

A Traffic Impact Analysis (TIA) is intended to predict the transportation demands of land use and determine improvements to the adjacent and nearby transportation system to maintain a satisfactory level of service, an acceptable level of safety, and the appropriate access provisions for a proposed development. The review process ensures the following:

- An open discussion between the city and developer regarding traffic aspects of site development.
- A fair assessment of impacts and need for improvements.
- An awareness of other developments or transportation projects under construction, pending, or anticipated.

An experienced transportation professional with specific training in traffic engineering and several years of experience preparing transportation studies shall prepare TIA worksheets and reports. A licensed and qualified professional engineer shall sign and seal TIA reports. The TIA report shall meet the requirements established in the Code of Ordinances and generally follow the methodology, thresholds, and principles in the Institute of Transportation Engineers (ITE) *Multimodal Transportation Impact Analysis for Site Development*.

The city's TIA requirements were updated in 2024 to incorporate consideration for accessibility, walking, bicycling, public transit, and parking. Applicable analyses should be determined early in the process with the goal of adequately identifying and mitigating multimodal transportation impacts. Ultimately, the TIA should address the community's goal of a safe and accessible transportation system for all modes.

As required by the Code, a TIA worksheet or report shall be approved by the city engineer for a master plan, plat, or permit. Determination of the TIA submittal type and a TIA Worksheet shall be completed before and submitted with a zone change application. A TIA Report may also be required by the Planning Director, Planning Commission, or City Council as part of a zone change application.

The steps below outline the TIA process, including the determination, scoping, and review. The TIA process may run concurrently with the Letter of Certification (LOC) and permit review; however, an approved TIA Worksheet or Report is required before LOC approval or permit issuance. Please get in touch with the Engineering Permit Technician at engineeringtechs@newbraunfels.gov anytime during the process if you have questions or need assistance.

Step 1: Applicant Submits for TIA Determination

Applicant submits the completed [TIA Worksheet](#), Proposed Site Exhibit, and previously approved TIA Report or Worksheet (if applicable) via the [Permitting Portal](#). Additionally, the applicant should email the Engineering Permit Technician at engineeringtechs@newbraunfels.gov. Proceed to [Step 2](#).

The Proposed Development Site Exhibit shall include the following:

- Location map with subdivision (site) boundaries with north arrow.
- Existing and proposed adjacent and opposite streets and access.
- Existing and proposed subdivision (site) streets and access.

If the specific land use is unknown, the land use shall be based on the Future Land Use Plan or Roadway Impact Fee Study considering existing topography and comparable properties. Consult a transportation

professional to determine the appropriate land use and project units if necessary. Knowingly misrepresenting and establishing an unreasonable land use and project units just below a submittal type shall constitute grounds for denial of an application.

Note: It is encouraged that the [TIA Worksheet Review Checklist](#) is utilized to assist with a complete submittal.

Step 2: City Staff Determines TIA Submittal Type

Staff reviews and determines if additional information is required for determination or whether the TIA submittal type is a TIA Worksheet or TIA Report.

- **Additional information is required.** Staff will provide a Request for Information, including comments, to complete the determination. Proceed to [Step 1](#).
- **TIA Worksheet.** Staff will review the TIA Worksheet. Proceed to [Step 3](#).
- **TIA Report.** Staff will provide a TIA Determination Letter, including the next steps. Proceed to [Step 4](#).

Step 3: City Staff Reviews TIA Worksheet

Staff reviews the TIA Worksheet and determines if additional information is required or if the TIA Worksheet is approved.

- **Additional information is required.** Staff will provide a Request for Information, including comments, to complete the TIA Worksheet. Proceed to [Step 1](#).
- **TIA Worksheet is approved.** Staff will provide a TIA Determination Letter, including the approved TIA Worksheet. [The TIA process is complete](#).

Note: If there is an increase in peak hour trips to 100 or more, a TIA Report is required, and the TIA process shall be restarted at Step 1.

Step 4: Applicant Submits Draft TIA Report Scope Worksheet

Submit the [TIA Scope Worksheet](#) and all other documents listed on the TIA Scope Worksheet via the [Permitting Portal](#). Additionally, the applicant should email the Engineering Permit Technician at engineeringtechs@newbraunfels.gov. Proceed to [Step 5](#).

Step 5: City Staff Approves TIA Report Scope and Review Fee

Staff reviews the TIA Scope Worksheet and determines if a scoping meeting is required. The applicant may also request a scoping meeting at the time of submittal. If a meeting is necessary, staff will contact the applicant to schedule. Otherwise, staff will provide review comments on the TIA Scope Worksheet as necessary. Staff approves the TIA Scope Worksheet and TIA Report Review Fee and provides them to the applicant for signatures. Proceed to [Step 6](#).

Note: Effective April 1, 2024, the TIA Report Review Fee will be determined based on the TIA scope and review comments. The TIA Report Review Fee will be provided with the final TIA Scope Worksheet and paid through the Permitting Portal to start the review.

Step 6: Applicant Submits TIA Report and Review Fee

Submit the TIA Report and TIA Report Review Fee via the [Permitting Portal](#). Additionally, the applicant should email the Engineering Permit Technician at engineeringtechs@newbraunfels.gov. Proceed to [Step 7](#).

Note: It is encouraged that the [TIA Report Review Checklist](#) is utilized to assist with a complete submittal.

Step 7: City Staff Reviews TIA Report

Staff reviews the TIA Report and determines if additional information is required or if the TIA Report is approved or approved with conditions.

- **Additional information is required.** Staff will provide a Request for Information, including comments, and TIA Comment Review Fee to the applicant. Proceed to [Step 8](#).
- **TIA Report is approved or approved with conditions.** Staff will provide a TIA Approval Letter to the applicant. [The TIA process is complete](#).

Note: Subsequent TIA Worksheets may be submitted for applications showing conformance with an approved TIA Report without going through the TIA process.

Step 8: Applicant Submits Revised TIA Report and Comment Review Fee

Submit the revised TIA Report, Response to Comments Letter, and TIA Comment Review Fee via the Permitting Portal. Additionally, the applicant should email the Engineering Permit Technician at engineeringtechs@newbraunfels.gov. Proceed to [Step 7](#).

The applicant can request a comment review meeting with staff, including 3rd party reviewer, after payment of the TIA Comment Review Meeting Fee.

Application and TIA Submittal Requirements

For zoning change applications, submit the following with the application:

- TIA Determination Letter
- TIA Worksheet
- TIA Worksheet Review Fee

For all other applicable applications requiring a TIA (LOC, plat, permit), submit the following with the application:

- TIA Determination Letter
- TIA Report Approval Letter, approved TIA Report, and TIA Worksheet or approved TIA Worksheet
- TIA Worksheet Review Fee

Revisions and Amended Requirements

A revised TIA Report and restart of the TIA process at Step 1 (determination) are required if peak-hour trips are increased by more than ten percent or if there is a change to the submittal type.

Revisions to TIA worksheets and reports should be processed through the TIA process starting at Step 1 (determination). This provides clarity and agreement on the scope and process of the revisions.

TIA Reports approved before 2024 desiring to follow the amended requirements shall be formally withdrawn and reapplied through the TIA process. This includes updating the TIA to all amended requirements and review fees.

Traffic Impact Analysis Related Documents

TIA Worksheet (also used for TIA Determination)

TIA Scope Worksheet

TIA Worksheet Section 2 Additional Table

TIA Worksheet Section 4 Additional Table

TIA Worksheet Review Checklist

TIA Report Review Checklist