



WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

**P.O. Box 1810
Wilmington, North Carolina 28402
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Traffic Impact Analysis (TIA): Procedures and Scoping Checklist

Date Submitted: ___/___/___

(To be filled out by applicant)

Date Received by WMPO or NCDOT: ___/___/___

(To be filled out by the Department)

The purpose of this checklist is to outline and streamline the Traffic Impact Analysis (TIA) scoping process and provide scoping information for WMPO to review and comment prior to developing a TIA.

The review procedures are as follows:

- 1** Contact the Wilmington Metropolitan Planning Organization (WMPO) to determine if a TIA will be required for the development you are proposing within the WMPO Planning Area Boundary. If a TIA is required, the WMPO will coordinate scoping with the Applicant, NCDOT and the governing planning department.
- 2** Also, if a TIA is required, the Applicant's Traffic Engineer shall fill out the checklist below in its entirety in as much detail as possible, include all exhibits and documentation as noted in the checklist and provide it to the WMPO representative no later than 7 business days prior to the date of the next scoping meeting. Scoping meetings occur each Wednesday.
- 3** The Applicant's Traffic Engineer (and other interested representatives from the Applicants Design Team) may attend the scoping meeting as deemed necessary and by WMPO request only.
- 4** Once the scope has been established and submitted, the WMPO will coordinate with NCDOT and the governing Planning department to finalize and submit a formal **Scoping Letter** to the Transportation Engineer (applicant). If the checklist is deemed complete and in sufficient detail, the scoping letter will be issued within 10 business days of the date of the official receipt date. The applicant should review the NCDOT Division 3 TIA Supplemental Guidelines for details on the TIA review process.
- 5** TIA Submittal: The Applicant shall submit digital copies of the TIA and associated models and files to the WMPO for distribution to NCDOT and governing planning agency for review. The TIA preliminary review comments will be sent within 20 business days of TIA submittal. The 20-day review clock is re-set with each set of comments to the Applicant. The TIA is not considered as final and approved until the **TIA Approval Letter** is submitted by the WMPO.

Development Name: _____

WMPO ID # _____

Updated 11/20/23

TIA Scoping Checklist:

1. Engineering Firm of Record: _____

2. Contact information:
 - a. Applicant Name: _____

 - b. Email: _____

 - c. Address: _____

 - d. Phone Number: _____

3. Development Name: _____

4. Tax Parcel ID #: _____

5. Site Address(s):

6. Type of Development: List Land Use(s)/Intensity and ITE codes:

7. Development Concept:
 - a. Provide a site plan or conceptual plan (include road circulation pattern and development access points to public rights of way).

 - b. Add scaled site plan on Arial imagery which includes adjacent properties and access points

8. If this development is intended to be built in multiple phases the TIA is required to accurately reflect the phasing. If the phasing is not included within the TIA, a revision and/or interim TIA's will be required.
 - a. What is the proposed build out year?

 - b. If the project is phased, specify the build out year for each phase.

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9. Site Trip Generation:
 - a. Provide a trip generation estimate using the ITE Trip Generation Manual (latest) by phase, if applicable.
 - b. Provide pass-by and internal capture reduction calculations, if applicable.
 - c. Provide a trip generation on AM / PM and Saturday peak hour.

10. Check to see if any of the following apply:
 - a. Proposed TIA is within the area of a known Transportation Improvement Project (TIP) [NCDOT STIP Map](#)
 - b. Proposed TIA is within a surrounding municipality that has a planned or active transportation projects

11. Approved Adjacent Developments can be found at the following link:
 - a. List all approved adjacent developments within the TIA study area: [Approved Traffic Impact Analysis \(TIA\) Projects \(arcgis.com\)](#)
 - b. Additional developments may be added to the approved scope once reviewed.

12. Roadway and/or Intersection improvements (planned and funded or required by others based on an approved TIA) within the general study area. List the proposed Intersections to be studied. Attached a map with a list that includes streets and intersections labeled as described below.

13. Streets and intersections should include State Road Designation (US or State Road Number US/SR #, followed by the local road name in parenthesis. E.g.:

Market Street should be denoted as US-17-BUS (Market Street).
Judges Rd should be denoted as SR-2127 (Judges Rd).

State Road designations can be found via the following link:
[NCDOT State Maintained Network Map](#)

 - a. _____
 - b. _____
 - c. _____
 - d. _____

14. Growth Factor: _____ % (provide supporting methodology/reasoning)

15. Hours of Study and Data Collection to be determined once the scoping documents is reviewed.

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WMPO ID #: _____

16. Analysis methods as shown in the [NCDOT Congestion Management Capacity Analysis Guidelines](#).

17. Include Traffic Signal Warrant Analysis for locations with proposed signals. (13 hour counts must be provided.)

Proposed Signal Locations:

- a. _____
- b. _____
- c. _____
- d. _____

18. Note:

- a. The TIA report shall be prepared following NCDOT Congestion Management guidelines and signed and sealed by a Professional Engineer registered in North Carolina. Any deviations must be approved prior to submitting the TIA. Failure to do so will result in an invalid submittal.
[NCDOT Congestion Management Capacity Analysis Guidelines](#).
- b. Any improvements shown as needed for the background no-build condition SHALL reflect programmed and funded State/Municipal projects or those required as mitigation for surrounding approved developments. Should improvements outside those listed above be included, the TIA is considered INVALID and will not be returned for resubmission.
- c. If any changes occur (including but not limited to: land use, intensity and/or site access points and configuration) additional scoping and analysis may be required.
- d. Data collected or analysis performed prior to an official scoping letter is issued may be considered invalid.
- e. TIA approved scoping letter remain valid for three months from the date of issuance.