



PRELIMINARY PLAT REVIEW APPLICATION

SUMMARY OF PRELIMINARY PLAT REVIEW APPLICATION REQUIREMENTS

Application Review Requirements:

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Make sure you have everything on the attached Check List.
3. Completed application with signatures of owners and/or applicant
4. Application Fees are established in the Fee Schedule as adopted.
5. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
6. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
7. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
8. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
9. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.
10. Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting
11. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted during the listed times.

Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.

DELIVERY ADDRESS:

DEVELOPMENT SERVICES DEPARTMENT
CITY OF KAUFMAN
209 S. WASHINGTON
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT
(972)-932-2216
FAX NUMBER (972)-932-6288**

209 SOUTH WASHINGTON • PO Box 1168 • KAUFMAN, TEXAS 75142 • (972) 932-2216 • FAX (972) 932-6288



PRELIMINARY PLAT CHECK LIST

ITEMS REQUIRED	
	Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting.
	Preliminary Plat Check list
	Application for Preliminary Plat
	Preliminary Plat Fee
	Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.
	Utility Approval Letters from the water, sewer and gas providers
	TNP Engineering Approval Letter for approved engineered plans.
	Kaufman County 911 PSAP Preliminary Approval Letter for all addresses – Phone 469-376-4127
	Engineering Plans
	Civil Plan Review Application
	Proposed plans to be reviewed (2 sets of 11”x 17”)
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	Preliminary Plat
	Application
	Preliminary Platting fees
	Proposed plans to be reviewed (3 full size sets of 24”x36”)
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	Land Study (In conjunction with an application for preliminary plat approval for any tract of land over twenty-five (25) acres in size, or for a smaller tract, where the land is part of a larger parcel over twenty-five (25) acres in size, which is ultimately to be developed under the City's Subdivision Ordinance)
	Traffic Impact Analysis (TIA) Section 3.1.c.3 and Section 3.1.e
	The information below is for staff regarding notifications.
	Assign case number: PP-
	Address plat if it is not already addressed.

PLATTING APPLICATIONS		0-5 Acres	5-20 Acres	Over 20 acres
Preliminary Plat	Residential	\$150 + \$10 per lot	\$200 + \$10 per lot	\$300 + \$10 per lot
	Commercial	\$150 + \$10 per acre	\$200 + \$10 per acre	\$300 + \$10 per acre
Traffic Impact Analysis		\$1,000 (required under Sections 3.1(c)(3) and 3.1(e) of the Kaufman Subdivision Ord.		
Civil Construction Plans & Flood Study Review		Actual cost of the review by the City contracted engineering company		



PRELIMINARY PLAT REVIEW APPLICATION

1. Site Location:

General Street Location: _____ PID: _____

Street Address: _____

Lot, Block, & Subdivision Name: _____

2. Applicant:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

3. Property Owner:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

4. Summarize the proposed development. If necessary, use a separate sheet.

5. **Present Zoning:** _____ **Present Land Use:** _____

Future Land Use Designation: _____

6. **Attach:** additional maps, exhibits, drawings or pictures may be necessary to help explain the request.

7. Local Government Code 212.010 Standards for Approval

- a. The municipal authority responsible for approving plats shall approve a plat if:
 - i. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
 - ii. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
 - iii. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
 - iv. It conforms to any rules adopted under Section 212.002.
- b. However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section 212.0105, if applicable.

I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.

I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.

Applicant Name (print or type): _____

Applicant signature: _____

Owner Name (print or type): _____

Owner signature: _____

FAILURE TO APPEAR before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

DENIALS BY THE PLANNING AND ZONING COMMISSION shall be forwarded to City Council, along with the Commission’s reasons for denial and will require a ¾ favorable vote of all members of City Council (6 votes).

