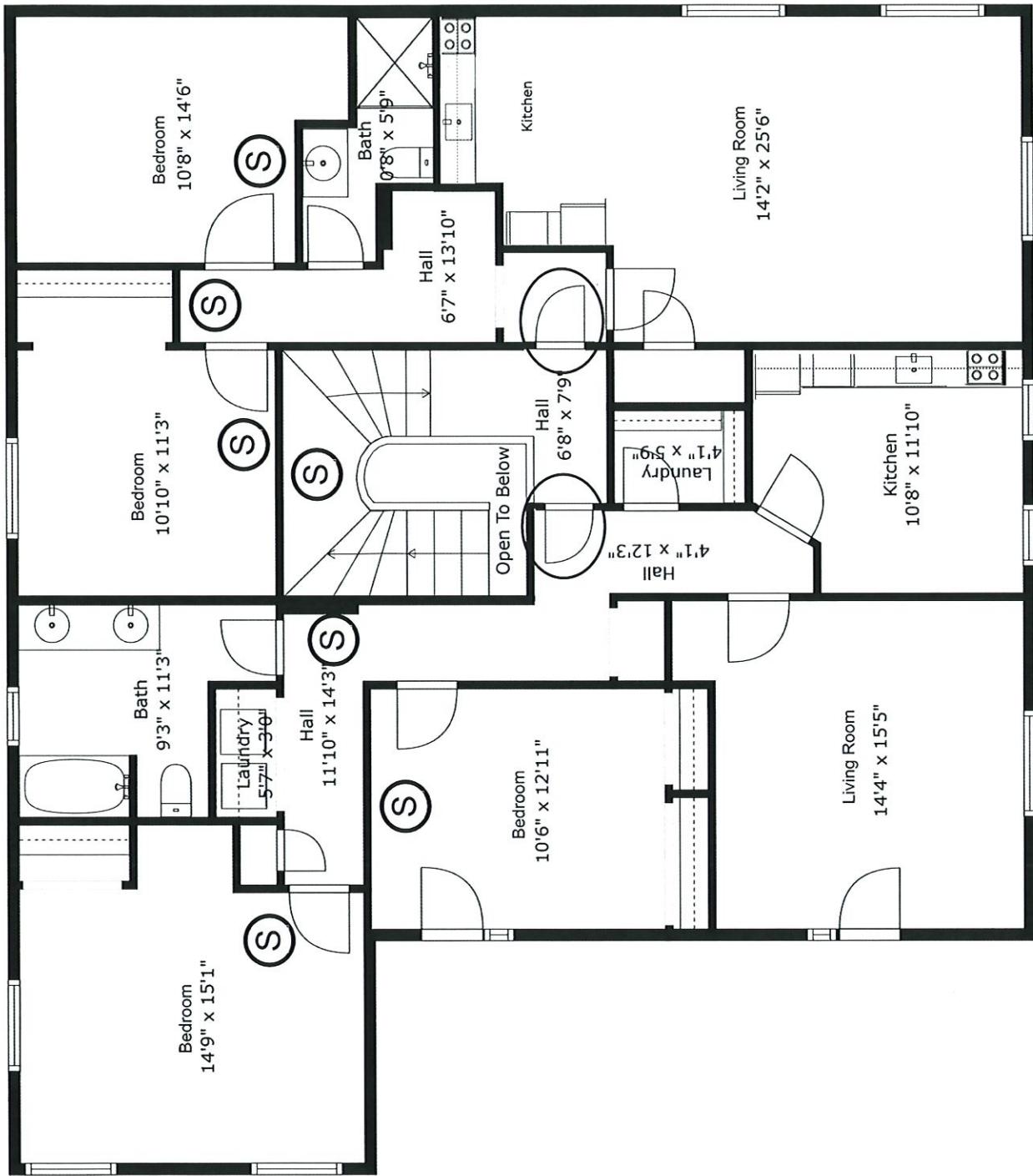
SMOKE DETECTORS
(HARDWIRED OR
BATTERY POWERED)



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TOTAL: 4358 sq. ft
FLOOR 1: 2475 sq. ft, FLOOR 2: 1883 sq. ft
EXCLUDED AREAS: OPEN TO BELOW: 24 sq. ft
Measurement Technology Deemed Highly Reliable But Not Guaranteed

matchbox
people + property



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Concentric Services
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Authorized Company:

Signature

(Agent Authorized to Bind Company):

Print Name:

Title:

Date:

Accepted Proposal Amount:

