



TRAFFIC IMPACT ANALYSIS CHECKLIST

Upon receipt of this application, staff will review the project to confirm that all pre-requisite application type(s) have been submitted, reviewed, and approved.

LABELING INSTRUCTIONS

Project Number – [First/Second/Third] Submittal [Document Title]

Examples:

TIA21-0001 – First Submittal Narrative

TIA21-0001 – First Submittal MP Checklist

TIA21-0001 – Second Submittal Amending Plat

****YOUR SUBMITTAL WILL BE DEEMED INCOMPLETE IF YOUR FILES ARE NOT PROPERLY LABELED.**

1 GENERAL ITEMS TO BE SUBMITTED

- ☐ 1.1 Provide a **complete copy of the [Development Application](#)**
- ☐ 1.2 **Associated Fee(s):** as listed on the [Development Review Fee Schedule](#).
- ☐ 1.3 A completed copy of this checklist (check each box if requested item is provided or indicated NA if the item is not applicable).
- ☐ 1.4 Provide a signed **TIA Scoping Confirmation** (located on the last page of this checklist) and a copy of the approved final scope. (Refer to the [TIA Scoping Checklist](#))

2 FORMAT AND GENERAL STANDARDS

Report including but not limited to the following elements:

- ☐ 2.1 Cover page including the following: Name of the development; city- assigned project number; contact information of the developer, owner, applicant, and engineer; and, date of preparation (updated with each review).
- ☐ 2.2 Executive Summary of the report, including traffic generating land uses, transportation modes evaluated, general assumptions and recommended mitigation measures.
- ☐ 2.3 Introduction that describes the development project and its proposed phasing, description of the surrounding land uses, and traffic generating modes
- ☐ 2.4 Traffic Analysis Map(s), depicting the following elements:
 - ☐ a. Boundaries of the approved study area. The study area limits shall follow existing property and right-of-way boundaries as identified in the approved scope.
 - ☐ b. Existing and Proposed Land use(s) within Study Area
 - ☐ c. Existing and Proposed Roadways
 - ☐ d. Designation of Traffic movement elements
 - ☐ e. Thoroughfare Plan Elements within Study Area
- ☐ 2.5 Trip Generation Calculations
 - ☐ a. Daily Trip Generation for each use at full build-out
 - ☐ b. AM and PM Peak Hour Trip Generation for each use at full build-out
 - ☐ c. Summary table and backup tables for calculation methods.



- ☐ 2.6 Trip Distribution and Assignment Tables and Figures
 - ☐ a. For Entrance/Exit from the development
 - ☐ b. For boundary streets within study area
- ☐ 2.7 Existing and Projected Traffic Volumes for Study
 - ☐ a. Average Daily
 - ☐ b. Peak Hourly AM and PM
- ☐ 2.8 Traffic Volume Analysis
 - ☐ a. Level of Service Evaluation for AM and PM Peak Hours
 - ☐ b. Turn Lane Evaluation for project site and study based on DDC 7.8.7.C.
 - ☐ c. Signalization Evaluation for project site and study area as determined by the City of Denton Engineer or designee.
 - ☐ d. Identification and evaluation of all thoroughfares, driveways, intersections, and individual movements that do not meet LOS D
- ☐ 2.9 Propose Recommendations. The report shall include recommendations to mitigate impacts to transportation system within the study area.
- ☐ 2.10 Bicycle and Pedestrian Infrastructure Evaluation.
- ☐ 2.11 Conclusions and Recommendations
- ☐ 2.12 Supporting Documentation
 - ☐ a. Concept Plan for proposed development including the following: Development Boundaries associated with the Traffic Impact Analysis; existing and proposed streets and drive aisles, all proposed drive approaches, boundaries of zoning and land uses.

3 PRE-TIA SCOPE & METHODOLOGY DISCUSSION CONFIRMATION

Check and sign the following:

I, _____, the undersigned Licensed Civil Engineer responsible for this Traffic Impact Analysis, do hereby declare that prior to beginning this Traffic Impact Analysis, I received initial approval for the scope and proposed methodology of this TIA from the Transportation Planning Division of the City of Denton's Department of Development Services, I understand that this initial approval does not constitute approval or acceptance by the City of Denton of the completed TIA, the final methodology used, or the results presented.

Signature of Licensed Civil Engineer