TABLED BY THE PLANNING AND ZONING COMMISSION: The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Date Received _____ Date Paid _____ Receipt Number _____

Kaufman Subdivision Regulations:

Section 2.4: Procedures and Submission Requirements for Preliminary Plat Approval

2.4 a. Upon reaching conclusions at the pre-application conference (informally as recommended in Section 2.1 above) regarding a general development program and objectives, the subdivider shall prepare a preliminary plat together with general utility plans and other supplementary materials as specified. The preliminary plat shall be submitted to the City of Kaufman with the filing fee, as provided by separate ordinance, and with a written application for conditional approval at least twenty-one (21) days prior to the Commission meeting at which it is to be considered. The preliminary plat shall be in accordance with the Comprehensive Plan including all adopted Water, Sewer, Future Land Use, Park and Open Space, and Thoroughfare Plans. The preliminary plat shall be prepared by a registered/certified engineer, land planner or surveyor.

b. Copies of prints of the proposed subdivision drawn on sheets at a size of twenty-two inches by thirty-four inches (22" x 34") or twenty-four inches by thirty-six inches (24" x 36"), and drawn to a scale of one hundred feet or fifty feet to the inch (1"=100' or 1"=50'), shall be submitted in the number of copies specified by the City. The required number of copies and any reductions shall be specified by City staff on the application form. In cases of large developments which would exceed the dimensions of the sheet of one hundred foot (100') scale, preliminary plats may be two hundred feet to the inch (1"=200') or another scale as approved by the City Planner.

Preliminary plats which do not include the required data, number of copies and information will be considered incomplete, shall not be accepted for submission by the City, and shall not be scheduled until the proper information is provided to City staff. Additional copies of the preliminary plat may be required if revisions or corrections are necessary. A preliminary plat, if not preceded by a land study, shall include all contiguous property under the ownership or control of the applicant. It may contain more than one phase which, if so, shall be clearly identified.

c. The subdivider may choose to submit a final plat for review concurrently with the preliminary plat. In such case, the City may schedule concurrent review of both plats, provided adequate review can be achieved by the City. If the City cannot review both plats within twenty-one (21) days, then only the preliminary plat shall be accepted and the final plat shall be denied unless the thirty (30) day review requirement is waived in writing by the applicant.

d. Following review of the preliminary plat and other materials submitted in conformity to these regulations, and following discussions with the subdivider on changes deemed advisable and the kind and extent of improvements to be installed, the Planning and Zoning Commission shall act thereon as submitted, or as modified. If approved, the Commission shall state the conditions of such approval, if any, or if disapproved, it shall state such disapproval and reasons therefore.

e. Conditional approval of a preliminary plat by the Planning and Zoning Commission shall be deemed an expression of approval to the layouts submitted on the preliminary plat as a guide for the future installation of streets, water, sewer and other required improvements and utilities, and to the preparation of the final or record plat. Except as provided for herein, approval of the preliminary plat shall constitute conditional approval of the final plat when all conditions of approval noted as provided in this Section have been met.

