

# How to Complete Transportation Needs Identification Form

[Online Submission Portal](https://submit4planningreview.lancastercountypa.gov)

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### Select Submission Type

[All Submissions](#) / [Create New Submission](#) / [Create a Submission on Behalf of an Organization](#) / Select Submission Type

<b>Selected Organization</b> LCPD Address 150 Queen Street Lancaster, PA 17603 Phone 7172937262 <p>This Organization is visible in searches and allows submitters to request to be an associate.</p>	<b>S/LD-APP</b> <b>Subdivision and/or Land Development Plans</b> Subdivision and/or Land Development (S/LD) Plan applications are reviewed by the Lancaster County Planning Department in accordance with Article V, Sections 501 and 502(b) of the Pennsylvania Municipalities Planning Code. Fees associated with this submission's review will be assigned by the Applications Coordinator. All fees will then be paid electronically by the Applicant. <a href="#">Please visit our website to see the current fee schedule.</a>  This submission type is open. <a href="#">Create New Submission</a>	<b>CPO-APP</b> <b>Community Plan, Map, and/or Ordinance Applications</b> Community Plan, Map, and/or Ordinance (CPO) applications are reviewed by the Lancaster County Planning Department in accordance with Articles III, IV, V, and VI of the Pennsylvania Municipalities Planning Code. A \$250 review fee is waived if the CPO submission is initiated by a municipality, but it is paid electronically by other applicants.  This submission type is open. <a href="#">Create New Submission</a>	<b>MOU-APP</b> <b>Memorandum of Understanding Plan Applications</b> For Subdivision and/or Land Development Plans that meet specific Memorandum of Understanding (MOU) criteria, applications can be reviewed more expeditiously by the Lancaster County Planning Department in accordance with established MOU agreements for some (but not all) municipalities, and in accordance with Article V, Section 502 of the Pennsylvania Municipalities Planning Code. Fees associated with this submission's review will be assigned by the Applications Coordinator. All fees will then be paid electronically by the Applicant. <a href="#">Please visit our website to see the current fee schedule.</a>  This submission type is open. <a href="#">Create New Submission</a>
	<b>SMOD-APP</b> <b>Sewage Facilities Planning Module Applications</b> Sewage Facilities Planning Module Component 4B applications are reviewed and completed by the Lancaster County Planning Department in accordance with the Pennsylvania Department of Environmental Protection. A \$150 review fee is paid electronically by all applicants.  This submission type is open. <a href="#">Create New Submission</a>	<b>Notifications</b> <b>Notifications</b> "Notifications" is a term applied by the Lancaster County Planning Department (LCPD) to several application types. Some Notification applications are part of the PA DEP review process (e.g., Act 14, Chapter 102, Multi-municipal Planning Form, etc.) that requires a Statement of County Comprehensive Plan Consistency. Others pertain to desired LCPD support for grant requests from a third party. Regardless of Notification type, submission fees do not apply, but a 10-business day review/response period is required.  This submission type is open. <a href="#">Create New Submission</a>	<b>TNI</b> <b>Transportation Needs Identification</b> Municipal partners within Lancaster County are encouraged to submit transportation needs that can be considered for inclusion in an upcoming <a href="#">Transportation Improvement Program (TIP)</a> .  This submission type is open. <a href="#">Create New Submission</a>

[Back](#) [Cancel](#)

# Step 1: Submission Type

**Select** the Transportation Needs Identification box in the lower right to begin creating a new submission.

# Step 2: Create Form

The screenshot displays the Lancaster County Planning website interface. At the top, the navigation bar includes the Lancaster County Planning logo and links for Organizations, Submissions, Forms, and Fees. A user profile dropdown shows 'Welcome,'. The main heading is 'Transportation Needs Identification (Submission #0000)' with a 'All Submissions / TNI' breadcrumb and a chat icon. On the left, the 'Submission Summary' panel lists: Submission Type (Transportation Needs Identification), Submitter (LCPD), Status (Pre-Submitted), and Date Created (02/28/2025 09:32 AM). Below this is a 'Need Help?' section with links for 'Create or join a discussion' and 'Email for general questions'. The main 'Forms' section contains a single entry for 'TNI' (Transportation Needs Identification) with a status of 'Unsubmitted' and a 'View' button. At the bottom of the forms section are buttons for 'Delete This Submission' and 'Back to Listing'. The footer includes the Bridgeway logo, version number v1.27.9182.94812, and a Privacy Policy link.

