TIA Report Review Checklist

Case No.		Development Name:	

Review		TIA Report Requirements
Yes	**N/A**	
Report General Requirements		
☐	☐	Signed and sealed by a professional engineer registered to practice in the state.
☐	☐	TIA Report Level is identified in the report.
☐	☐	TIA Report Level is correct.
a. Impact area		
☐	☐	Land use, site and study area boundaries (provide narrative and project map).
☐	☐	Existing site land uses (provide narrative).
☐	☐	Proposed site land uses (provide narrative and on project map).
☐	☐	Existing land uses for all parcels within the study area (provide narrative).
☐	☐	Proposed land uses for all parcels within the study area (provide narrative).
☐	☐	Existing roadways and intersections within the study area (provide narrative).
☐	☐	Proposed roadways and intersections within the study area (provide narrative and on project map).
☐	☐	All major driveways and intersecting streets adjacent to the property shall be illustrated in detail sufficient to illustrate traffic function; this may include showing lane widths, traffic islands, medians, sidewalks, curbs, traffic control devices, sight distance, and access spacing. (provide transportation system map)
☐	☐	A general description of the existing pavement condition and Existing Overall Conditions Index from the Public Works Department web map (provide narrative).
☐	☐	Photographs of adjacent streets of the development (provide with narrative).
☐	☐	Aerial photograph showing the study area (provide on project map)

		b. Trip generation and design hour volumes
☐	☐	The trip generation of each type of land use, units, ITE code, ITE unit, peak hour and daily rates, and total trips generated (provide table).
☐	☐	Generated vehicular trip estimates may be discounted in recognition of other reasonable and applicable modes, e.g., transit, pedestrian, and bicycles. Furthermore, trip generation estimates may be discounted by recognizing pass-by trips and internal site trips (provide summary, calculations, and table).
		c. Trip distribution
☐	☐	Provide the percentage distribution of trips by turning movements to and from the proposed development by site access location, including study intersections and roadway segments (provide assumptions and map).
		d. Trip assignment
☐	☐	Provide the direction of approach and departure of site traffic via the area's street system (provide assumptions and map)
		e. Traffic volumes
☐	☐	Existing peak hour and daily traffic volumes (provide summary and map).
☐	☐	Background growth assumption (provide assumption and table)
☐	☐	Background peak hour and daily traffic volumes (provide summary and map).
☐	☐	Site peak hour and daily traffic volumes (provide summary and map).
☐	☐	Buildout (background and site) peak hour and daily traffic volumes (provide summary and map).
☐	☐	Additional traffic volumes for each phase for phased developments (provide summary and map).
		f. Capacity analysis
☐	☐	LOS capacity analysis for study intersections – existing, background, buildout, and each phase (provide summary, table, and Synchro files – clearly labeled and including signal phase diagram).
☐	☐	LOS for two-way stop control shall be reported for each minor street and major street left turns and shall not be represented for an intersection as a whole in any way.
☐	☐	Traffic queuing estimates for turn lanes and traffic gates (provide summary, table, and Synchro files).
☐	☐	Maximum daily traffic analysis for all local and residential collector streets (provide summary, table, and map).
☐	☐	LOS planning level analysis for roadway segments – existing, background, buildout, and each phase (provide summary, assumptions, and table).

☐	☐	Capacity analysis with mitigation (provide summary, table, and Synchro files).

g. Site accessibility

☐	☐	Access management. • Proposed access meets city, county, or TxDOT access standards based on regulating authority. • Proposed access points are the minimum required to provide reasonable access. • Proposed access is well-spaced with consideration of future access of undeveloped sites. • Proposed access is adequate for emergency services and consistent with fire code. • Proposed access would not have negative operational or safety impacts, or compound existing issues. • Proposed access considers the needs of pedestrians, bicyclists, and transit users. • Opportunities to remove or consolidate access.
☐	☐	Site circulation. • Assess internal vehicle queue storage, including high-demand drive-through sites such as coffee shops or certain fast food restaurants. • Assess internal parking areas, pick-up/drop-off points, and service areas. • Assess fire and emergency vehicle access.
☐	☐	Parking. • Assess that on-site parking requirements are adequate for the site. • Assess the potential for off-site parking impacts on the public street, including pedestrian crossing areas. • Assess redeveloped areas with minimum on-site parking requirements and off-site assumptions, including pedestrian routes and improvements. A detailed Parking Study may be required.
☐	☐	Goods movement delivery. • Assess delivery access. • Ensure adequate turning paths for service and delivery vehicles. • Assess solid waste vehicle access.
☐	☐	Pedestrian, bicycle, and transit connectivity. • Assess site connectivity with public multimodal facilities and plans. • Assess safety at access locations.

