



## Administratively Complete Checklist

### Phase 1 (TIA/TIS Phase)

#### (For Applicant Use Only)

Instructions: Prior to submitting a Transportation Impact Analysis (TIA) or Transportation Impact Study (TIS) through the EPS system, ensure the following items are marked Completed (C) or Not Applicable (N/A). If any one of the following items are missing or not completed, the submission will be returned to the applicant for resubmission. Once all items are determined to be administratively complete the Department will begin their technical review.

Applicant Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

#### Phase 1 - Cycle 1 Completeness Check

C   N/A

- ☐ ☐ Form M-950AA (Applicant's Authorization for Agent to Apply for HOP). (Pub. 282, Page 18)
- ☐ Proof of ownership/interest in property (deed, sales agreement, easement, etc.) (Pub. 282, Page 19)
- ☐ Applicant Business Partner ID (BPID) activated. (Pub. 282, Page 190)
- ☐ ☐ Form M-950MPC (Land Use Questionnaire). (Pub. 282, Page 255)
- ☐ Scoping application number referenced to this submission. (Policies and Procedures for TIS/TIA Page 3)
- ☐ Municipal correspondence included in TIS/TIA appendix. (Policies and Procedures for TIS/TIA, Page 2)
- ☐ Overall Site/Sketch Plan. (Policies and Procedures for TIS/TIA, Pages C-6 and D-4)
- ☐ TIS/TIA Review Checklist. (Policies and Procedures for TIS/TIA, Page 23)
- ☐ TIS/TIA. (Policies and Procedures for TIS/TIA, Pages 2, C-6, and D-4)
- ☐ Signed and sealed by P.E.
- ☐ Appendices electronically bookmarked
- ☐ ☐ Crash Report, if required by scoping application review. (Policies and Procedures



for TIS/TIA, Pages 25-26)

- ☐ Capacity Analyses eFiles (Synchro, HCS, etc.). (Policies and Procedures for TIS/TIA, Page 27)
- ☐ ☐ Concept Plan (Include TIS-identified Mitigation). (Policies and Procedures for TIS/TIA Page 37)
- ☐ ☐ Intersection Control Evaluation (ICE) Form. (Pub. 10X Appendix AI, Section AI.2 and Policies and Procedures for TIS/TIA, Page 43)
- ☐ Administratively complete checklist is attached to the application with the "Document Type" "ClearPath Completeness Checklist."