**Select** Transportation Needs Identification to create a new form.

# Step 3: Form Overview

LANCASTER COUNTY PLANNING  
Organizations Submissions Forms Fees

Welcome, [User Name]

## Transportation Needs Identification (Form #0000)

[All Submissions](#) / [TNI](#) / TNI

### Form Summary

**Submission Name**  
Transportation Needs Identification

**Form Name**  
Transportation Needs Identification

**Form Status**  
Unsubmitted

### Pages

Page 1 <a href="#">Location of the Problem</a>	Incomplete
Page 2 <a href="#">Description of the Problem</a>	Incomplete

### Need Help?

- Create or join a discussion
- Email for general questions

[Submit This Form](#) [Summary](#) [Back](#)

v1.27.9182.34812 Privacy Policy

This page provides an overview and completion status of the form.

You can save and return to this page throughout the process.

## Transportation Needs Identification (Form #0000)

[All Submissions](#) / [TNI](#) / [TNI](#) / Transportation Needs Identification

## Location of the Problem

**Location**

Municipality/Municipalities\*

Road name(s)\* State Route or Township Route Number

[Add Another](#)

**Further Details**

Is the location a bridge?\*

If so, what road, stream or other feature does the bridge cross? 0 / 4000

Provide any other identifying information about the site, such as nearest intersection(s), or other project limits. 0 / 4000

List the titles of any known reports or studies that include a discussion of the problem and/or proposed solutions. 0 / 4000

**Mapping Tool**

You are required to use a mapping tool to draw in the location of the problem. As part of creating that map, you will be asked to enter the Form # shown at the top of this screen. [Please click here to use the mapping tool to draw in the location of the problem.](#)

