

# IHD TRAFFIC IMPACT STUDY REQUIREMENT CHECKLIST

## Permitting Form for Approval of Required Traffic Impact Studies

PROJECT NAME: \_\_\_\_\_

ASSIGNED PLANNING DEPARTMENT NUMBER: \_\_\_\_\_

## IHD TRAFFIC IMPACT STUDY DETERMINATION

Prior to any project approval a Traffic Impact Study may be required. Please answer the following questions and submit the completed checklist to the IHD Board as preliminary information. The Board reserves the right exercise discretion in determining the necessity and level of a traffic impact study for any given project.

### CONCURRENCY ANALYSIS

Contact the IHD for information regarding the procedure for completing a concurrency analysis. Outside services may be required, and will be identified by the IHD. If the project is concurrent with the IHD's CIP, and signed off on by the appropriate authority, no further analysis will be required by the applicant. However, if the project, at the discretion of the IHD, is deemed necessary of further analysis the extent will be detailed by the IHD and completion required prior to project construction.

Yes  No  1. Has an concurrency analysis been conducted for the study area?

Yes  No  2. Were additional problems identified by the concurrency analysis?

*(Please attach documentation outlining the identified problems)*

I hereby certify that this project is concurrent and may be approved without further traffic analysis.

I hereby certify that this project has not been found concurrent and further analysis is required.

\_\_\_\_\_  
IHD Representative Signature

\_\_\_\_\_  
Date

### TRIP GENERATION AND DISTRIBUTION LETTER APPLICABILITY

Please answer the following questions. If any "yes" answer is given, a TG&D Letter may required.

Yes  No  1. Are you pursuing land use for a new construction development?

Yes  No  2. Are you pursuing land use for a redevelopment project?

Yes  No  3. Does the project plan to generate less than 50 trips during peak hours at the site location?

### TRAFFIC IMPACT STUDY APPLICABILITY

Please answer the following questions. If any "yes" answer is given, a TIS Letter may required.

Yes  No  1. Is the project anticipated to generate more than 50 trips during IHD specified time period?

Yes  No  2. Based on IHD preapplication discussions, will driveways trips significantly impact traffic on other arterials?

Yes  No  3. Is there is history of traffic safety issued along the route?

Yes  No  4. Is the project located in the same vicinity as a school, community park, or other high pedestrian or neighborhood activity?



## IHD TRAFFIC IMPACT STUDY ASSIGNMENT

The IHD Board recommends the following studies be completed prior to the issuance of project approval, building, and/or occupancy permits.

- Trip Generation and Distribution Letter**
- Traffic Impact Study**

The IHD will designate on the following sheets the required elements that must be completed for each traffic impact study.

\_\_\_\_\_  
IHD Representative Signature

\_\_\_\_\_  
Date

## IHD TRAFFIC IMPACT STUDY ELEMENTS

### TRIP GENERATION AND DISTRIBUTION ELEMENTS

Check off as completed accompanied by submittal to the IHD

- |           |                          |          |                          |                                                                                                                                                                          |
|-----------|--------------------------|----------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 1. <b>Project Location:</b> written description, all major influencing roadways noted, accompanying graphic.                                                             |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 2. <b>Project Action:</b> use and size of project, existing and proposed zoning, project access location, proposed development phasing, completion schedules, site plan. |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 3. <b>Trip Generation Data:</b> anticipate trip increase, trip breakdown, methodology.                                                                                   |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 4. <b>Trip Distribution and Assignment:</b> description, methodologies, data.                                                                                            |

### TRAFFIC IMPACT STUDY ELEMENTS

Check off as completed accompanied by submittal to the IHD

- |           |                          |          |                          |                                                                                                                                                                                                                                               |
|-----------|--------------------------|----------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 1. <b>Trip Generation and Distribution Letter</b>                                                                                                                                                                                             |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 2. <b>Introduction:</b> purpose, description, scope and extent, methodology, and assumptions, site locations, description, and accompanying figures.                                                                                          |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 3. <b>Roadway Inventory:</b> transportation network description, roadway classifications, roadway channelization, speed limits, intersection controls, intersection channelization, and accompanying figures.                                 |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 4. <b>Traffic Counts:</b> completed within two years for all study arterials, intersections, intersection turn movements, traffic counts on a major arterial, and accompanying figures and raw data. Peak hours may be identified by the IHD. |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 5. <b>Accident History:</b> data from the last three years, collision and accident history for study area, data summarization, reoccurrence of severe accidents, comparison to state averages.                                                |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 6. <b>Programmed Improvements:</b> identification of improvements, descriptions, traffic forecasts and future study areas, sources identified.                                                                                                |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 7. <b>Baseline Forecasts:</b> identification of pipeline projects, forecast traffic counts, and accompanying figures.                                                                                                                         |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 8. <b>Future Project Volumes:</b> data identification, future projections analysis, and accompanying figures.                                                                                                                                 |

## TRAFFIC IMPACT STUDY ELEMENTS, cont.

- |           |                          |          |                          |                                                                                                                                                                                            |
|-----------|--------------------------|----------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 9. <b>Traffic Operations:</b> LOS methodologies and identification, primary assumptions, and LOS summary assumptions worksheet raw data.                                                   |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 10. <b>Capacity Improvements:</b> mitigations improvements, forecasts and analysis to confirm mitigation effectiveness, supporting documentation.                                          |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 11. <b>Queuing Analysis:</b> 95 <sup>th</sup> -percentile queues for existing and proposed mitigation options, project +5 year analysis for specified intersections.                       |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 12. <b>Additional Analysis:</b> may be required at the discretion of the IHD.                                                                                                              |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 13. <b>Summary and Conclusions:</b> conclusions and recommendations, able to stand alone as a TIS summarization, clear understanding of proposed improvements and requirements/conditions. |
| Completed | <input type="checkbox"/> | Required | <input type="checkbox"/> | 14. <b>Mitigation Construction:</b> plans approved and submitted, permits approved, construction timeline approved, construction completed.                                                |

### CERTIFICATION OF TRAFFIC STUDY COMPLETION

Check appropriate boxes to indicate completion

- I certify the required TG&D letter is completed in general accordance with the standards outlined by the IHD and that all required elements have been approved.
- I certify the required Traffic Impact Study is completed in general accordance with the standards outlined by the IHD and that all required elements have been approved. I also certify that all recommended mitigations have been completed to the satisfaction of the IHD Engineering Representative.
- I certify the completed to date elements of the required Traffic Impact Study are approved provisionally where additional permitting and project approval may conditionally move forward contingent on a negotiated TIS delivery date.

*Delivery Date:* \_\_\_\_\_

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IHD Representative Signature

Date