h. Neighborhood traffic control plan

☐	☐	Overall signing, marking, and signal traffic control plan for a new public street system (provide summary and map).
☐	☐	Recommended speed limit, stop signs, and warning signs (provide summary and map).

i. School accessibility and traffic control plan

☐	☐	School site circulation plan and queueing estimates (provide assumptions and map). The circulation plan shall also be evaluated and sized for one lane operation within site.
☐	☐	Overall signing, marking, and signal traffic control plan for school area (provide summary and map).
☐	☐	Recommended pedestrian school routes, school crossings, and school speed zones (provide summary and map).

		j. Conclusions and requirements
☐	☐	Narrative describing mitigation measures (provide summary and map).
☐	☐	Traffic signal optimization as a mitigation measure requires a detailed traffic signal timing study, including evaluating a coordinated corridor, with proposed optimization recommendations in the study narrative.
☐	☐	Mitigation measures, other than traffic signals within the city limits, on state highways shall be either approved or stated as not required in writing by TxDOT.
		7. Traffic signal warrant analysis
☐	☐	Traffic signal warrant analysis is required if mitigation includes a new traffic signal (provide analysis).
☐	☐	If a traffic signal is required to mitigate LOS but is not warranted, the traffic signal shall be provided for in accordance with the code.
☐	☐	The city has the final authority for traffic signals within the city limits, including on state highways. Spacing does not automatically disqualify a traffic signal.
☐	☐	TxDOT has the final authority for traffic signals on state highways outside the city limits in the ETJ.
		8. Turn lane requirements
☐	☐	Turn lane analysis for site access and study intersections based on TxDOT guidelines (provide analysis).
☐	☐	Recommended turn lane length based on capacity analysis and TxDOT guidelines (provide analysis).
☐	☐	If construction is limited, show that all reasonable efforts have been made to implement.
		4. Mitigation Requirements

☐	☐	If the proposed development would cause a reduction in the level of service for any roadway or intersection within the impact area that would cause the roadway to fall below
		    1. LOS D if the background traffic operates at LOS D or better,
		    2. LOS E if the background traffic operations at LOS E or better, and
		    3. More than 10% of the background LOS F delay,
		the proposed development will be denied unless the developer agrees to one of the following conditions:
		    a. The deferral of CO until mitigation is constructed;
		    b. A reduction in the density or intensity of development;
		    c. Dedication or construction of mitigation to achieve LOS;
		    d. Escrow an amount equivalent to the cost of the mitigation;
		    e. Execute a development agreement; or
		    f. Combination of a-e.
		Additionally, the developer is responsible for mitigation associated with site accessibility, neighborhood traffic control plan, and school accessibility and traffic control plan.

☐	☐	5. Implementation. For phased construction projects, • The TIA report shall include the phase and corresponding peak hour trip for implementation. • Implementation must be accomplished no later than the completion of the project phase for which the capacity analyses show they are required. • Plats for project phases after a phase for which a traffic improvement is required may be approved only if the traffic improvements are completed or secured.
Other		
☐	☐	The TIA report shall not include construction costs, pro-rata share calculations, roadway impact fee credits, rough proportionality analysis, etc.

A guide for the organization of a TIA Report, which will allow for completeness and assist with review, is shown below.

1. Executive summary
   1.1. Site location and study area
   1.2. Development description
   1.3. Traffic studies
   1.4. Recommendations
2. Introduction
   2.1. Proposed development (land use, location, site plan, zoning, phasing, and timing)
   2.2. Scope and methodology
3. Existing conditions
   3.1. Study area
   3.2. Transportation system
   3.3. Roadway conditions
   3.4. Traffic volumes
4. Site conditions
   4.1. Background traffic
   4.2. Site traffic
        4.2.1. Trip generation
        4.2.2. Trip distribution
        4.2.3. Trip assignment
   4.3. Phase traffic
   4.4. Buildout traffic
5. Analysis
   5.1. Intersections (existing, background, phases, buildout, improvement)
   5.2. Roadways (existing, background, phases, buildout, improvement)
   5.3. Turn lanes
   5.4. Queuing
   5.5. Traffic signal warrant
6. Site Accessibility (access, circulation, parking, delivery, multimodal)
7. Neighborhood Traffic Control Plan, School Accessibility, Other
8. Conclusions and Recommendations
- Appendix A – TIA Scope
- Appendix B – Traffic Counts
- Appendix C – Synchro Analyses Worksheets (in addition to Synchro files)
- Appendix D-Z – Other Analyses Worksheets, as needed.