



## TIA DETERMINATION REQUIREMENTS

October 3, 2024

Klein Rd Gas Station

TIA24-0056

Owner:

Fred Ghavidel  
550 Landa Street  
New Braunfels, TX 78130

Preparer:

Christine Quattro, PhD, AICP  
315 E Commerce Street  
San Antonio, TX 78205  
chrissy@christensensatx.com

The Engineering Division reviewed the TIA Worksheet and associated documents for the referenced development and TIA determination. **Based on the information provided in the application**, a Level 2 TIA Report is required.

Please submit the attached TIA Scope Worksheet, along with all other pertinent documents (listed on Scope Worksheet: Required Documents), through the portal, and kindly inform the Engineering Permit Technician by email: [engineeringtechs@newbraunfels.gov](mailto:engineeringtechs@newbraunfels.gov). Upon receipt and review of the packet, City staff will review and finalize the TIA Scope Worksheet, or follow up with a request for information, or a scope meeting.

A TIA scope meeting may be required per the TIA Scope Worksheet: Section 4. A scope meeting may also be requested by the applicant.

**The TIA worksheet is incomplete. City staff will contact you to schedule a meeting to discuss the necessary revisions. Please note: per code, an experienced transportation professional with specific training in traffic engineering and several years of experience preparing transportation studies should be consulted to prepare TIA worksheets.**

Effective April 1, 2024, the review fee will be determined based on the TIA scope and review comments and will be provided with the TIA Scope Worksheet and review comments. The review fee shall be paid through the portal to start the review.

Please contact the Engineering Division at (830) 221-4275 if you have any questions or need additional information.

Respectfully,

A handwritten signature in blue ink that reads "Jessica Perry".

Jessica Perry, E.I.T.  
Graduate Engineer  
JP / ce

\*\*\*After preparing the TIA, please submit report using the online portal

<https://nbpermits.newbraunfels.gov/publicaccess/template/Login.aspx>

once the document has been uploaded email [cedmond@newbraunfels.gov](mailto:cedmond@newbraunfels.gov) with the transmittal letter attached to notify of the TIA submittal.

ONE CITY, ONE TEAM

830.221.4000 | 550 LANDA STREET, NEW BRAUNFELS, TX 78130 | NEWBRAUNFELS.GOV

## CITY OF NEW BRAUNFELS TRAFFIC IMPACT ANALYSIS (TIA) WORKSHEET

Complete this worksheet to *determine* Traffic Impact Analysis requirements and as a requirement for zoning, master plan, plat, and permit applications as specified in the City of New Braunfels Code of Ordinances Section 118-46. A project site plan with an area map must be included with this worksheet to be considered a complete application.

### **Section 1: General Information**

Project Name:				Date:			
Subdivision Plat Name:				Project Address/Location:			
<b>Location?</b> <input type="checkbox"/> City of New Braunfels		<input type="checkbox"/> New Braunfels ETJ		<input type="checkbox"/> Comal County		<input type="checkbox"/> Guadalupe County	
Owner Name:				Owner Email:			
Owner Address:				Owner Phone:			
Preparer Company:							
Preparer Name:				Preparer Email:			
Preparer Address:				Preparer Phone:			
<b>Application Type or Reason for TIA Worksheet/Report</b>							
<input type="checkbox"/> Zoning		<input type="checkbox"/> Master Plan		<input type="checkbox"/> Preliminary Plat		<input type="checkbox"/> Final Plat	
						<input type="checkbox"/> Permit	
<b>TIA Submittal Type</b> (A TIA Worksheet is required with all zoning, plan, plat, and permit applications)							
<input type="checkbox"/> TIA Worksheet Only (99 peak hour trips or less)				<input type="checkbox"/> Level 1 TIA Report (100-199 peak hour trips)			
<input type="checkbox"/> TIA Worksheet Only – Previous TIA Worksheet/Report Approved (complete Sections 3-6)				<input type="checkbox"/> Level 2 TIA Report (200-499 peak hour trips)			
<input type="checkbox"/> TIA Worksheet Only – Previous TIA Report not required (supporting documentation may be required)				<input type="checkbox"/> Level 3 TIA Report (500 or more peak hour trips)			
<b>TxDOT Access Authorized?</b>							
<input type="checkbox"/> Yes (provide supporting documentation)			<input type="checkbox"/> No (authorization required for application approval)			<input type="checkbox"/> Not Applicable	

### **Section 2: Proposed Land Use and Trip Information for Application**

Phase	Land Use	ITE Code <sup>1</sup>	ITE Unit <sup>2</sup>	Est. Project Units	Critical Peak Hour	AM Peak Hour Rate	PM Peak Hour Rate	WKND Peak Hour Rate	Daily Trip Rate	AM Peak Hour Trips	PM Peak Hour Trips	WKND Peak Hour Trips	Daily Trips
<i>Total from additional tabulation sheet (if necessary):</i>													
<b>Total:</b>													

<sup>1</sup>Institute of Transportation Engineers (ITE) Trip Generation, 11<sup>th</sup> Edition or most recent; <sup>2</sup>E.g., Dwelling Units, Acres, Employees, KSF, etc.

<b>Internal Use Only</b>	Reviewed by:			Date:		
	<input type="checkbox"/> TIA Worksheet is acceptable.	<input type="checkbox"/> TIA Worksheet requires corrections.	<input type="checkbox"/> TIA Report required.	<input type="checkbox"/> TIA Update required.		



