

Project Name: _____ Project Number: _____

Critical Item:

An Access Form is required for all commercial developments with the exception of developments with no change in use and/or size. Alterations to roadway access points **may result in significant site plan revisions**. For this reason, Access Forms should be submitted prior to or during plat submittal. If platting is not required, this form shall be approved prior to submitting plans for permitting.

Background:

This Access Form provides general property information and initial estimates of traffic volumes associated with the property. Chapter 15 of the City of Houston Infrastructure Design Manual (IDM) requires all commercial properties to submit an Access Form and a Traffic Impact Analysis (TIA) (if applicable). Exceptions to the submittal of an Access Form are:

- a) Construction, reconstruction, remodel or additions to a single family residence.
- b) Remodel of commercial developments with no change in use and/or size.

Furthermore, existing driveways in the right of way are not grandfathered.

Instructions:

This Access Form must be completely filled and submitted to PWEACCESSFORM@HOUSTONTX.GOV for review. It **must** be accompanied by a dimensioned site plan layout with driveway locations indicating the extent of the access which the commercial property has or (is planned) to access public streets. On-site traffic related features (loading docks, emergency lanes, and driveway entrance/exits) **must** be depicted on the site plan.

Access Form

Project Name: _____ **Project Number:** _____

Project Address: _____

Applicant: _____

Telephone: _____ **Email:** _____

| | |
|---|---------------------------|
| <input type="checkbox"/> I have read and understand all items on page 1 of this Access Form (Check mark and initials are required to start review) | Initials: _____ |
|---|---------------------------|

EXISTING DEVELOPMENT (IF FUNCTIONAL):

Tract Number: _____ **Tract Size:** _____

| Building Sq. Ft. | Land Use Description & I.T.E Code | Trip Rate | | Peak Hour Trips | | Average Daily Traffic Rate | Average Daily Traffic |
|------------------|-----------------------------------|-----------|----|-----------------|----|----------------------------|-----------------------|
| | | AM | PM | AM | PM | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

PROPOSED DEVELOPMENT (NEW ADDED TRIPS):

Tract Number: _____ **Tract Size:** _____

| | |
|-----------------------------|--|
| NET NEW ADDED TRIPS: | |
|-----------------------------|--|

| Building Sq. Ft. | Land Use Description & I.T.E Code | Trip Rate | | Peak Hour Trips | | Average Daily Traffic Rate | Average Daily Traffic |
|------------------|-----------------------------------|-----------|----|-----------------|----|----------------------------|-----------------------|
| | | AM | PM | AM | PM | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

ABUTTING ROADWAYS:

| Street Name | Number of Driveways | R.O.W Width | Pavement Width |
|-------------|---------------------|-------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Project Name: _____ Project Number: _____

FOR OFFICE USE ONLY:

- The Office of City Engineer (OCE) has reviewed the Access Form provided for this project. At this time, the OCE has no objection to permitting for driveway access on the basis of vehicle trips generated by this development. **(Please provide a copy of this form with your permit documents.)**

However, this statement of no objection does not supersede requirements to comply with geometric design standards, codes and ordinances pertaining to median opening/modifications, driveways, auxiliary lane and other roadway improvements. All geometric design modifications must be approved by the Office of the City Engineer.

Reviewed by: _____ Date: _____

- At this time, a Technical Memorandum is required in lieu of a full Traffic Impact Analysis (TIA). The technical memo shall be submitted when the proposed development generates 80 vph -120 vph during AM or PM peak hours, utilizing the trip generation rates in the latest edition of the Traffic Generation Manual.

(If additional concerns arise through the review of a Technical Memorandum, the City of Houston may request a full Traffic Impact Study.)

- A Traffic Impact Analysis is required. The Analysis Engineer should meet with the City to determine the scope for a Traffic Impact study and the extent of the study area.

| | Traffic Impact Category | Site Traffic Thresholds New Peak Hour Trips (PHT) On Adjacent Street |
|-----------------------|-------------------------|--|
| <input type="radio"/> | Category I | PHT < 100 |
| <input type="radio"/> | Category II | 100 to 499 |
| <input type="radio"/> | Category III | 500 to 999 |
| <input type="radio"/> | Category IV | PHT ≥ 1000 |