I understand and agree\*

\* Required for submission

Save My Progress

Save and Continue

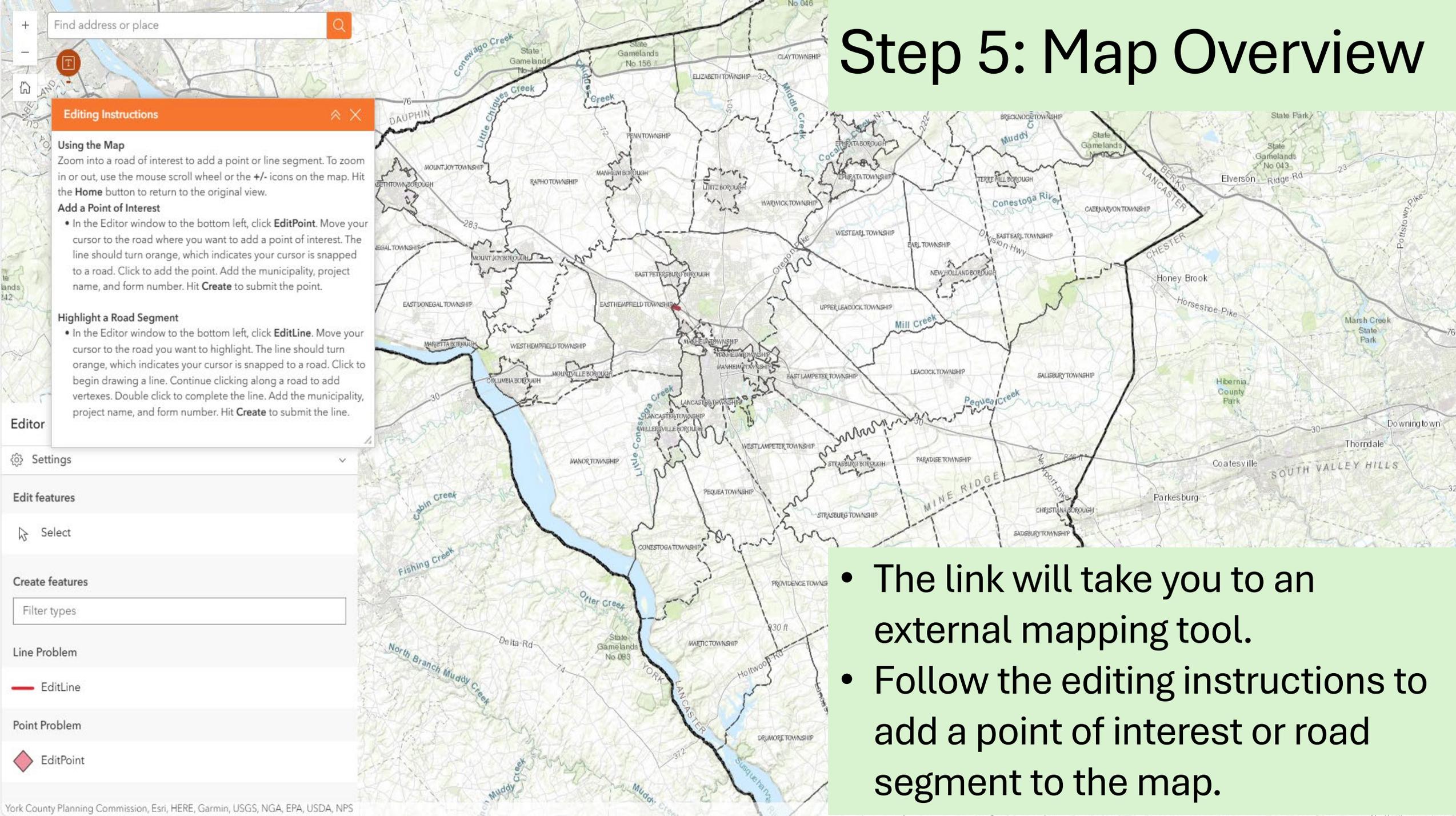
Save and Exit

Cancel

# Step 4: Location of Problem

- On this page, describe the location of the problem.
- You will find the **Form #** listed at the top, which is needed for the next step.
- Open the mapping tool link in the last section to proceed.

# Step 5: Map Overview



## Editing Instructions

**Using the Map**  
Zoom into a road of interest to add a point or line segment. To zoom in or out, use the mouse scroll wheel or the +/- icons on the map. Hit the **Home** button to return to the original view.

### Add a Point of Interest

- In the Editor window to the bottom left, click **EditPoint**. Move your cursor to the road where you want to add a point of interest. The line should turn orange, which indicates your cursor is snapped to a road. Click to add the point. Add the municipality, project name, and form number. Hit **Create** to submit the point.

### Highlight a Road Segment

- In the Editor window to the bottom left, click **EditLine**. Move your cursor to the road you want to highlight. The line should turn orange, which indicates your cursor is snapped to a road. Click to begin drawing a line. Continue clicking along a road to add vertices. Double click to complete the line. Add the municipality, project name, and form number. Hit **Create** to submit the line.

