

Traffic Impact Analysis (TIA) Guidelines and Submittal Information

This handout outlines TIA requirements, methodology approval, submittal timing, and coordination for developments reviewed by Volusia County Traffic Engineering.

When a TIA is required

A Traffic Impact Analysis (TIA) is required for proposed developments generating 1,000 or more trip ends per day, unless waived by the Development Review Committee (DRC). The DRC may also require a TIA below this threshold when determined necessary under Section 72-612(b) of the Volusia County Land Development Code. Where local ordinance does not specify a threshold, the VFTPO Guidelines require a TIA for 1,000 or more weekday daily external trips or 100 or more peak-hour two-way external trips. Confirm the applicable threshold with Volusia County Traffic Engineering during methodology coordination. TIAs shall follow the current Volusia-Flagler Transportation Planning Organization (VFTPO) Transportation Impact Analysis Guidelines and applicable County requirements.

Review schedule

Follow the steps below in sequence. Review periods are minimums; methodology and TIA review periods apply to each submittal.

Review step	Minimum review period	Reviewed / Approved By
1. Preliminary conceptual plan coordination	1 week	Development Engineering
2. TIA methodology review and approval	1–2 weeks per submittal	Traffic Engineering
3. TIA and mitigation review and approval	2–3 weeks per submittal	Traffic Engineering

TIA approval sequence



Preliminary conceptual plan coordination

Coordinate the preliminary conceptual plan with Volusia County Development Engineering prior to the methodology submittal. Conceptual plan approval is required before the County reviews the TIA. Allow a minimum of one week for preliminary conceptual plan coordination.

Methodology approval required

An approved TIA methodology is required before preparation and submission of the TIA. The methodology establishes the study roadway segments and intersections, trip generation and distribution, background traffic growth, analysis procedures, and other applicable assumptions. Do not prepare the TIA or request County TIA review until the methodology has been approved by the appropriate reviewing agencies, including Volusia County Traffic Engineering for TIAs subject to County review. County methodology approval is valid for six months. Submit the TIA before the methodology approval expires. Allow a minimum of one to two weeks for review of each methodology submittal.

Municipal projects and application submittals

For developments within a municipality that require a Volusia County Right of Way Use Permit, both the municipality and Volusia County must review and approve the methodology. Submit the TIA with the first applicable Right of Way Use Permit, Overall Development Plan (ODP), or Final Site Plan (FSP) application, in accordance with the VFTPO Guidelines and County requirements. Methodology review and approval should occur before preparation and formal submission of the TIA.

TIA submittal requirements and correspondence

Submit TIA methodologies and TIAs by email to VolusiaTIAReview@Volusia.gov. Copy Omar Atallah at oatallah@volusia.gov and William White at wdwhite@volusia.gov on all TIA submittals and correspondence.

A complete TIA submittal must include:

- The TIA PDF, including the proportionate fair share (PFS) calculation when applicable and requested by County Engineering.
- A completed TIA checklist.
- Responses to all reviewer comments, when applicable.
- Supporting computer input files, including applicable Synchro, HCS, and model distribution files.

Incomplete TIA packages will not be reviewed. Allow a minimum of two to three weeks for review of each TIA submittal. County TIA approval will be issued after all County comments have been addressed and the final TIA has been provided.

Proportionate fair share coordination

When mitigation requires a PFS calculation, County Engineering will request the calculation once the TIA has minimal outstanding Level of Service analysis comments. Premature PFS calculations will not be reviewed. The approved calculation must be included in the final TIA.

Refer to the County's TIA/PFS Process Instructions for PFS validation, agreement approval, payment, and transportation impact fee credit procedures.

Agency coordination and review meetings

Developments generating 5,000 average daily trips (ADT) or more require coordination with the Florida Department of Transportation (FDOT). For FDOT coordination, contact Tiffany Hill at tiffany.hill@dot.state.fl.us. Applicants are encouraged to coordinate early with County reviewers for large or complex developments or projects involving significant access or transportation concerns. For meetings involving city development projects, the respective municipal traffic engineer or review staff must attend. Include affected municipal staff when projects have cross-jurisdictional impacts.

Traffic data and reference links

Current traffic counts, the AADT spreadsheet, and the Critical/Near-Critical State and County Roadway Map are available through the County Traffic Engineering webpage. Use the links below to access the guidelines, data, and permit information.

[VFTPO Transportation Impact Analysis Guidelines](#)

[Volusia County Traffic Engineering — traffic counts and roadway maps](#)

[Volusia County Right of Way Use Permits](#)

Questions about TIAs and methodologies

Contact Omar Atallah at oatallah@volusia.gov or William White at wdwhite@volusia.gov.