



TRANSPORTATION DEMAND MANAGEMENT (TDM) APPLICATION

Purpose: To reduce demand for vehicular travel, corresponding traffic congestion and implement environmental mitigation requirements related to growth and development.

This Submittal Checklist is a part of your application: This checklist shall be signed and returned with your other application materials. An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.	
_____	_____
Company TDM Coordinator	Date

Submittal Requirements:

<p>NOTE:</p> <ul style="list-style-type: none"> ■ Indicates an item that is always required. ☑ Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check the box if the item is required for your application.

- A. A completed TDM application form.
- B. For new or amended TDM programs, provide two paper copies and one electronic copy of the proposed or amended TDM Plan and any supporting documentation. TDM programs shall incorporate the following elements:
 1. Project description, including proposed auto and bicycle parking;
 2. Baseline trip generation/vehicle count information and analysis;
 3. Performance targets;
 4. TDM strategies likely to achieve the performance targets;
 5. Performance monitoring and an adaptive management plan.

For annual reviews, provide an update on the implementation of the plan and any proposed changes to further the plan elements listed above.

- C. Two paper copies and one pdf format copy of the site plan showing all building and parking areas formatted to read as an 11” x 17” sheet.

Schedule Time Line: City staff will review your application and provide guidance and direction regarding the TDM plan and/or the annual review of its implementation, typically within 30 days. There may be follow up information and updates required.

Fees: The minimum deposit for your application is \$1,680 and is due at the time of submittal. The actual charge will be based on staff time required to review and process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be processed at the completion of the project review if excess funds have been paid.

If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____
For proposal: _____
_____ Date: _____