



TRANSPORTATION DEMAND MANAGEMENT (TDM) FORM

DIVISION OF TRANSPORTATION AND TRAFFIC

A Transportation Demand Management (TDM) program is the incorporation of a variety of incentives, services, and actions that influence the reduction of automobile trips in order to provide additional relief from congestion, parking and air quality impacts. Projects within the City of Sunnyvale that require the implementation of a TDM program must have a TDM Form approved by the City prior to issuance of building permits. The site and TDM coordinator contact information must be kept up to date with the City at all times; this information can be updated at any time by submitting an updated TDM Form. One TDM Form must be submitted and approved per site. Parcels sharing driveway access are to be considered a single site and single parcels with two or more separate access points are also considered a single site.

Project Information

Project Number:		Project Name:	
Project Description:			
Site Address:			
Floor Area (s.f.):		Expected 75% Occupancy Date:	
Required Trip Reduction:	% AM,	% PM	

Project Applicant or Representative

Name:		Firm:	
Mailing Address:			
Email:		Phone Number:	

Owner

Name:		Firm:	
Mailing Address:			
Email:		Phone Number:	

TDM Coordinator Contact

Name:		Firm:	
Mailing Address:			
Email:		Phone Number:	

Trip Information

	Code ¹	Land Use Description ¹	Units	Unit Type ²	AM Trips	PM Trips
Project use – 1						
Project use – 2 ³						
Project use – 3 ³						
Site Baseline Total						
Trip Reduction Requirement						
Maximum Allowable Average Trips						
Notes: 1. All trip generation calculations shall be done per the latest version of the ITE Trip Generation Manual at the time of project approval. The edition applicable to this project is _____. 2. Unit type per ITE Trip Generation Manual (e.g. dwellings, occupied rooms, KSF) 3. Only applicable for multi-use projects.						

Attachments

The following documents must be attached to this form:

- Site Map (Letter-size)
- Copy of Project Conditions of Approval pertaining to TDM requirements

DOTAT USE ONLY	
Received Date: _____	Completed Sections: <input type="checkbox"/> Project Information
Received By: _____	<input type="checkbox"/> Project Applicant/Representative
Approval: <input type="checkbox"/> Approved (Date: _____)	<input type="checkbox"/> Owner
<input type="checkbox"/> Incomplete – Notes:	<input type="checkbox"/> Trip Information
	<input type="checkbox"/> Site Map
	<input type="checkbox"/> COA's