- f. If the Planning and Zoning Commission denies a preliminary plat application, then the applicant or property owner may appeal such decision to City Council by filing a Notice of Appeal in the office of the City Manager, or his designee, no later than ten (10) days after the date upon which the Commission denied the application. The Notice of Appeal shall set forth in clear and concise fashion the basis for the appeal. The City Council shall consider the appeal at a public meeting no later than forty-five (45) days after the date upon which the Notice of Appeal was filed. The City Council may affirm, modify or reverse the decision of the Commission, or it may, where appropriate, remand the preliminary plat back to the Commission for further proceedings consistent with the City Council's decision.
- g. Standards for Approval. No preliminary plat shall be approved by the Planning and Zoning Commission (or by the City Council upon appeal) unless the following standards have been met:
 - 1. The plat substantially conforms with the approved land study or other studies and plans, as applicable.
 - 2. The preliminary layouts of City utilities have been approved by the City Engineer.
 - 3. The plat conforms to applicable zoning and other regulations.
- h. No construction work shall begin on the proposed improvements in the proposed subdivision prior to approval of the final plat by the Planning and Zoning Commission and City Council. The applicant shall also provide copies of letters from applicable local utility companies stating that the utility company(s) has reviewed the plat and stating any requirements they may have. This requirement may be deferred until the final plat is submitted if such deferral is approved by the Director of Public Works, or his designee. No excavation, except preliminary grading and clearing for streets, shall occur prior to approval of the final plat.
- i. The required copies or prints of the proposed preliminary plat shall show the following:
 - 1. A vicinity or location map that delineates the location of the proposed preliminary plat in the City;
 - 2. Boundary lines, abstract lines, corporate boundaries, existing or proposed highways and streets, bearings, and distances sufficient to locate the exact area proposed for the subdivision;
 - 3. The name and location of all adjoining subdivisions or property owners of unplatted property shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines and owners of record;
 - 4. The location and widths of all streets, alleys and easements, existing or proposed, within the subdivision limits; a list of proposed street names shall be submitted for all new streets (approved street names are required at the time the final plat is approved);
 - 5. The location of all existing property lines, existing lot and block numbers and date recorded, buildings, existing sewer or water mains, gas mains or other underground structures, easements of record or other existing features within the area proposed for subdivision;
 - 6. Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings (this information may be provided on separate sheets);

7. The title under which the proposed subdivision is to be recorded, the name and address of the owner with the name of the planner, engineer or registered public surveyor preparing the drawing; the subdivision name shall not be duplicated, but phrasing identification is allowed; the City shall determine if the proposed subdivision identification will be in conflict with existing plats;
8. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses;
9. Scale, north arrow, date and other pertinent data oriented to the top or left side of the sheet;
10. Contours with intervals of two feet (2') or less shown for the area, with all elevations on the contour map referenced to the latest U.S.C. and G.S. data;
11. Areas contributing drainage to the proposed subdivision shall be shown on the preliminary plat or on a separate map, if necessary; the information may be shown on a smaller scale supplemental drawing; locations proposed for drainage discharge from the site shall be shown by directional arrows;
12. All physical features of the property to be subdivided including location and size of all water courses, 100-year flood plain according to Federal Emergency Management Agency (FEMA) information, Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, drainage area in acres or area draining into subdivisions, the outline of major wooded areas or the location of major or important individual trees, and other features pertinent to subdivision;
13. A proposed general plan of water and sewer lines and infrastructure (including sizes) to be constructed in the subdivision shall be shown on a separate map; the proposed connections to distribution mains shall be indicated;
14. Where a subdivision is proposed to occur in phases, the subdivider, in conjunction with submission of the preliminary plat, shall provide a schedule of development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision; the City Council shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established, and may require that a traffic impact analysis be submitted for the entire project or for such phases as the Council determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares;
15. All preliminary plats shall be submitted in a legible format on a good grade blue line or black line paper;
16. Proposed or existing zoning;
17. The following notice shall be placed in the lower right-hand corner of the page of each preliminary plat by the developer:

Preliminary Plat

Approved by the Planning and Zoning Commission

Date

- j. Effect of Approval. Approval of a preliminary plat also authorizes the property owner, upon fulfillment of all requirements and conditions of approval, to submit for approval an application for final plat approval.

k. Extension and Reinstatement Procedure.

1. Approval of a preliminary plat shall be effective for two (2) years unless reviewed by the Commission and City Council in the light of new or significant information which would necessitate the revision of the preliminary plat. If no development or change in requirements has occurred which would affect the proposed plat at the end of the two year period, the City Council may, at the request of the applicant, extend its approval another year without the submission of a new preliminary plat by reapproving the original preliminary plat. No filing fee is required for such reapproval.
2. Sixty (60) days prior to or following the lapse of approval for a land study or preliminary plat, as provided in these regulations, the property owner may petition the City to extend or reinstate the approval. Such petition shall be considered at a public meeting before the Planning and Zoning Commission and City Council.
3. In determining whether to grant such request, the City Council shall take into account the reasons for lapse, the ability of the property owner to comply with any conditions attached to the original approval, and the extent to which newly adopted subdivision regulations shall apply to the plat or land study. The Commission and City Council shall extend or reinstate the preliminary plat or land study, or deny the request, in which instance the property owner must submit a new application for approval.
4. The Commission and City Council may extend or reinstate the approval subject to additional conditions based upon newly enacted regulations or such as are necessary to ensure compliance with the original conditions of approval. The Commission and City Council may also specify a shorter time for lapse of the extended or reinstated plat or study than is applicable to original approvals.

