

TRAFFIC IMPACT ANALYSIS (TIA) SUBMITTAL, REVIEW AND APPROVAL PROCESS

Determine if a Traffic Impact Analysis (TIA) will be required for a proposed development or change of use Land Development Code: [LDC Section 6.17](#); [Threshold Conditions Guidelines](#) and River to Sea TPO (R2CTPO) [Guidelines](#)

- **IF** this project does not trip the thresholds for a TIA, submit a signed and sealed de minimus Traffic Statement will be included with the Site Plan OR, in advance of the Site Plan, submitted via [Instructions here](#).
- All other projects are **required** to be submitted as a separate application, electronically for each project through the iMS portal: <https://daytonabeach.ims16.com/>
- **IF** this project is related to a Master Proportionate Fair Share Agreement, submit a Technical Memorandum (TM) summarizing prior TIA analysis for each new site to be developed. An Implementation Memorandum will be submitted once the TM is accepted. Follow submittal instructions for a TIA below.
- **IF** a TIA is required, begin the review process by completing and submitting a [Uniform Development Review Application in iMS](#):
 - Check the "Other" box and add **TIA Review** under "Please Describe."
 - Include a detailed description of the proposed development and/or change of use with all Parcel ID #'s noted.
 - Include [Notarized Authorization of Owner form](#) (when the applicant/agent is not the Owner of Record)
 - Pay fee: listed in the fee schedule +10% initial deposit to start the City review
 - Submit the Traffic Impact Analysis (TIA) Methodology Statement, Methodology or TM using the River to Sea TPO (R2CTPO) [Guidelines](#)
 - A copy of the document will be submitted to Volusia County Traffic Engineering (VCTE) and/or Florida Department of Transportation (FDOT) concurrently.
- A City Traffic Engineering (CTE) consultant will be assigned to the project to review the applicant's Methodology Statement for TIA or TM for the Implementation Memorandum
- Once the Methodology or TM is accepted, submit the TIA or Implementation Memorandum via iMS using the River to Sea TPO (R2CTPO) [Guidelines](#).
- City, County and/or FDOT will review the TIA or and provide comments as needed.
- Applicant re-submits the TIA or Implementation Memorandum addressing any City, County and/or FDOT comments.
- **All comments must be resolved prior to scheduling public hearings.**