PO #:

Proposal ID: P29990

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DCJS 11-2841 25113-SP-LV BAC 5078 809, 1877
1250



TERMS AND CONDITIONS

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3. Customer agrees to maintain in safe condition the access to and the area in which the Equipment is to be installed.
4. Eagle shall not be liable for damages attributable in whole or in part to any Equipment unless caused solely by Eagle's negligence. Customer agrees to protect, defend, indemnify and hold Eagle harmless from all claims, demands, liabilities, and costs including attorneys' fees, arising in whole or part from any Equipment, unless caused solely by Eagle's negligence.
5. Any order placed shall constitute an acceptance of all terms and conditions contained in the Agreement and the Terms and Conditions, except terms and conditions to which Customer shall except by specific written objection to which Eagle has agreed in writing. Any request for services issued by Customer shall confirm the Agreement and the Terms and Conditions and not add to, delete from or change them.
6. The parties hereto each covenant and agree that if either party hereto acquires any right or rights to bring any action, suit or proceeding against the other party relating in any way to the Agreement or the Terms and Conditions, the party acquiring such right or right shall be conclusively deemed to have waived and relinquished the same unless such action, suit or proceeding is commenced within one year after such right or rights arose.
7. **Exclusion of warranty.** With respect to all goods and services to be provided pursuant to the Agreement, Eagle disclaims all warranties, express or implied, including without limitation, any implied warranty of merchantability, warranty of fitness for a particular purpose or implied warranty of workmanlike services. All Equipment is sold exclusively under such warranty as the manufacturer thereof may make available to Customer.
8. **WITH RESPECT TO ALL GOODS AND SERVICES TO BE PROVIDED PURSUANT TO THE AGREEMENT, EAGLE DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR IMPLIED WARRANTY OF WORKMANLIKE SERVICES. ALL EQUIPMENT IS SOLD EXCLUSIVELY UNDER SUCH WARRANTY AS THE MANUFACTURER THEREOF MAY MAKE AVAILABLE TO CUSTOMER.**
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10. There are no rights, warranties or conditions, express or implied, statutory or otherwise, other than those contained herein or in the Agreement. The Agreement and the Terms and Conditions contain the entire agreement between Customer and Eagle and can be modified or rescinded only by a writing signed by both parties. No waiver of any provision shall be binding unless in writing signed by an authorized representative of the party against whom the waiver is asserted and unless expressively made generally applicable shall only apply to the specific case for which the waiver is given. Each paragraph and provision of the Agreement and the Terms and Conditions is severable from the remainder thereof, and if any such provision shall be held invalid the remainder of the Agreement shall remain in full force and effect. The Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to its choice of law principles.



City of Harrisonburg, VA
Department of Public Works

**Determination of Need for a
Traffic Impact Analysis (TIA)**
www.harrisonburgva.gov/traffic-impact-analysis

For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

Contact Information	
Consultant Name:	Weston Bayes
Telephone:	540-434-5150
E-mail:	weston@matchboxrealty.com
Owner Name:	Matchbox Realty & Craig Smith
Telephone:	540-434-5150
E-mail:	weston@matchboxrealty.com
Project Information	
Project Name:	660 Walnut Lane
Project Address:	660 Walnut Lane
TM #:	025 L 8-A
Existing Land Use(s):	R-3
Proposed Land Use(s): (if applicable)	N/A
Submission Type:	Comprehensive Site Plan <input type="radio"/> Special Use Permit <input checked="" type="radio"/> Rezoning <input type="radio"/> Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Convert existing building to be 4 units.
Peak Hour Trip Generation (from row 15 on the second page)	
AM Peak Hour Trips:	2
PM Peak Hour Trips:	2

(reserved for City staff)

TIA required? Yes No ✓

Comments:

[Large empty box for comments]

Accepted by: Timothy Mason

Date: 12/09/2025

Peak Hour Trip Generation by Land Use						
Row	ITE Land Use	ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Multifamily Low Rise	220	Dwelling Unit	4	2
2	Proposed #2					
3	Proposed #3					
4	Proposed #4					
5	Proposed #5					
6	Proposed #6					
7	Total New Trips				2	2
8	Existing #1	NA			0	0
9	Existing #2					
10	Existing #3					
11	Existing #4					
12	Existing #5					
13	Existing #6					
14	Total Existing Trips				0	0
15	Final Total (Total New – Total Existing)				2	2

Instructions

Determination of trip generation rates shall be in conformance with ITE guidelines.

1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.