Transportation Impact Study: Submittal Checklist

Executive Summary

- ☐ Executive Summary contains key findings and Recommendations

Table of Contents/List of Figures/Charts/Tables

- ☐ All sections, tables, and figures are included in the Table of Contents or List of Figures/Charts/Tables.

Introduction

- ☐ The introduction includes a detailed purpose statement, including:
  - o site location
  - o type of proposed development
  - o TIS Level (II, III, or IV)
- ☐ The introduction includes detailed study objectives
- ☐ The introduction includes a listing of all roads and intersections studied

Development Site

- ☐ The Development Site is clearly described, including:
  - o the location,
  - o existing land uses,
  - o proposed land uses and sizes,
  - o access locations, parking,
  - o other key information about the site and development, and
  - o study scenarios.

Existing Conditions

- ☐ The existing conditions outlined in the report include:
  - o Corridor traffic volumes, classifications, and number of lanes
  - o Intersection traffic volumes and turning counts
  - o Available bicycle and pedestrian infrastructure
  - o Available transit infrastructure

Forecasts

- ☐ The site traffic forecasts include:
  - o Raw daily and peak hour trip generation for each land use
  - o Total daily and peak hour trip generation
  - o Trip distribution which includes all adjacent, relevant roads
- ☐ The non- site traffic forecasting includes:
  - o Assumed growth rates for background traffic
  - o Traffic impacts of known future developments
- ☐ The required number of future scenarios are included
- ☐ The required future scenarios follow standard time frames or includes an explanation of why other time frames were used.

Relationship to Current Plans

- ☐ The study references all relevant planning documents, including:
  - Regional plans from the OTO
  - County comprehensive plans
  - City Comprehensive plans
  - City/county small area plans
- ☐ The study demonstrates compatibility with regional transportation-related objectives
- ☐ The study demonstrates compatibility with future land-use visions of any small area plans that cover the development site.
- ☐ Any planned driveways conform with local, or OTO, design standards.

Traffic Evaluation

- ☐ The Traffic Evaluation includes the appropriate intersections and corridors (determined by peak hour trip generation or new access to expressways and freeways).
- ☐ The Traffic Evaluation employs correct capacities for the corridor analysis
- ☐ The Traffic Evaluation uses the latest edition of the Highway Capacity Manual.
- ☐ The Traffic Evaluation includes:
  - daily volumes
  - a minimum of two (2) peak hours.
- ☐ The Traffic Evaluation includes the all appropriate time-frame scenarios, including build and no-build.
- ☐ The Traffic Evaluation includes micro-simulations, if a special situation exists that precludes the HCM, intersections are well over capacity, traffic control options are mixed in the corridor, or visualization is needed to accurately communicate the project to public officials.
- ☐ The Traffic Evaluation employed a queue-length analysis for any side street stop-controlled intersections.
- ☐ The Traffic Evaluation proposes the lowest cost mitigation measure for any corridor with a V/C ratio over 0.85 or any intersection with an LOS of E or less.
- ☐ The Traffic Evaluation includes the modeled impacts of any proposed mitigation measure.

Parking Evaluation

- ☐ The Parking Evaluation includes the number of planned auto parking spaces in the development.
- ☐ The Parking Evaluation includes an accurate description of the community's auto parking requirements.
- ☐ The Parking Evaluation includes parking demand information for the appropriate land-use codes.
- ☐ The Parking Evaluation includes a discussion of planned bicycle parking and of any community bicycle parking requirements.
- ☐ The Parking Evaluation includes a justification for the provision of fewer parking spaces than provided in the code, especially referencing any site-specific features that might encourage alternative modes of travel and reduce parking demand.
- ☐ The bicycle and pedestrian component of the Parking Evaluation correlates to the discussion in the Multi-modal Evaluation.

Multi-Modal Evaluation

- ☐ The transit component of the Multi-modal Evaluation at a minimum considers the site's accessibility to community-based employment services provided by OATS, Inc.
- ☐ The transit component of the Multi-modal Evaluation in high traffic-generating Level II and all Level III studies in communities with fixed-route transit services contains some consideration of transit stop provision.
- ☐ The bicycle component of the Multi-modal Evaluation identifies ways, however minor, the development will improve the bicycle travel in and around the development site.
- ☐ The pedestrian component of the Multi-modal Evaluation describes clearly defined pedestrian movements within and around the development site.

Sight Distance Review

- ☐ The Sight Distance Review contains an analysis using methodologies outlined in the latest version of the American Association of State Highway and Transportation Officials' (AASHTO) *A Policy on Geometric Design of Highways and Streets*. The analysis includes a sufficient number of surveys and accounts for heavy truck traffic.
- ☐ The Sight Distance Review describes how the site plan includes no landscaping or signage that would inhibit sight distances.

Site Review

- ☐ The Site Review describes compliance with standard requirements from the Manual on Uniform Traffic Control Devices (MUTCD), the American with Disabilities Act, or other similar manuals, with a focus on striping and signage, when appropriate.
- ☐ The Site Review describes how cars, trucks, buses, bicycles, and people with circulate through the development site, including deliveries, drive-throughs, loading docks, and truck routes, when appropriate.
- ☐ The Site Review includes turning templates to demonstrate adequacy of restricted turns or areas of limited maneuverability, when appropriate.
- ☐ The Site Review includes a clear discussion of how the site plan manages and addresses areas of conflict, locations where car, truck, bicycle, pedestrian, or other types of travel interact and cross, when appropriate.
- ☐ The Site Review includes discussion of site, or use, specific challenges and the design compromises that were made within the site.

Conclusions and Recommendations

- ☐ Every key finding and recommendation is listed in the Conclusions and Recommendations component.

Supporting Materials

- ☐ Supporting materials necessary to recreate the analyses performed during the complete of this study are included, such as a Site plan, collected turning movement counts, detailed trip and parking generation information, capacity result print-outs, and other information as necessary.