

## Traffic Scoping Report Checklist

Please provide the following information:

- Permit or case number
- Site plan showing:
  - Access (number, location, and width of driveways) and interior circulation
  - Parking / Bike racks
  - Sidewalks generally required on all collectors and arterials
  - Bike lanes if on a designated roadway
  - Multi-use trails if so designated
  - Transit stops if on a bus route
- Type of use (new use or change of use)
- Hours and days of operation
- Location (site address)
- Building size in square feet (show existing, new, additions, remodel)
- Number of daily employees
- Number of daily visitors/ customers/ attendees
- Implementation year (estimated completion/ opening)
- Jurisdiction of roadways serving the site (if NMDOT roadway, requires driveway permit)
- Access roadway posted speed, lane configuration (number of lanes, lane widths, turn bays, etc.)
- Site access improvements (tapers, speed change lanes, vehicle storage needs, etc.)
- Access point sight distance evaluation
- Expected traffic volumes and vehicle mix (cars, single unit trucks, tractor-trailers)
- Sidewalks, bike racks, bike lanes, nearby bus stops accessing the building

Submit this report to:

Raeleen Bierner Garcia, 848-1529, [rbierner@bernco.gov](mailto:rbierner@bernco.gov)

Bernadette Georgescu, 848-1520, [brgeorgescu@bernco.gov](mailto:brgeorgescu@bernco.gov)

Public Works Division, Development Review, 2400 Broadway Blvd SE

They will assign a PWSR/ PWTR number.

If you have any questions or need assistance with the requested information call/email:

Richard Mobarak, Public Works, Infrastructure Planning, at 848-1598, [rmobarak@bernco.gov](mailto:rmobarak@bernco.gov)

Richard Meadows, Public Works, Infrastructure Planning, at 848-1508, [rmeadows@bernco.gov](mailto:rmeadows@bernco.gov)

Criteria:

A TIA is required if the business will generate >250 daily trips or >25 trips during the PM peak hour. In the Bridge Corridor Plan area, if the business generates >1000 daily trips or >100 trips during the PM peak hour. A TIA can also be required if there are specific safety concerns related to traffic generated by the business. A stand-alone traffic safety study might also be requested. If a TIA will be required, provide the methodology for conducting traffic counts.

A copy of Infrastructure Planning traffic analysis procedures can be found on-line at:

<http://www.bernco.gov/TIA/>