## Editor

Settings

## Edit features

Select

## Create features

Filter types

## Line Problem

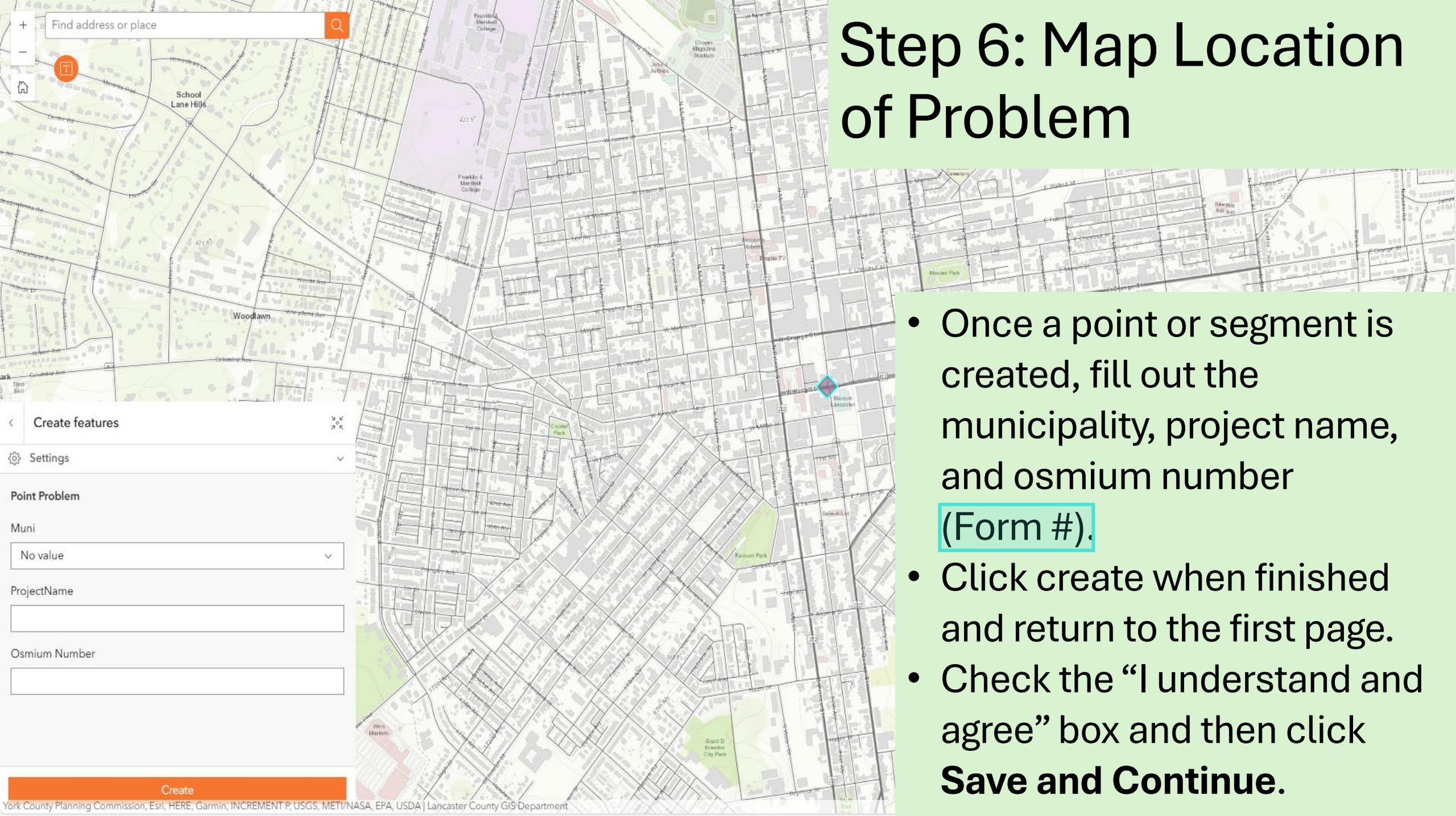
EditLine

## Point Problem

EditPoint

- The link will take you to an external mapping tool.
- Follow the editing instructions to add a point of interest or road segment to the map.

# Step 6: Map Location of Problem



- Once a point or segment is created, fill out the municipality, project name, and osmium number (Form #).
- Click create when finished and return to the first page.
- Check the “I understand and agree” box and then click **Save and Continue.**

## Transportation Needs Identification (Form #0000)

[All Submissions](#) / [TNI](#) / [TNI](#) / Transportation Needs Identification

## Description of the Problem

## Issues

Indicate the primary issue associated with this location. Provide any additional information to help us understand the context.\*

0 / 4000

Is there a secondary issue associated with this location?\*

If so, please describe the secondary issue.

0 / 4000

## Alternatives Considered

Have any alternatives been considered to address the problem?\*

Describe the alternative.

0 / 4000

Alternative cost estimate

[+ Add Another](#)

\* Required for submission

[Save My Progress](#)[Save and Continue](#)[Save and Exit](#)[Cancel](#)

# Step 7: Description of Problem

- On this page, list the details of the identified problem.
- Fill out all issues and alternatives associated with the problem.
- Click **Save and Continue** when finished.

# Step 8: Submit Form

The screenshot shows the 'Submit this Form' page for 'Transportation Needs Identification'. The page includes a navigation bar with 'Organizations', 'Submissions', 'Forms', and 'Fees'. A user is logged in as 'Welcome, [User Name]'. The form title is 'Submit this Form' and the breadcrumb trail is 'All Submissions / TNI / TNI / Submit this Form'. The 'Form Summary' section shows the form name 'Transportation Needs Identification'. The 'Need Help?' section has links for 'Create or join a discussion' and 'Email for general questions'. A warning message states: 'Submitting this form will disallow any further edits to it.' Below this is a checkbox labeled 'I understand.' and an 'Additional Comments (optional)' text area. At the bottom right are 'Submit Form' and 'Cancel' buttons.

- When all steps are finished, select the “I understand” box and hit **Submit Form**.
- If required fields are left blank or submitted incorrectly, a notification will appear on the overview page directing you to fix the issue. You cannot submit until the issue is resolved.