
Applicability

All projects in the City are required to analyze transportation as part of the environmental review process in conformance with the California Environmental Quality Act (CEQA) requirements. The analysis must comply with all applicable transportation policies and regulations set forth by the City of San Jose and identify any potential transportation impacts and adverse operational effects caused by the proposed development.

On September 27, 2013, Governor Jerry Brown signed SB 743 (Steinberg) into law and started a process that changes transportation impact analysis as part of CEQA compliance from Level of Service (LOS) to Vehicle Miles Traveled (VMT). The intent of the change was to appropriately balance the needs of congestion management with statewide goals related to infill development, the promotion of public health through active transportation, and the reduction of greenhouse gas emissions.

The City of San Jose's Transportation Analysis Policy, Council Policy 5-1, establishes VMT thresholds for transportation impacts under CEQA consistent with SB 743 and the City's goals set forth in the City's Envision San Jose 2040 General Plan (General Plan). The City's General Plan sets forth a vision and comprehensive road map to guide the City's continued growth through the year 2040. The General Plan strategically links land use and transportation to reduce the environmental impacts of growth by promoting compact mixed-use development that supports walking, biking, and transit use. The General Plan seeks to focus new developments in Planned Growth Areas, bringing together office, residential, and service land uses to internalize trips and reduce VMT. The General Plan also encourages the development and use of non-automobile transportation modes to minimize vehicle trip generation and reduce VMT.

Types of Traffic Reports

There are two types of transportation reports that could be required: Transportation Analysis (TA), and Local Transportation Analysis (LTA). During the development review process, the City staff will determine the type of transportation analysis will be required.

1. **Transportation Analysis (TA)** – This includes VMT analysis and are required for all projects that are not screened out based on the City's Council Policy 5-1. The comprehensive TA includes a Local Transportation Analysis.
2. **Local Transportation Analysis (LTA)** – These are required for projects in Area Development Policies, Transportation Development Policies, as part of a TA or for projects that do not require a TA. This analysis focuses on local transportation operations surrounding the project.



TRANSPORTATION ANALYSIS APPLICATION

Department of Public Works, Development Services
200 East Santa Clara Street, San Jose, CA 95113
<https://www.sanjoseca.gov/devresources>
(408) 535-3555

Transportation Impact Policies

City Council Policies:

1. [Council Policy 5-1 – VMT Policy](#)
2. [Council Policy 6-10 - Drive-Through Use Policy](#)

Area Development Policies:

1. [Edenvale Area Development Policy](#)
2. [Evergreen East Hills Area Development Policy](#)
3. [US-101/Oakland/Mabury Transportation Development Policy](#)
4. [Communications Hill Area Development Policy](#)
5. [I-280/Winchester Boulevard Transportation Development Policy](#)

Exemption Criteria

The screening criteria below is applied for projects that are expected to result in less-than-significant VMT impacts based on description, characteristics, and/or location. A CEQA VMT analysis would not be required if a project passes these screening criteria.

Screening criteria apply to the following categories of development projects:

1. Small infill projects shall be exempt from VMT analysis:
 - a. Single-family detached housing of 15 units or less; OR
 - b. Single-family attached or multi-family housing of 25 units or less; OR
 - c. Office of 10,000 square feet of gross floor area or less; OR
 - d. Industrial of 30,000 square feet of gross floor area or less
2. Local-serving retail shall be exempt from VMT analysis:
 - a. 100,000 square feet of total gross floor area or less without drive-through operations
3. If a public facility is determined to be local-serving, the project would not be required to conduct a VMT analysis.
4. Residential/office projects or components shall be exempt from VMT analysis:
 - a. **Planned Growth Areas:** Located within a Planned Growth Area as defined in the Envision San José 2040 General Plan; AND

- b. **High-Quality Transit:** Located within ½ mile of an existing major transit stop¹ or an existing stop along a high-quality transit corridor²; AND
- c. **High-Quality Transit:** Located within ½ mile of an existing major transit stop³ or an existing stop along a high-quality transit corridor⁴; AND
- d. **Low VMT:** Located in an area in which the per capita VMT is less than or equal to the CEQA significance threshold for the land use; AND
- e. **Transit-Supporting Project Density:**
 - o Minimum Gross Floor Area Ratio (FAR) of 0.75 for office projects or components;
 - o Minimum of 35 units per acre for residential projects or components;
 - o If located in a Planned Growth Area that has a maximum density below 0.75 FAR or 35 units per acre, the maximum density allowed in the Planned Growth Area must be met; AND
- f. **Parking:**
 - o No more than the minimum number of parking spaces required⁵;
 - o If located in Urban Villages or Downtown, the number of parking spaces must be adjusted to the lowest amount allowed⁶; however, if the parking is shared, publicly available, and/or “unbundled”⁷, the number of parking spaces can be up to the zoned minimum; AND
- g. **Active Transportation:** Not negatively impact transit, bike or pedestrian infrastructure⁸.

¹ Pub. Resources Code § 21064.3 (‘Major transit stop’ means “a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods”).

² Pub. Resources Code § 21155 (“For purposes of this section, a high-quality transit corridor means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours

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⁴ Pub. Resources Code § 21155 (“For purposes of this section, a high-quality transit corridor means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours

⁵ As defined in Title 20 of the *San José Municipal Code*.

