



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

Project: _____

Developer/Designer: _____

Reviewer: _____

I. Road Design

Compliance?			
	Yes	No	Comments or N/A
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 100trips/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?			

II. Traffic Impact Study

Compliance?

	Yes	No	Comments or N/A
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, 7 th Edition.			
All signing and pavement markings should be shown on the plans and shall be consistent with the MUTCD.			
Roadway widths, driveway widths, parking space, parking aisle, curb radii and right-of-way dimensions shall be indicated.			
Sight triangles shall be added to the plans.			
Confirm that adequate sight distance is provided at the intersection and that sight lines are not impacted by landscaping.			
Demonstrate that the parking space located closest to the building can be accessed by a typical vehicle.			
Note any impacts to existing on-street parking.			
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.			

Date Received: _____

Approved: _____ **Rejected:** _____ **Date Action taken:** _____

Comments: _____