Section 2.3: Procedures and Submission Requirements for Land Study Approval

- 2.3 a. Applicability. A land study shall be submitted to the Planning and Zoning Commission and the City Council for review, evaluation and approval in the following circumstances:
1. In conjunction with an application for preliminary plat approval for any tract of land over twenty-five (25) acres in size, or for a smaller tract, where the land is part of a larger parcel over twenty-five (25) acres in size, which is ultimately to be developed under the City's Subdivision Ordinance;
 2. In conjunction with a development plat; or
 3. In any case where a road is to be realigned.
- b. Purpose. The purpose of the land study is to allow the Planning and Zoning Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the Comprehensive Plan, Zoning Ordinance, Future Land Use Plan, Thoroughfare Plan and other applicable plans, and the property's relationship to adjoining subdivisions or properties (also see Section 3.1[e]), and to assist in evaluating the impacts of developing the land to be platted on provision of supporting public facilities and services, the environment, provision of open space and recreational opportunities and the general health, safety and general welfare of the community.
- c. Extent of Area Required for Land Study. When the preliminary plat or development plat designates the land to be developed in phases, the land study area shall include the entire property from which the phase is being subdivided and an approximate development schedule. Where the applicant can demonstrate that natural

or manmade features, such as thoroughfares and creeks, make inclusion in the land study of the entire property unnecessary to adequately review the items listed in the preceding paragraph, he may request approval from the City Manager or City Planner for a smaller land study area. Boundaries such as thoroughfares (existing or proposed), creeks, political subdivisions, or other such natural or man-made features may be used to delineate the smaller study area.

- d. The land study shall be prepared at a scale no smaller than of 1" = 200' and shall show the following:
1. A title block within the lower right hand corner of the land study with the proposed name of the addition, the name and address of the developer and the land planner, engineer or surveyor responsible for the design or survey, the scale of the drawing, the date the drawing was prepared, and the location of the tract according to the abstract and survey records of Kaufman County, Texas;
 2. The limits of the tract and scale distances with north clearly indicated;
 3. The names of adjacent additions or subdivisions or the name of the owners of record of adjoining parcels on unplatted land. The land study shall include a depiction of all contiguous holdings of the property owners, the uses of adjacent property, a general arrangement of future land uses, including the approximate number of lots and any non-residential uses anticipated, and a generalized circulation plan;
 4. The existing zoning and proposed uses on adjoining land, the location, width and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, railroad rights-of-way, and topography with existing drainage channels or creeks, and other important natural features, all substantial natural vegetation, adjacent political subdivisions or corporate limits, and school district boundaries;
 5. The layout and width of proposed thoroughfares, collector streets and intersections, and a general configuration of proposed non-residential and residential streets;
 6. A general arrangement of land uses, including but not limited to park and school sites, public facilities, private open space, flood plains and drainage ways, phasing plan, and proposed non-residential and residential densities and building heights; and
 7. The phasing of development or the order of platting.
- e. Procedures and Conditions. The Planning and Zoning Commission and the City Council shall review and evaluate the land study to determine whether the proposed development conforms to the Comprehensive Plan and applicable development regulations of the City. The City Council or the Planning and Zoning Commission may require additional information to be submitted to supplement the initial study. Based upon the land study, the Planning and Zoning Commission may recommend, and the City Council may require as a condition of preliminary plat or development plat approval, that the land to be platted be developed in phases, that the proposed phases be developed in a different sequence or include more or less land, or that all phases designated be accompanied by a schedule of public improvements to adequately serve the development under the development standards of the City's Subdivision Ordinance.

