



City of Harrisonburg, Virginia

OFFICE OF THE PUBLIC WORKS DEPARTMENT
320 EAST MOSBY ROAD
HARRISONBURG, VIRGINIA 22801
(540) 434-5928

STREET MAINTENANCE
TRAFFIC ENGINEERING
TRANSPORTATION PLANNING
REFUSE/ RECYCLING
CENTRAL STORES

June 9, 2016

Traffic Impact Analysis (TIA) Procedures

Per the City's Subdivision and Zoning Ordinances and the City's Design and Construction Standards Manual (DCSM), the City requires that a TIA be conducted for any planned development expected to generate 100 or more peak hour vehicle trips.

Contact:

To initiate the TIA review process or if questions, applicants or interested parties shall contact Mr. Ian Pike, Public Works Department, at 540-434-5928 or Ian.Pike@harrisonburgva.gov. Mr. Pike will serve as the *City TIA Liaison* to coordinate with city departments and, if needed, VDOT and Rockingham County representatives.

Procedures:

1. Applicant contacts Public Works or Planning & Community Development about rezoning, subdivision, comprehensive plan amendment, or comprehensive site plan/ site plan review.
 - a. City staff refers application to TIA Liaison.
 - b. Applicant completes the Determination of Need for a Traffic Impact Analysis form and submits to TIA Liaison. (The TIA Liaison is available assist with completion of the form if needed.)
 - i. If TIA is required, refer applicant to City TIA Liaison and continue to Step 2.
 - ii. If TIA is not required, the TIA Liaison will return the signed Determination form for the applicant to submit with rezoning, subdivision, comprehensive plan amendment, or comprehensive site plan/ site plan review applications. Do not continue to Step 2.
2. Applicant contacts City Liaison.
 - a. Applicant is encouraged to provide a "conceptual," "preliminary," or "master" plan of their proposed development to illustrate in general terms the characteristics of the proposal: location, types of uses, physical features of the property, adjacent roads, internal layout of structures and streets.
3. Applicant and City TIA Liaison schedule scoping meeting
 - a. City TIA Liaison will invite Public Works, Planning & Community Development, and Public Transportation representatives
 - b. City TIA Liaison will invite VDOT District Planning and Area Land Use staff, if required by State Code 24 VAC 30-155 (also known as "Chapter 527")
 - c. City TIA Liaison may also invite Rockingham County Planning staff

4. Applicant submits Pre-Scope of Work Meeting Form to City TIA Liaison no less than 3 business days prior to scoping meeting. City TIA Liaison will forward to City, VDOT, and Rockingham Co staff.
5. Hold Scoping Meeting
 - a. Typically hosted at Harrisonburg Public Works Department, 320 East Mosby Road, Harrisonburg
6. Applicant submits TIA and applicable fees
 - a. Submit TIA
 - i. One (1) hardcopy, electronic copy, and modeling files to City TIA Liaison.
 - ii. If VDOT review required, submit an additional one (1) hardcopy.
 - b. Submit Fees
 - i. If the rezoning, comprehensive plan amendment, or comprehensive site plan/ site plan requires review by city only, then one thousand dollars (\$1,000) shall be made payable to the City of Harrisonburg. The fee shall be delivered or mailed to the Department of Planning & Community Development and include Traffic Impact Analysis Review & Fee Form .
 - ii. If the rezoning, comprehensive plan amendment, or comprehensive site plan/ site plan requires VDOT review, then no fees are owed to the City. Fees shall be made payable to the Virginia Department of Transportation in the amount dictated by state code. (Note: VDOT may provide courtesy reviews upon the City's request and VDOT will not receive fees. The TIA Liaison can assist the applicant in determining if VDOT review was required or was a courtesy review.)
 - c. City review of TIA will not begin until fees have been received.
7. Review, Revisions & Resubmittals of TIA
 - a. City staff will strive to complete the initial TIA review within 30 calendar days of the date the TIA was accepted for review. Additional meetings and/or revisions to the TIA may be required. The length of time to reach final approval of a TIA will vary depending upon the complexity of the study and availability of parties involved.
 - i. Note: When VDOT review is required, State code states that within 45 days of receipt of a TIA, VDOT shall either provide written comment or request to schedule a meeting within 60 days or receipt of the proposal. Final review may take up to 120 days.
 - b. City staff will review TIA and compile comments to send to applicant
 - c. If needed, additional meetings will be held with staff and applicants to discuss TIA
8. Applicant submits Final TIA
 - a. Submits one (1) hardcopy, electronic copy, and modeling files to City TIA Liaison
 - b. If VDOT review required, submit an additional one (1) hardcopy.
9. TIA Approved
 - a. City TIA Liaison will provide a formal letter approving the TIA
10. Applicant proceeds with submitting requests for rezoning, comprehensive plan amendment, or comprehensive site plan/ site plan review to the Department of Planning & Community Development.

Resources:

- City of Harrisonburg Site Development, <http://www.harrisonburgva.gov/site-development>
 - TIA Review Procedures
 - TIA Pre-Scope of Work Meeting Form
 - Traffic Impact Analysis Review & Fee Form
 - Determination of Need for a Traffic Impact Analysis Form

- Virginia Department of Transportation Traffic Impact Analysis Regulations, http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp