

**PURPOSE:**

The purpose of this TIA Approval Package checklist is to assist the OCE Traffic Group in the approval process of the Traffic Impact Analysis (TIA) submittal.

**HOW TO USE THIS DOCUMENT:**

- Submit the TIA approval package together with the TIA report to the [PWETIA@houstontx.gov](mailto:PWETIA@houstontx.gov).
- The TIA Approval Package submittal must be a separate file from the actual TIA report.
- The TIA Approval Package shall include all **required items** with correct format illustrated in the examples below to help facilitate the approval process.
- In the case that a new TIA report is produced, and the **required items** were revised or changed a new TIA approval package with the latest **required items** must be submitted.

**REQUIRED ITEMS:**

- First Page of the TIA Approval Package (see attached example)
- Executive Summary (see attached example)
- Site Location Map (see attached example)
- Exhibit showing the Analysis Area as per the Category of TIA (see attached example)
- Vicinity Map (see attached example)
- Site Plan (see attached example)
- Plan view showing mitigation measures (see attached example)

**ADDITIONAL ITEMS:**

The additional items specified below does **not** have to be included in the TIA Approval Package, however they must be **incorporated in the TIA report submission**. Please verify if the additional items requested has been submitted and included in the TIA report.

(Any revisions to the TIA report must be reflected in the TIA Approval Package.)

- Final Recorded Plat
- CPC 101 Form
- Scoping meeting minutes
- Traffic Count Tech memo (if applicable)
- Traffic signal data received from Transtar (if applicable)

**FIRST PAGE OF THE TIA APPROVAL PACKAGE**Office of the City Engineer  
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## EXECUTIVE SUMMARY

### COMPANY LOGO

#### I. EXECUTIVE SUMMARY

The Traffic Group conducted a traffic impact analysis to analyze the potential traffic impacts of a proposed Office development in Houston, Texas. Traffic impacts were analyzed for the project to be completed by 2025. The analysis considered AM and PM peak hour periods and Traffic operational conditions.

##### (A) Site Location and Analysis Area

The proposed development is located north of downtown Houston at the corner of Washington Avenue and Mentor Way. The site is located approximately 1 mile from downtown Houston and is adjacent to the Houston Amtrak Station. Exhibit 1 illustrates the site location of the proposed development. Based on the size and land use of the proposed development, the site is under City of Houston Traffic Impact Category II in which the required analysis area includes intersections within 1/4-mile of the site location. Additional intersections were also included in the analysis outside of the required 1/4-mile radius. Exhibit 2 provides a visual representation of the analysis area per the City of Houston Traffic Impact Category.

##### (B) Development Description

The proposed development is a 5,000 sq-ft office with on-site parking. The development will be constructed in several phases. Access to the site will be provided via three driveways on Washington Avenue. The two driveways in the western portion of the development will serve as the entrance and exit of the the employee parking lot while the remaining driveway near the eastern portion will be utilized for customer parking.

##### (C) Conclusion

Three scenarios were analyzed for AM and PM peak hours as part of the Traffic Impact Analysis: 2020 Existing, 2025 No Build, and 2025 Build. For 2020 Existing, the study intersections operate at LOS C or better in the AM and PM peak hours. The 2025 No Build, the study intersections LOS are maintained for the 2020 Existing and the 2025 No Build. Delays are expected to increase at the study intersections due to traffic volume growth. For the 2025 Build conditions, the LOS for the study intersections are maintained with slight increases in delays. All the studied intersections for the 2025 Build condition report at LOS C or better.

