



Transportation Analysis Need Statement (P-42)

PROJECT DESCRIPTION (COMPLETED BY APPLICANT) Once completed, present to Land Development Engineering to complete the rest of the form.

Project Name _____

Project Address and Assessor Parcel Number(s) _____

A. Project Scope, select all that apply

- Single-family, total # of units: _____ *(Complete sections C & D)*
- Multi-family, total # of units: _____ *(Complete sections C & D)*
- Office, total gross square footage: _____ *(Complete sections B, C & D)*
- Commercial, total gross square footage: _____ *(Complete sections B, C & D)*
- Other, describe: _____ *(Complete sections B, C & D)*

B. Project Thresholds for Transportation Demand Management Plans – Nonresidential Projects ONLY

FOR NONRESIDENTIAL ONLY: If project meets Average Daily Employee Trips (ADET) thresholds of 110 ADET, the applicant must include two copies of a Transportation Demand Management (TDM) Plan with the formal application.

- New nonresidential building, number of ADET proposed: _____ ADET
 - Nonresidential building addition, number of ADET proposed: _____ ADET
 - Tenant improvements to existing space, number of ADET affected: _____ ADET
 - A nonresidential redevelopment creating a single space/suite hosting one business, number of ADET affected: _____ ADET
 - Creating of outdoor facilities where employees are expected to work, number of ADET affected: _____ ADET
- NOTE: Refer to the [TDM Handbook](#) for more information.*

C. Impact Analysis – ALL Projects

Circulation Impact Analysis (MMLOS) – All applications which propose an increase in the traffic generation rate of 110 Average Daily Trips (ADT) or more than 11 peak hour trips, over existing traffic generation for the site, impact analysis must be provided with a formal application.

- Is the project consistent with the General Plan or zoning? Yes No
- Is the project proposing more than 110 ADT or more than 11 peak hour trips? Yes No

NOTE: If the project includes more than 110 ADT or more than 11 peak hour trips, the applicant shall coordinate and receive approval of a scoping agreement with the City’s Transportation Department AND submit two copies of the local mobility analysis (LMA) per the City’s [Transportation Impact Analysis \(TIA\) Guidelines](#). Application may be determined to be incomplete or denied if an LMA is required and application is missing either the approved scoping agreement or LMA. If scoping agreement requires TDM plan, include two copies of a Preliminary TDM Plan with submittal. Refer to the city’s most recent [Monitoring Report](#) on the Growth Management Plan for additional information.

D. Declaration

By signing below, the applicant acknowledges that the information provided is accurate and acknowledges that any significant modification of the proposed project may result in changes the required analysis. None of the ADT/MMLOS analysis is not to be considered in lieu of project related Vehicle Miles Traveled (VMT) studies which may be required pursuant to CEQA. Applicant acknowledges that other traffic or related environmental studies that are necessary to make an environmental determination may be required.

Applicant Signature _____

Applicant Name _____

Date _____

STAFF REVIEW AND EVALUATION (COMPLETED BY LAND DEVELOPMENT ENGINEERING)

- A. TDM PLAN IS NOT REQUIRED.
- TDM PLAN MAY BE REQUIRED: Scoping agreement to determine preliminary TDM Plan requirement.
- TDM PLAN IS REQUIRED: Applicant MUST submit two copies of a TDM Plan to have a complete application.
- B. LMA IS NOT REQUIRED: The project does not meet the employee ADT or peak period thresholds.
- LMA IS REQUIRED: Applicant MUST submit an approved scoping agreement and two copies of a LMA to have a complete application.

Once completed by Land Development Engineering, this form is to be submitted to the Community Development Department (1635 Faraday Avenue) as part of the discretionary permit application.

Staff Signature _____

Name (Printed) _____

Date _____

Title _____

Email _____

Phone number _____