



Instructions for the NCDOT TIA Checklist



What is the NCDOT TIA Checklist

The NCDOT TIA Checklist is a group of three sets of standard forms designed to facilitate the TIA need determination, project scoping, and TIA submittals. The objective is to improve TIA consistency and streamline the review and approval process statewide.

Who Should and How to Use the NCDOT TIA Checklist

The TIA checklist forms shall be completed by the Applicant (Developer) and TIA Consultant, and submitted sequentially to the NCDOT District Engineer for review and approval at each of the three study stages - TIA Need Determination, TIA Scoping, and TIA Submittal. The Applicant/TIA Consultant may need to revise the checklist based on comments received during the TIA scoping process. Upon approval by the NCDOT District Engineer and, if applicable, the Local Government Representative, these documents will serve as the official documentation of the TIA requirements, and shall be included in the subsequent TIA submittals. Without the approved TIA checklist, the TIA is incomplete and will be rejected.

Project information can be provided by completing the fillable text boxes and selecting the appropriate checkboxes and items in the dropdown lists. The starter template already has checkmarks placed for items typically required by NCDOT. Additional supporting documents may be attached to the checklist.

What types of developments would trigger a TIA

A TIA may be required based on the site trip estimates, types and locations of proposed site accesses, crash history at adjacent intersections, nearby highway improvement and development context, or at the discretion of the NCDOT District Engineer. More discussions on the TIA triggers can be found on page 15 of the [Policy on Street and Driveway Access to North Carolina Highways](#).

NCDOT’s TIA trip threshold is 3,000 daily trips. It should be noted that many municipalities have more stringent trip thresholds, and that the trip threshold is only one of the factors considered in the decision-making process. The table below lists typical developments that meet or exceed the 3,000 daily trip threshold.

ITE LUC	Land Use	Size	Unit
110	General Light Industrial	415,300	Sq. Feet
210	Singe Family Detached	315	Dwelling Units
220	Apartments	475	Dwelling Units
230	Residential Condo/Townhouse	587	Dwelling Units
251	Senior Adult Housing-Detached	815	Dwelling Units
310	Hotel	367	Rooms
710	General Office Building	296,700	Sq. Feet
720	Medical-Dental Office Building	78,700	Sq. Feet
820	Shopping Center	28,500	Sq. Feet
850	Supermarket	29,400	Sq. Feet
945	Gasoline/Service Station with Convenience Market	19	Vehicle Fueling Pos.

Data Source: ITE Trip Generation Manual, 9th Edition.



Instructions for the NCDOT TIA Checklist



Some typical “outparcel” uses in a shopping or mixed-use development are also listed below, along with their daily trip estimates. The trip generation data does not include any trip adjustments for internal or pass-by trips, and is provided for information purpose only.

ITE LUC	Land Use	Size	Unit	Daily Trips
881	Pharmacy/Drugstore with Drive-Thru Window	14,500	Sq. Feet	1,405
912	Drive-in Bank	3,000	Sq. Feet	444
932	High-Turnover (Sit-Down) Restaurant	5,000	Sq. Feet	636
934	Fast-Food Restaurant with Drive-Thru Window	3,000	Sq. Feet	1,488
937	Coffee/Donut Shop with Drive-Thru Window	2,000	Sq. Feet	1,637

Data Source: ITE Trip Generation Manual, 9th Edition.

Instructions for TIA Need Determination/Scoping Request

- Site trip generation should follow the current [NCDOT Congestion Management Capacity Analysis Guidelines](#), including the “Rate versus Equation” [spreadsheet](#).
- If the daily trips and peak hour trips have different data sources (rate vs. equation), identify the peak hour trip data source in the table and note the daily trip data source at the time of submittal.
- No trip adjustments are allowed to assess if the proposed development meets NCDOT’s TIA trip threshold.
- For redevelopment projects, existing site trip information may be provided on a separate sheet.
- The District Engineer may sign in paper form or electronically, or use email concurrence in lieu of the signature to communicate the TIA need decision.

Instructions for TIA Scoping Checklist

The Applicant/TIA Consultant is recommended to coordinate with the local government and NCDOT District office for a joint TIA scoping / pre-submittal meeting. Preliminary scoping discussions may also be conducted via emails or conference calls. The final TIA scope shall be documented in the TIA Scoping Checklist.

Page 2 - Trip Generation

- Attach separate sheets for internal trip and pass-by trip calculations, if applicable.
- The pass-by percentage shall be applied only to the external trips, after any applicable internal trip adjustments.
- The total pass-by trips should not exceed 10% of the adjacent street volumes. Recent AADT data, if available, may be used to estimate the adjacent street volumes during TIA scoping. The TIA Consultant shall verify, and adjust as needed, the pass-by trip estimates after the new peak hour traffic counts become available.

Page 4 - Study Area Intersections and Data Collection

- The intersection numbers should be consistent with those used in the traffic analysis program.
- If previous traffic counts will be utilized for the TIA, select “Use Existing Counts” for the corresponding intersections, and identify the “Date of Counts”, any “Growth Adjustment” proposed to estimate the current traffic volumes, and the source of the data in the “Notes” column.



Instructions for the NCDOT TIA Checklist



- Additional data collection needs (for signal warrant analysis, e.g.) may be specified as “Other” data.

Page 5 – Future Year Conditions

- An annual growth rate, when used in addition to the off-site development trips, may exaggerate the no-build conditions and skew the analysis results. No or minimum background growth should be assumed if the TIA includes multiple approved off-site developments.

Page 7 – Agreement by All Parties

- The Applicant and TIA Consultant shall revise the TIA Scoping Checklist as needed after the TIA scoping, and provide a clean copy for approval.
- The District Engineer and Local Government Representative may sign in paper form or electronically, or use email concurrence in lieu of the signature to approve the TIA Scoping Checklist.

Instructions for TIA Submittal Checklist

- The “Deviations and Justifications” section is intended to provide the TIA consultant reasonable flexibility to exercise their professional judgement in conducting the traffic analysis, as the study progresses after the TIA scoping and more information becomes available.
- If the TIA document contains a section on the deviations and justifications, it may be referenced here in lieu of repeating information on the submittal checklist.
- Any significant changes to the previously agreed-upon scope should be approved by the NCDOT and, if applicable, local government representatives. The TIA Consultant should use professional discretion to determine if the changes need to be communicated prior to the official TIA submittal to avoid rejections.