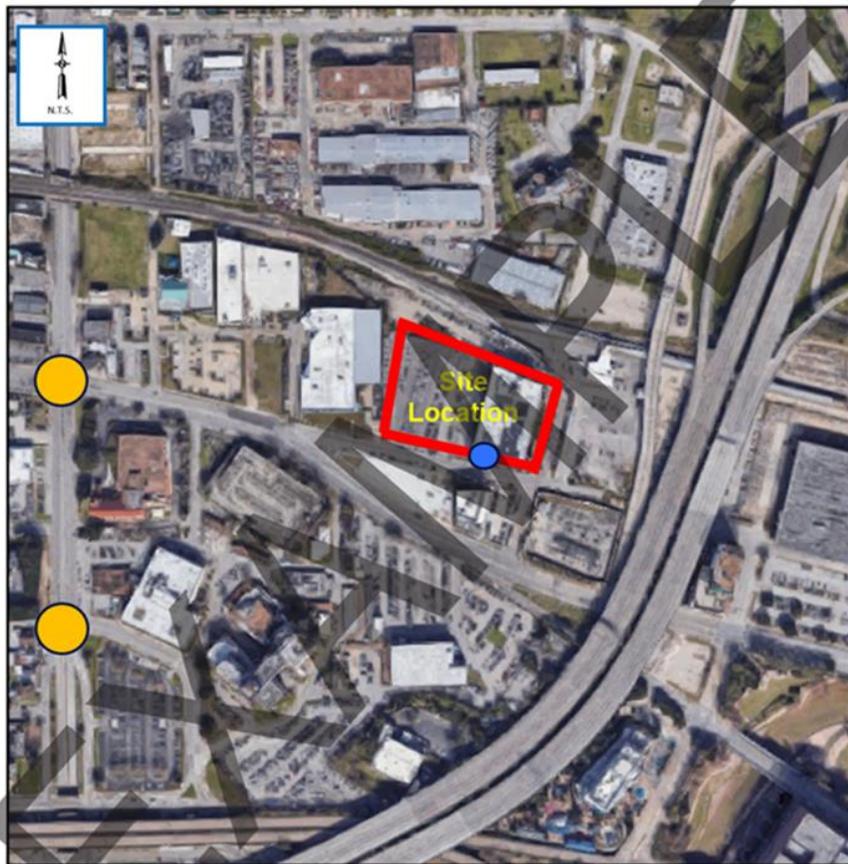
##### (D) Recommendations

Based on the analysis, the proposed development is expected to have minor impacts to the traffic operations in the study area. The level of service at study intersections is maintained throughout all scenarios. The current roadway network is capable of supporting the proposed development. A proposed eastbound left turn lane on Washington Avenue for the employee driveways is recommended.

**SITE LOCATION MAP**

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I. Executive Summary  
(a) Site Location Map



**Legend:**

- Site Location
- Study Intersection
- Site Driveway

Traffic Impact Analysis  
"Project Name"

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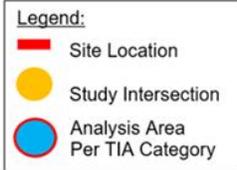
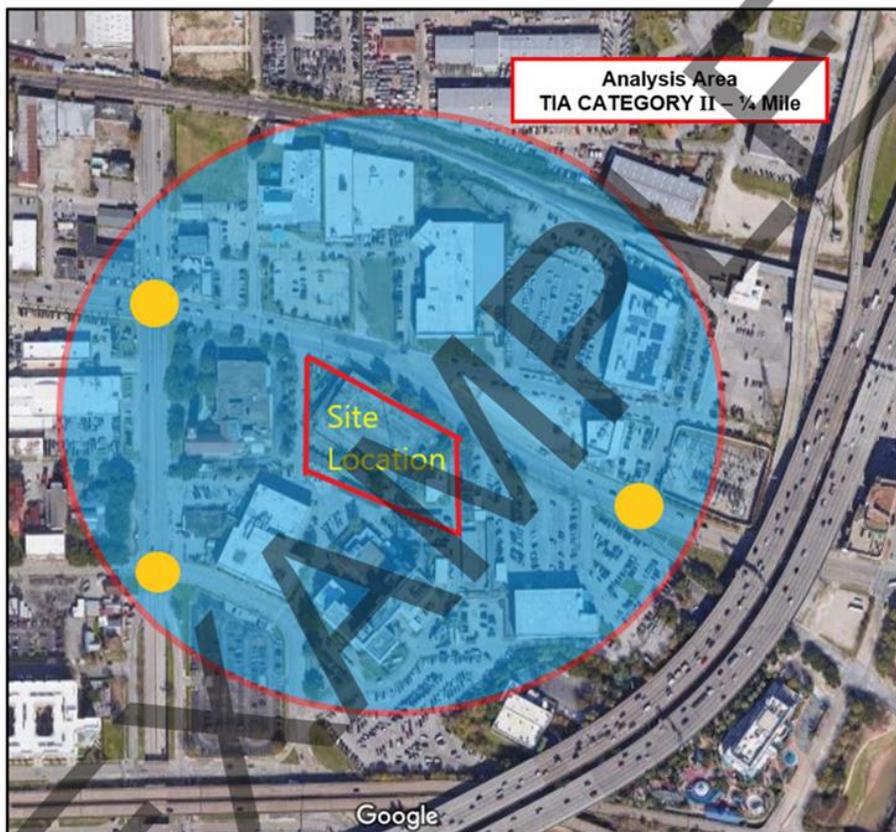
**EXHIBIT SHOWING THE ANALYSIS AREA PER TIA CATEGORY**

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I. Executive Summary

(a) Analysis Area

(Per TIA Category)\*



Traffic Impact Analysis  
"Project Name"