⁶ Refer to Chapter 20.90.220 of the *San José Municipal Code* for more information.

⁷ As defined in Chapter 20.200 of the *San José Municipal Code*.

⁸ Refer to the Council Policy 5-1, Appendix A for unacceptable negative impacts.

5. The following restricted affordable residential projects or components shall be exempt from VMT analysis:
- a. **Affordability:** 100% restricted affordable units⁹, excluding unrestricted manager units; affordability must extend for a minimum of 55 years for rental homes or 45 years for for-sale homes; AND
 - b. **Planned Growth Areas:** Located within a Planned Growth Area as defined in the Envision San José 2040 General Plan; AND
 - c. **High Quality Transit:** Located within ½ mile of an existing major transit stop or an existing stop along a high-quality transit corridor; AND
 - d. **Transit-Supportive Project Density:**
 - o Minimum of 35 units per acre for residential projects or components;
 - o If located in a Planned Growth Area that has a maximum density below 35 units per acre, the maximum density allowed in the Planned Growth Area must be met; AND
 - e. **Transportation Demand Management (TDM):** If located in an area in which the per capita VMT is higher than the CEQA significance threshold; a robust TDM plan must be included; AND
 - f. **Parking:**
 - o No more than the minimum number of parking spaces required;
 - o If located in Urban Villages or Downtown, the number of parking spaces must be adjusted to the lowest amount allowed; however, if the parking is shared, publicly available, and/or “unbundled”, the number of parking spaces can be up to the zoned minimum; AND
 - g. **Active Transportation:** Not negatively impact transit, bike or pedestrian infrastructure.

Submittal Instructions

1. Transportation Analysis Report Application is to be submitted to Development Services (3rd Floor) by the Transportation Consultant/Applicant. The application is located on Development Services website and includes project related information such as: project description, number of peak hour trips, billing information, etc.
2. Applicant submits a completed Transportation Analysis Report Application including a \$1500 deposit and proposed Transportation Analysis Workslope to Development Services (3rd Floor). See PW fees for published rates.
3. Staff begins the Transportation Analysis Workslope review and approval processes (20 working day timeline).

⁹ At or below income levels as defined in the General Plan Policy IP-5.12.

4. Staff sends a completed and signed Transportation Analysis Workscope to the Transportation Consultant with a bill for the outstanding review fees.
5. Transportation Consultant submits a draft Transportation Analysis Report or Local Transportation Analysis Report with receipt of payment of outstanding fees.
6. Staff completed initial review (20 working day timeline).
7. If required, comments are submitted to the Transportation Consultant and a revised report is submitted. Additional review cycles may be required.
8. Upon completion, staff issues a final Transportation Analysis Report or Local Transportation Analysis Report memo to planning, copying the Transportation Consultant and the project completes the draft Transportation Analysis for environmental clearance.

Submission Methods:

- 1) **Online Application for Transportation Analysis:** Visit the following site to apply for your Transportation Analysis online: www.sjpermits.org. You will need to have an online account which you can create on the website. You will also need to attach all required documents as attachments during your online application; or

For a list of required Attachments for Transportation Analysis Application refer to Attachment A

- 2) **Standard Application**

Submit all required documents directly to the Transportation team via email. If you are unsure of the PW contact information of the Transportation Team member assigned to your project, please contact staff at (408) 535-7802 and we will provide you the contact information.

The initial Transportation Analysis application must include the following:

- 1) **Transportation Analysis Report Application**
- 2) **Application Fee** – An initial \$1,500 deposit to Development Services (3rd Floor).
- 3) **Transportation Analysis Workscope** - Prepared by a licensed Transportation Engineer.

Upon receipt, City staff will review the documents for completeness.

- If the initial submittal is complete, staff will review the Transportation Analysis Workscope request and return comments to the applicant/transportation consultant. The remaining fees



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will also be calculated and provided to the consultant which will be due when the report is submitted for review. Refer to the [Public Works Fee Schedule](#) for published rates.

- If the initial submittal is incomplete staff will contact the applicant/transportation consultant prior to any review taking place. This can potentially delay the review of the Transportation Analysis Report Analysis and preparation of the California Environmental Quality Act document.

After the initial application has been made and the project Transportation Analysis Workslope has been provided to the consultant the following would need to be submitted to the Transportation team:

- 1) **Draft TA Report or LTA Report (as required) – Note:** The report must be prepared by a licensed Transportation Engineer.
- 2) **Application Fee** – The remaining review fees provided with the Transportation Analysis Workslope.

Attachment Requirements

Initial Application: When attaching these documents through the MyServices, during the initial application, make sure to select the following Attachment Type indicated. You will be required to provide a description for each of the uploaded attachments.

- **Transportation Analysis Application - Miscellaneous Document**
- **Transportation Analysis Workslope – Transportation Analysis Workslope**

Report Submission: After the Transportation Analysis Workslope has been provided and the draft TA or LTA is ready to be submitted, you can make this attachment through the MyServices Permit Detail page (you must be logged in to the system). Make sure to select the following Attachment Type indicated. You will be required to provide a description for the uploaded attachment(s).

- **Transportation Analysis Report** (if applicable) – Draft Transportation Analysis Report
- **Local Transportation Analysis** (if applicable) – Draft LTA Report