

## TIA Worksheet Review Checklist

Case No.		Project Name:	
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Review		TIA Worksheet Requirements
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Project site plan with an area map – <i>City Review:</i> <i>If NO, incomplete.</i>
<input type="checkbox"/>	<input type="checkbox"/>	The TIA Worksheet is submitted to determine TIA requirements (worksheet or report) and as a requirement for zoning, master planning, plat, and permit application.
<input type="checkbox"/>	<input type="checkbox"/>	Section 1. General Project Information (Project name, date, subdivision plat name, project address/location)
<input type="checkbox"/>	<input type="checkbox"/>	Owner Information
<input type="checkbox"/>	<input type="checkbox"/>	Preparer Information
<input type="checkbox"/>	<input type="checkbox"/>	Application Type or Reason for TIA Worksheet/Report
<input type="checkbox"/>	<input type="checkbox"/>	<p>TIA Submittal Type (Based on weekday a.m. or p.m. peak hour, whichever is greater. For special situations, other peak hours may be used to determine submittal type and study area.)</p> <p><b>TIA Worksheet Only</b> 99 peak hour trips or less, previous TIA worksheet/report approved, or previous TIA report not required.</p> <p><b>Level 1 TIA Report</b> 100-199 peak hour trips.</p> <p><b>Level 2 TIA Report</b> 200-499 peak hour trips.</p> <p><b>Level 3 TIA Report</b> 500 or more peak hour trips.</p>
<input type="checkbox"/>	<input type="checkbox"/>	TxDOT Access Authorization – <i>City Review:</i> <i>Confirm the location and TxDOT authority and approval.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Section 2. Proposed Land Use and Trip Information for Application – <i>City Review:</i> <i>Correct and complete information and tabulation compared to the project site plan and submittal type.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Sections 3-6 - For applicants checking "TIA Worksheet/Report Approved"

<input type="checkbox"/>	<input type="checkbox"/>	Previously Approved TIA Worksheet/Report – <i>City Review:</i> <i>Required to be provided and reviewed with Sections 3-6.</i> <i>If NO, incomplete.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Section 3. Previously Approved TIA Worksheet/Report (Project name, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Section 4. Update to and Status of Land Use and Trip Information for Total Development with Approved TIA Worksheet/Report (All Subdivision Phases) – <i>City Review:</i> <i>Correct and complete information and tabulation compared to the project site plan and approved TIA Worksheet/Report.</i> <i>The applicant is responsible for completing “status” information.</i> <i>Additional documentation may be required for clarity.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Section 5. Approved TIA Worksheet/Report Conformance – <i>City Review:</i> <i>A TIA Report or update is required if there is an increase in the critical peak hour trips of over 10% or a change in TIA submittal type (from TIA Worksheet to Level 1 TIA Report, Level 1 to Level 2 TIA Report, or Level 2 to Level 3 TIA Report) Sec. 118-21(f)(5)b.</i> <i>A TIA Scope Worksheet is required, and a separate update memo is acceptable for approved reports.</i> <i>Additional documentation may be required for clarity.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Section 6. Required TIA Mitigation Measures – <i>City Review:</i> <i>Compared to Section 4 and approved TIA Report.</i> <i>Additional documentation may be required for clarity.</i>
<input type="checkbox"/>		Complete Internal Use Only Section – <i>City Review:</i> <i>TIA Worksheet is acceptable – Inform that the reviewed worksheet can be used for applications.</i> <i>TIA Worksheet requires corrections – Issue RFI.</i> <i>TIA Report required – Inform that a TIA Report is required and submit a draft TIA Scope Worksheet.</i> <i>TIA Report or Update required – Inform that a TIA Report or Update is required based on increased trips and submit a draft TIA Scope Worksheet.</i>