# City of Charlottesville, Virginia

## Traffic Engineering Review Checklist

*(For Site Plans, Site Plan Amendments, and Major Subdivisions)*

610 East Market Street, Charlottesville, VA 22902  
Telephone 434-970-3182; Fax 434-970-3359

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**Project:** ________________________________________________  
**Developer/Designer:** _________________________________  
**Reviewer:** ____________________________________________

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## I. Road Design

<table>
<thead>
<tr>
<th>Compliance?</th>
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<tbody>
<tr>
<td>Yes</td>
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### Existing and Proposed Streets:
- Easement Provided
- Right-of-way adequate
- Pavement width adequate
- Street names adequate (per Jim Herndon)

### Schedule of Parking:
- What is the minimum amount of parking required?
- Provided parking > minimum required
- Circulation aisle width
- Are compact spaces going to be marked as such

### Ingress and Egress:
- Proper number of access points
- Driveway width
- Parking garage entrance width

### Estimated Traffic Generation Figures:
- Provided estimated traffic generation figures?
- Over 100 trips/hour (If yes, then traffic study required)

### Signs:
- Signs in accordance with MUTCD
- Are all necessary signs required shown on plans?

### Other:
- Are corner sight lines clear?

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## II. Traffic Impact Study

<table>
<thead>
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<th>Compliance?</th>
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<td>Yes</td>
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<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Comments or N/A</th>
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<tbody>
<tr>
<td>Provide daily, morning peak hour and afternoon peak hour trip generation for the proposed project indicating the Land Use Code and rate/equation used in ITE’s Trip Generation, 7th Edition.</td>
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<td>All signing and pavement markings should be shown on the plans and shall be consistent with the MUTCD.</td>
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<tr>
<td>Roadway widths, driveway widths, parking space, parking aisle, curb radii and right-of-way dimensions shall be indicated.</td>
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<td>Sight triangles shall be added to the plans.</td>
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<td>Confirm that adequate sight distance is provided at the intersection and that sight lines are not impacted by landscaping.</td>
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<td>Demonstrate that the parking space located closest to the building can be accessed by a typical vehicle.</td>
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<td>Note any impacts to existing on-street parking.</td>
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<td>A Temporary Street Closure Permit is required for closure of sidewalks, parking spaces and roadways and is subject to approval by the City Traffic Engineer.</td>
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Date Received:

Approved: _____ Rejected: _____ Date Action taken: ________________

Comments: ______________________________________________________
                                                      ______________________________________________________
                                                      ______________________________________________________
                                                      ______________________________________________________