



PROJECT NAME: _____

TRAFFIC IMPACT ANALYSIS (TIA)

APPLICATION & CHECKLIST SUBMITTAL PACKET

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GENERAL INFORMATION

A Traffic Impact Analysis (TIA) is a study of the impacts of a development on the City's transportation system conducted by a registered professional engineer. During the subdivision process, the concept plan requires that the applicant provides the traffic volume generated by the proposed development and a TIA as required by the Roadway Adequacy Ordinance based on the number of trips. The City Engineer has the option to request a fee in lieu of TIA. The site development process includes a similar requirement.

The Roadway Adequacy Ordinance requires a TIA when a project that has a projected average daily trips in excess of 2,000 based upon the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. In cases where the land uses are not specified at the time of land development application, the daily trip generation rate shall be based upon the maximum use intensity allowed for the development.

The initial TIA shall be submitted with the concept plan or site development permit for the project. An update to the traffic impact analysis is required to be submitted with the review of each final plat submittal. The TIA shall be prepared in accordance with standard transportation engineering practices for purposes of determining the adequacy of the road network to serve the proposed development, and whether off-site road dedication and improvements should be made to mitigate the effects of the development proposed in the application. The TIA shall determine:

1. Trips to be generated by the proposed development;
2. Assignment of such trips to the road network analyzed;
3. The capacity of affected thoroughfares before and after the proposed development;
4. Specific recommendations for thoroughfare improvements and traffic-control modifications needed to mitigate the traffic from the proposed development; and
5. The development projects proportionate share of the costs of such improvements and modifications.

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this application.

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Submittal Schedule" for submittal deadlines. Applications may be submitted through the Development Hub at anytime for preview. Once all items are confirmed and accepted, the review process will start on the next available filing date as listed in the submittal schedule.
- A scoping meeting is required prior to submittal.
- This submittal shall be reviewed concurrently with a site development or subdivision review. The application and attachments need to be uploaded to the Development Hub as part of the site development or subdivision application.
- All items listed in the "Required Items for Application Submittal" on [page 3](#) shall be uploaded to the Development Hub.

PROCESS

The applicant shall conduct a scoping meeting with City Staff to determine the geographic area to be included in a TIA. During this meeting, the City Engineer may also make the determination that a fee in lieu of TIA is more appropriate. The following standards shall apply:

1. The City Staff shall determine the geographic area to be included in a TIA.
2. A TIA must be performed under the supervision of a registered professional engineer (State of Texas) or other qualified individual.
3. A TIA must conform to the requirements of the roadway adequacy ordinance and the requirements of the City of Austin's Transportation Criteria Manual.
4. A TIA must describe the study methodology, the data used, and the study findings and provide recommendations based on the results.
5. A TIA must be signed/sealed by a registered professional engineer (State of Texas) or other qualified individual responsible for the supervision of the study and preparation of the TIA.

REQUIRED ITEMS FOR THE SUBMITTAL PACKAGE

REQUIRED ITEMS	PROVIDED	<i>Check each box if you have complied with that item. This application/checklist is only a guide. All state and local ordinances and code requirements cannot be reflected on this application/checklist. If there are any questions regarding the regulations, the applicant shall consult source law.</i>
	<input type="checkbox"/>	1. Completed and Signed Application & Checklist with the owner's signatures.
	<input type="checkbox"/>	2. Complete Traffic Impact Analysis (TIA) and all support materials
	<input type="checkbox"/>	3. Scoping Meeting Confirmation
	<input type="checkbox"/>	4. Application Fees (calculation listed below).

APPLICATION FEE* CALCULATION

IN HOUSE REVIEW

FILING FEE	\$2,000 for developments that include up to 5,000 trips per day	
	\$3,000 for developments that include 5,001 to 10,000 trips per day	
	\$4,000 for developments that include 10,001 to 15,000 trips per day	
	\$5,000 for developments that include 15,001 and more trips per day	\$ _____
	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00
TOTAL FEE (due at the time of application submission):		\$ _____

OUTSIDE CONSULTANT / 3RD PARTY REVIEW

FILING FEE**	\$500.00	\$500.00
	Outside consultant fee deposit (settle up will be completed at the close of the project)	\$2,000.00
	Professional Recovery Fee:	\$250.00
	Technology Fee:	\$25.00
	TOTAL FEE (due at the time of application submission):	\$ <u>2,775.00</u>

* An invoice for application fees will be provided during the completeness check. All fees shall be paid prior to the acceptance of the submittal for review.

PROPERTY INFORMATION

1. General property location: _____
2. Current legal description: _____
3. Property Acreage: _____
4. Associated Applications: _____
5. Type of TIA: Initial TIA Update to an Existing TIA: _____
Name of Original TIA

CRITERIA FOR DECISION

1. The Council and/or City Staff may deny an application if the results of a TIA demonstrate that a proposed development may overburden the city's street system.
2. The Council and/or City Staff may deny an application if the TIA demonstrates the projected traffic generated by the project, combining with the existing traffic, exceeds the desirable operating level on a residential or collector street for the study area, or endangers the public safety.
3. The Council and/or City Staff may approve an application that would otherwise be denied if the Council determines that:
 - a. The applicant has satisfactorily mitigated any adverse traffic conditions;
 - b. The projected additional traffic from a project has an insignificant effect on a residential or collector street.
4. An applicant may modify an application to minimize the traffic-related conditions identified in a TIA by:
 - a. Submitting a justification to reduce the projected vehicles;
 - b. Dedication of additional right-of-way;
 - c. Rerouting of traffic;
 - d. Participation in funding of a traffic signal or intersection improvements;
 - e. Other modifications as determined to be necessary.

APPLICANT INFORMATION

Owner Name: _____ **Company:** _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Project Agent: _____ **Company:** _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date