A land study may be submitted for review concurrently with a preliminary plat. If the preliminary plat cannot be reviewed by the City Planner in time to schedule it on the same agenda as the land study, the preliminary plat shall be delayed and scheduled on the next agenda after appropriate review has occurred.

- f. Effect of Review. The land study shall be used only as an aid to determine the sufficiency of the preliminary plat or development plat proposed. Any proposed use or development depicted in the land study shall not be deemed authorized or approved unless the development is part of the approved preliminary plat or development plat. If the applicant chooses to plat only the initial phase or phases of a multi-phase project designated in the land study, a new land study may be required for plat approval of subsequent phases, if proposed development or conditions affecting the development have substantially changed. The land study shall be valid for two (2) years unless specifically extended by the City Council.

Section 3.1: Streets

- 3.1 a. The arrangement, character, extent, width, grade, and location of all streets shall conform to the City of Kaufman Thoroughfare Plan, the TCSS manual, and shall be considered in their relation to existing and planned streets or driveways, to topographical conditions, to public safety and in their appropriate relation to the proposed uses of the land to be served by such streets. Reserve or residual strips of land controlling access to or egress from other property, or to or from any street or alley, or having the effect of restricting or damaging the adjoining property for subdivision purposes or which will not be taxable or accessible for special improvements shall not be permitted in any subdivision. All streets shall be constructed in accordance with Section 5.
- b. Proposed streets shall provide a safe, convenient and functional system for vehicular and pedestrian circulation and shall be properly related to the Thoroughfare Plan and any amendments thereto, and shall be appropriate for the particular traffic characteristics of each proposed subdivision or development. All streets shall be open and unobstructed at all times.
- c. Adequacy of Streets and Thoroughfares.
1. Responsibility for Adequacy of Streets and Thoroughfares. The property owner shall assure that the subdivision is served by adequate streets and thoroughfares, and shall be responsible for the costs of rights-of-way and street improvements, in accordance with the following policies and standards, and subject to the City's participation in the costs of oversize facilities.
 2. General Adequacy Policy. Every subdivision shall be served by streets and thoroughfares adequate to accommodate the vehicular traffic to be generated by the development. Proposed streets shall provide a safe, convenient and functional system for traffic circulation, and shall be properly related to the City's Thoroughfare Plan, road classification system, Comprehensive Plan and any amendments thereto, and shall be appropriate for the particular traffic characteristics of each development.
 3. Road Network. New subdivisions shall be supported by a road network having adequate capacity, and safe and efficient traffic circulation. The adequacy of the road network for developments of 50 or more dwelling units, or for developments generating 500 or more "one-way" trips per day, or for developments involving collector and/or arterial streets not appearing on the City's adopted Thoroughfare Plan, shall be demonstrated by preparation of a traffic impact analysis prepared in accordance with "F" (Traffic Impact Analysis) which takes into consideration the need to accommodate traffic generated by the development, land to be developed in common ownership and other developed property. In the event that the property to be developed is intended as a phase in a larger development project, or constitutes a portion of the land to be ultimately developed, the City Council may require a demonstration of adequacy pursuant to this section for additional phases or portions of the property as a condition of

approval for the proposed plat. In the event that the applicant submits a traffic impact analysis for an entire phased development project, the City may require an update of the study for later phases of the development. If the plat is in conformance with the Thoroughfare Plan a Traffic Impact Analysis is not required.

e. Any land study or plat involving a significant change to a proposed roadway alignment from that shown on the City of Kaufman's Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis as specified in subsection "f" below. Failure to provide for such approval prior to submission of a land study or plan shall be grounds for automatic denial.

f. Traffic Impact Analysis. Whenever these regulations require a traffic impact analysis, the following elements shall be included:

1. General Site Description. The traffic impact analysis shall include a detailed description of the roadway network within one (1) mile of the site, a description of the proposed land uses, the anticipated states of construction, and the anticipated completion date of the proposed land development shall be provided. This description which may be in the form of a map, shall include the following items: (1) all major intersections; (2) all proposed and existing ingress and egress locations; (3) all existing roadway widths and rights-of-way; (4) all existing traffic signals and traffic-control devices; and (5) all existing and proposed public transportation services and facilities within a one (1) mile radius of the site.

