



TIA and Rough Proportionality Process

Step 1: Determine Appropriate TIA Structure

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| A) Is the project a commercial retrofit, TND or TOD? | Yes: Verify with City that no further action is required |
| Is it located in a D or IDZ zoning District? | No: Proceed to Step 1B |
| B) Are 76 or more peak hour trips (PHT) generated? | Yes: TIA is required, proceed to Step 1C |
| | No: Complete Peak Hour Trip Generation Form and Turn Lane Assessment |
| C) Is the development greater than 500 acres? | Yes: Study level TIA is required |
| | No: Standard TIA is required |

Step 2: Scoping Meeting with City Staff

- A) The developer's representative shall submit the following to the City two weeks prior to the scoping meeting with City staff:
 - a. Completed Scoping Meeting Worksheet
 - b. Preliminary trip generation, distribution, and assignment
- B) During the scoping meeting the TIA parameters on the Scoping Meeting Worksheet will be agreed upon
- C) If the project site is located in the ETJ, the City will arrange to have a representative from Bexar County present at the TIA Scoping Meeting

Step 3: TIA Preparation by Applicant

- A) The TIA shall be prepared in accordance with the outline provided in 35-B122 of the UDC. Section (a) provides an outline for a standard TIA and Section (b) for a study level TIA.
- B) Based on the land use and recommended mitigation improvements identified in the TIA, the rough proportionality determination shall be prepared by the applicant using the City provided worksheet.
- C) The TIA and rough proportionality determination will be submitted to the City for review and comment.

Step 4: City Review

- A) The TIA will be reviewed using the outline provided in 35-B122 of the UDC. Section (a) provides an outline for a standard TIA and Section (b) for a study level TIA.
- B) The rough proportionality determination will be reviewed for accuracy and completeness.
- C) Provide written comments to the applicant in accordance with the TIA review policy.
- D) Upon acceptance of the TIA and rough proportionality determination, the City shall prepare and issue an official rough proportionality determination notice to document approval of the TIA and the mitigation improvements that will be required as part of the development process.

Potential Scenarios Requiring Reevaluation of Previously Completed TIAs

If any of the following scenarios is applicable the TIA requires revision before further development action is taken:

- A) The previously completed TIA was accepted more than 5 years ago;
- B) The change to an existing TIA or existing zoning results in an increase of at least 76 PHT or 10% of the total PHT;
- C) A building permit is for an intensity at least 5% greater (in the number of PHT) than assumed in the previously completed TIA; or
- D) The number of access points are reduced or relocated.