



**Town of Holly Springs Development Services
Special Study/TIA
Request for TIA Scope**

This form shall be given to the applicant at the Scoping Meeting.

The Pre-Submittal information below will be provided by the applicant and returned to the Development Review Engineer for determination of Scope. This form must be uploaded when submitting your request to schedule a “Pre-Submittal Meeting” through the Development Services Department, or your meeting request will be denied.

Project Name: _____

Firm preparing TIA: _____

Firm working on the development project: _____

Anticipated TIA Submittal Date: _____ New Project Updating Existing TIA

Project Data:

Development Land Use (provide corresponding ITE Code): _____

Type and number of Residential Dwelling Units: _____

Type and square footage of Non-Residential: _____

Trip Generation: Peak Hour: _____ Daily Vehicles: _____

Build Out Year: _____

Has NCDOT been contacted about this project?

Yes Not yet

Has NCDOT indicated a TIA is Required?

Yes, Required No, Not Required Not yet determined

Please be aware that if a TIA is required with this project, a TIA Scoping Meeting is required with the NCDOT and Town representatives, as well as the applicant and the applicant’s Transportation Engineer. Please use the Town’s “online request form” to request this meeting. This meeting is required to determine the parameters of the study and must have occurred prior to the TIA being submitted to the Town and NCDOT for review.

Include a Site Map at 500' scale with this form populated and submit to Development Review Engineer to determine if a TIA is required and what the scope will include.

All required Special Studies must be submitted to Development Services with the first submittal of the Development Petition or Rezoning Petition for the project, or the submittal will be rejected from the review cycle.

For questions or to submit this form, contact:

Rachel Jones, E.I.

Town of Holly Springs - Development Review Engineer

(919) 577-3161 * Rachel.Jones@hollyspringsnc.us

cc: Preliminary TIA File