

# Application Checklist

## Traffic Impact Analysis (TIA)

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Traffic Impact Analysis (TIA) requires a review by staff, in accordance with [UDC Section 12.09](#), and Ordinance 2023-44. For assistance, please contact the Systems Engineering Department at (512) 930-6908 or [engineering@georgetown.org](mailto:engineering@georgetown.org).

TIAs are required in the Extraterritorial Jurisdiction for developments that generate more than 1,000 average daily traffic (ADT) and for developments within the City limits that generate a minimum of 5,000 (ADT).

### Digital Submission Requirements

New applications are only accepted digitally in accordance with our posted submittal dates within the Development Manual. The application submittal calendar is available at: <https://udc.georgetown.org/development-manual/>

The City of Georgetown utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate *MyGovernmentOnline User Guide* available at <https://udc.georgetown.org/mygovernmentonline/>.

### Application Fee

Application fee will be assessed on the application submittal deadline. Fees must be paid by no later than noon (12 PM) on the Friday following the application submittal deadline. Failure to pay by the payment deadline will cause the application to be deemed incomplete and thus not filed. The application fee schedule is available at: <https://udc.georgetown.org/development-manual/>.

**NOTE:** Additional fees will be charged by the review body, based on a predetermined hourly rate and as discussed in the Scoping Meeting.

### Submittal Documents

The following is grouped into the electronic documents that will be required for approval. The list below each document heading shows the **individual items that are to be combined to form the PDF document**. Please review the Detailed Information section of this form for help in preparing each of these items.

- Application Information*
  - [Property Owner's Consent Form](#)
  - Letter of Intent (see Detailed Information section below)
  - Completed and signed Scope of TIA (valid only if within six (6) months from signed date)
- Traffic Impact Analysis (TIA)* (see Detailed Information section below)
  - Full PDF copy of TIA report
- HCS Synchro Files* (All files must be zipped together)
- Keyhole Marker Zipped (KMZ) of traffic counts*

## Detailed Information

(TIA) The **Letter of Intent** shall include:

- Explanation as to how the request complies with the Georgetown Overall Transportation Plan/Future Mobility Plan ([available here](#)).

Important **TIA** information:

- Texas Department of Transportation (TxDOT) requirements shall be met when connecting to a state road system.
- If the Synchro analysis software is used in the intersection analysis, a corridor overview must be provided as well as the printout for the HCS analysis (Synchro can report HCS results).
- If the TIA requires data collection, turning movement counts must be completed for the subject property. Previously recorded data, TxDOT data, or data collected for any other project may NOT be used. In addition, the City will not accept data that was recorded in a previous year and had a growth factor applied. The percent of Heavy Vehicles must also be recorded.
- Current edition of the International Transportation Engineering (ITE) Manual must be used to develop analysis.