2. Proposed Capital Improvements. The traffic impact analysis shall identify any changes to the roadway network within one (1) mile of the site that are proposed by any government agency or other developer. This description shall include the above items as well as any proposed construction project that would alter the width and/or alignment of roadways affected by the proposed development.

3. Roadway Impact Analysis.

(a) **Transportation Impacts:**

(1) *Trip Generation*. The average weekday trip generation rates (trip ends), the average weekend trip generation rates (uses other than residential or institutional), the highest average a.m. and p.m. hourly weekday trip generation rates, and the highest hourly weekend generation rates (uses other than residential or institutional) for the proposed use shall be determined based upon the trip generation rates contained in the most recent edition of the Institute of Transportation Engineers, Trip Generation Manual; or shall be based upon data generated by actual field surveys of area uses compatible to the proposed use and approved by the City Engineer of the City of Kaufman.

(2) *Trip Distribution*. The distribution of trips to arterial and collector roadways within the study area identified in subsection 3.1f.1 (General Site Description) above shall be in conformity with accepted traffic engineering principles, taking into consideration the land use categories of the proposed development; the area from which the proposed development will attract traffic; competing developments (if applicable); the size of the proposed development; development phasing; surrounding existing and anticipated land uses, population and employment; existing and projected daily traffic volumes; and existing traffic conditions identified pursuant to subsection 3.1f.1 above.

- (b) **Adequacy Determination.** The roadway network included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing roadways identified as arterials and collectors can accommodate the existing service volume, and the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at a level of service "C" or above.
4. Intersection Analysis.
- (a) **Level of Service Analysis.** For intersections within the roadway traffic impact analysis area described in subsection 3.1f.1 herein, a level of service analysis shall be performed for all arterial/arterial, arterial/collector, collector/collector intersections and other intersections identified by City staff. Also, level of service analyses will be required on all proposed site driveway locations for all non-residential developments. The City may waive analysis of minor intersections and site driveway locations within the one-mile radius. The level of service analysis shall be based upon the highest hourly average a.m. or p.m. peak weekday volume or highest average hourly peak weekend volume as determined from a two-day survey of weekday volumes and, where necessary, a one-day survey of weekend volumes. The level of service analysis shall take into consideration the lane geometry, traffic volume, percentage of right-hand turns, percentage of left-hand turns, percentage of trucks, intersection width, number of lanes, signal timing and progression, roadway grades, pedestrian and bicycle flows, school routes, number of accidents, and peak hour factor.
- (b) **Adequacy Analysis.** The intersections included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing intersections can accommodate the existing service volume, the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at level of service "C" or above.
5. Effect of Adequacy Determination. If the adequacy determination for roadways and intersections indicates that the proposed development would cause a reduction in the level of service for any roadway or intersection within the study area identified in subsection 3.1f.1 herein that would cause the roadway to fall below the level of service required hereto, the proposed development shall be denied unless the developer agrees to one of the following conditions:
- (a) The deferral of building permits until the improvements necessary to upgrade the substandard facilities are constructed;
- (b) A reduction in the density or intensity of development;
- (c) The dedication or construction of facilities needed to achieve the level of service required herein;
or
- (d) Any combination of techniques identified herein that would ensure that development will not occur unless the levels of service for all roadways and intersections within the traffic impact analysis study are adequate to accommodate the impacts of such development.