



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

July 6, 2007

TO: All Architects, Builders, Developers, Engineers, Contractors and Surveyors  
Practicing in Fairfax County

SUBJECT: New Requirements regarding Traffic Impact Analysis Submittals

## INTRODUCTION

In 2006, the Commonwealth General Assembly approved legislation (§15.2-2222.1 of the State Code) which expanded the Virginia Department of Transportation's (VDOT) role in the land planning and land development review process. §15.2-2222.1 instructs VDOT to evaluate comprehensive plans and land development proposals that will have a significant impact on state controlled highways.

The supportive state administrative code for this legislation is 24 VAC 30-155. VDOT administrative guidelines for the 24 VAC 30-155 are available at the following website:

<http://www.virginiadot.org/projects/chapter527/default.asp>

24 VAC 30-155 requires the submittal of a traffic impact analysis for certain development projects. In order to facilitate the implementation of these traffic impact analysis requirements, VDOT is phasing the implementation. The first phase, which includes Fairfax County, will begin on July 1, 2007.

### **Is a TIS required for your land development project?**

Effective July 1, 2007 through December 31, 2007, all rezoning applications and site and subdivision plans which generate more than 500 peak hour trips will require the submission of a traffic impact study (TIS) package to Fairfax County on or before the submittal of a rezoning application, a site plan or subdivision plan.

Effective January 1, 2008, for both rezoning applications and site and subdivision plans, a TIS must be submitted to the county, if one of the following criteria applies to the site:

- The site is to be developed with a residential use that will generate more than 100 vehicles per peak hour;
- The site is to be developed with a use other than residential that will generate more than 250 vehicles per peak hour, or more than 2,500 vehicles per day; or

---

**Department of Public Works and Environmental Services**  
**Land Development Services**  
12055 Government Center Parkway, Suite 447  
Fairfax, VA 22035-5504  
Phone: 703-324-1780, 703-324-1980 TTY: 711 Fax: 703-324-3908  
[www.fairfaxcounty.gov/dpwes](http://www.fairfaxcounty.gov/dpwes)



- The site is to be developed with a residential use, is located on a low-volume road, and generates 200 vehicles per day or more and at least doubles the existing volume of the road.

A separate letter will be sent to industry regarding the processing of TISs associated with rezoning applications. This letter will address only TISs associated with site and subdivision plans.

### **Subdivision or Site Plan Coversheet**

It shall be indicated on the subdivision or site plan coversheet under Plan Approval Condition whether or not a TIS package is required as follows:

RELATED INFORMATION	REQUIRED	NOT REQUIRED	COUNTY ID NUMBER	COMMENTS/SHEET NO.
Traffic Impact Study ( <i>indicate site's daily and peak hourly trip generation rate</i> )	X		<i>(indicate assigned county number if TIS package has been submitted)</i>	<i>(indicate assigned VDOT number, if available)</i>

Trip generation rates shall be in accordance with VDOT administrative guidelines.

### **The Subdivision or Site Plan Package for the TIS**

Three copies of the subdivision or site plan package for the TIS shall be submitted to Plan and Document Control (PDC) on the fifth floor of the Herrity Building. A complete package shall include the following:

- A completed site and subdivision plan package checklist (Page 39 of the VDOT administrative guidelines)
  - Two copies of a completed (except for the county number) VDOT form. This VDOT form is available as a [pdf](#).
  - Coversheet, including contact information, site information, and proposal summary (Note: The cover sheet shall include contact information for the engineer and the site information shall include the magisterial district as well as all the other items indicated on the checklist)
  - Traffic impact study information in accordance with the VDOT administrative guidelines, including the following:
    - Background information
    - Analysis of existing conditions
    - Analysis of future conditions without development
    - Trip generation
    - Site traffic distribution and assignment
-

Letter to Industry

July 6, 2007

Page 3 of 4

- Analysis of future conditions with development
- Recommended improvements
- Conclusions
- A list of proffered conditions (if applicable)

Additional guidance regarding the content of the package is available in the VDOT administrative guidelines.

After a county tracking number has been assigned to the TIS, the PDC technician will add the number to the VDOT review form and return one of the forms to the applicant. The applicant is then responsible for submitting the completed review form and a check to the VDOT Northern Virginia District Office within 5 business days. The VDOT Northern Virginia District Office is located at the following address:

VDOT Northern Virginia District Office  
Land Development Section  
14685 Avion Parkway  
Chantilly, VA 20151

The check, for the appropriate fee amount, shall be payable to "Treasurer of Virginia." The fee amount due is indicated on page 72 of the VDOT administrative guidelines.

**Is a scope of work meeting required prior to the submittal of the TIS?**

For land development projects that generate 1,000 or more vehicle trips per peak hour, the developer shall request a scope of work meeting with VDOT to discuss the required elements of the traffic impact study. VDOT will schedule a meeting date, time and location and inform both the developer and the county within 30 days of the request. A pre-scope of work meeting form is provided on page 74 of the VDOT administrative guidelines. The developer shall submit a completed copy of the pre-scope of work meeting form to the VDOT Northern Virginia District Office and Fairfax County Environmental and Site Review Division no later than three business days prior to the scheduled scope of work meeting. At the scope of work meeting, the developer, the county and VDOT will review the elements, methodology and assumptions to be used in the preparation of the analysis, and identify any related local requirements.

For land development projects that generate less than 1,000 vehicle trips per peak hour and require a TIS, the developer is not required to request a scope of work meeting, but it is strongly encouraged.

**How does the TIS impact the approval of my site plan or subdivision plan?**

The county will not accept a site plan or subdivision plan until the TIS, if required, has been submitted.

---

Letter to Industry

July 6, 2007

Page 4 of 4

According to the VDOT administrative guidelines, VDOT must submit comments to the county within 30 days of VDOT's receipt of a complete TIS package or request a meeting with the county staff and the applicant. If a meeting is scheduled, VDOT must submit comments within 90 days of receipt of a complete TIS package.

The county must either receive VDOT comments regarding the TIS or wait until the deadlines described above have passed prior to approving the associated site plan or subdivision plan. The applicant is strongly encouraged to submit the TIS as early as possible to avoid delays in the approval of the site plan or subdivision plan.

The VDOT comments regarding the TIS will be made part of the county public record.

A VDOT TIS tracking system, called "LandTrack", is scheduled to be operational on the VDOT website some time in August. "LandTrack" will provide information on the status of specific TISs and contact information regarding the assigned VDOT reviewer. If "LandTrack" is not available, please contact the VDOT Land Development receptionist at 703-383-2424 to obtain this information.

General questions about VDOT processing of the TIS should be referred to Mr. Paul Kraucunas at 703-383-2068 or [paul.kraucunas@vdot.virginia.gov](mailto:paul.kraucunas@vdot.virginia.gov). Questions about the county process associated with submitting the TIS to VDOT should be referred to Fairfax County Plan and Document Control at 703-324-1730.

Sincerely,

James Patteson, PE

Director

Attachment: As stated

cc: Jimmie D. Jenkins, Director, Department of Public Works and Environmental Services (DPWES)  
Michelle Brickner, Assistant Director, Land Development Services, DPWES  
Craig A. Carinci, Director, Environmental and Facilities Inspections Division, Land Development Services, DPWES  
Assad Ayoubi, Director, Environmental and Facilities Review Division – West, Land Development Services, DPWES  
Bruce Nassimbeni, Director, Environmental and Facilities Review Division – East, Land Development Services, DPWES  
Ken Williams, Chief, Plan Control, Land Development Services, DPWES

---