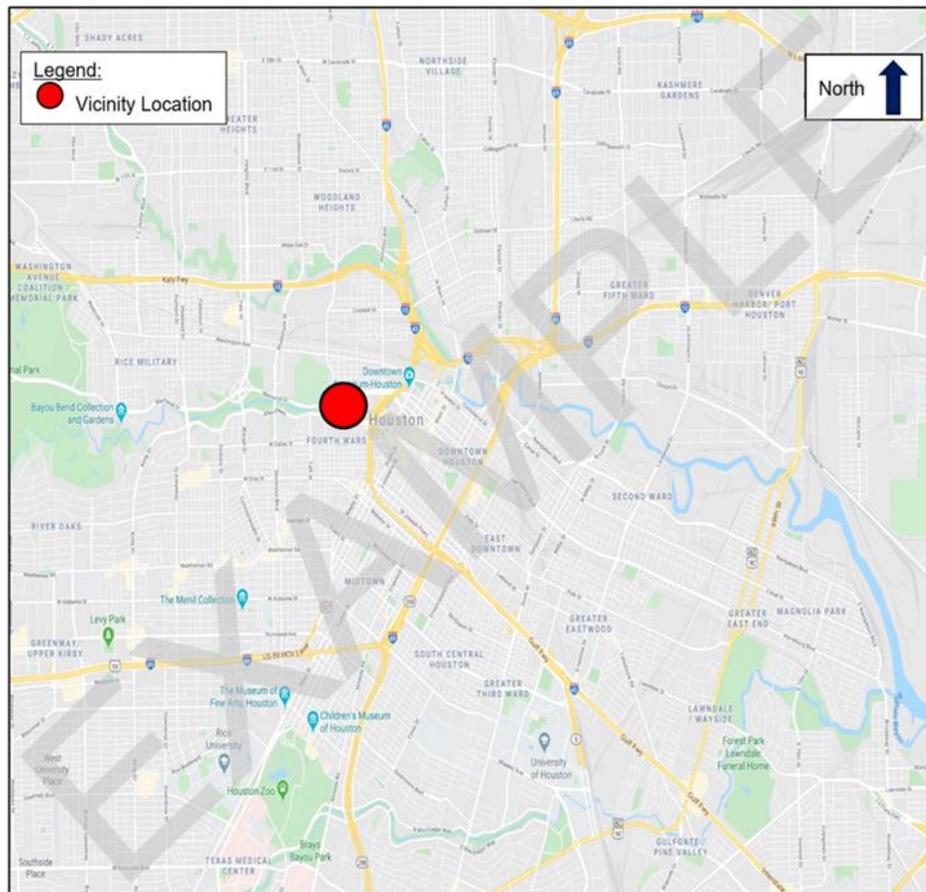
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## VICINITY MAP

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### II. Introduction (c) Vicinity Map



Traffic Impact Analysis  
"Project Name"

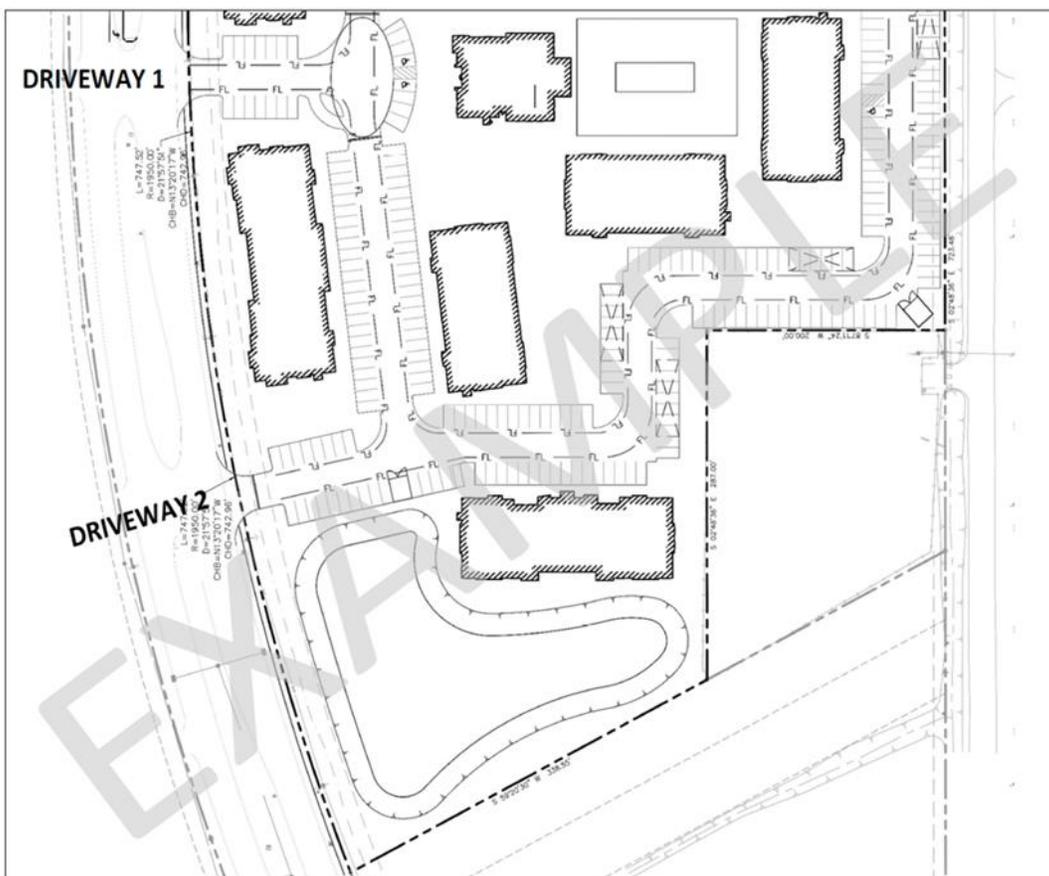
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### SITE PLAN

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#### II. Introduction (d) Site Plan



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**PLAN VIEW SHOWING MITIGATION MEASURES**

