

John Durham Manager
Transportation Demand Management Program
Arlington Department of Transportation
2100 Clarendon Boulevard, Suite 900
Arlington, Virginia 22201
Date: MM/DD/YYYY

Dear Mr. Durham:

RE: Status of TDM Plan for – Site Plan

Please find enclosed an updated version of the property's Annual TDM Report that describes the details of implementation for the Transportation Demand Management (TDM) Plan as agreed to in the site plan conditions as approved by the by County Board. The TDM Plan represents our comprehensive approach to providing and publicizing numerous transportation options and services, including an on-going relationship with Arlington County Commuter Services in promoting these options.

Note: Table I is the property information that includes PTC and owner contact information. **Table II** lists the current tenants of the property, number of the employees and the name of their transportation coordinator. **Table III** is the TDM site plan condition checklist that indicates the TDM task that are required. **Table IV** is the ACCS Payment History that keeps a record of annual payments. **Table V** and **Table VI** are parking reports that describe how the parking facilities are organized. The **CarVanPoolRegister** is a table to aid in tracking the Carpools and Vanpool in your building if your are required to make provision for them.

Sincerely (PTC)
Name (Property Transportation Coordinator. (PTC))
Address

Property Owner Information:
Name
Address

TABLE I : Property and Contact Information
Site Plan/Property/Project Name:
Address1:
Address2:
City
State
Zip
Site Plan Number (SP#)
RPC Number (Multi unit projects have a master RPC number this is in most cases the same as the Polygon ID number and individual units have their own RPC numbers)
Polygon ID (Used for GIS mapping)
Map Book Page Number
Property Class
Year Built
Zoning
Neighborhood
Legal Description
Date of Board Approval:
Date of First Certificate of Occupancy: (Shell & Core)
Date of Final Certificate of Occupancy:
TDM-related Site Plan Condition (Reference-Page, Paragraph Numbers):
Total GFA (SF)
Office GFA (SF)
Retail GFA (SF)
Residential GFA (SF)
Residential Units (or Hotel) (Units)
Hotel GFA (SF)
Hotel Units (or Hotel) (Units)
Parking Spaces:
Designated Property Transportation Coordinator (PTC):
Title/Salutation
PTC Phone:
PTC Fax:
PTC Mobile/Cell
PTC Email:
Property Web Site:
Developer Name:
Developer Contact Person:
Title/Salutation
Developer Address1:
Developer Address2:
Developer City
Developer State:
Developer Zip:
Developer Phone:
Developer Fax:
Developer Mobile/Cell:
Developer Email:
Developer Web Site

Owner Name: (In the case of condominium property, provide the condominium association chairman/point of contact detail in this section)
Owner Contact Person:
Title/Salutation
Owner Address1:
Owner Address2:
Owner City
Owner State:
Owner Zip:
Owner Phone:
Owner Fax:
Owner Mobile/Cell:
Owner Email:
Owner Web Site
Management Company:
Management Contact Name:
Title/Salutation
Management Address1:
Management Address2:
Management City
Management State
Management Zip
Management Phone:
Management Fax:
Management Mobile/Cell
Management Email:
Management Web site:
Parking Management Company:
Parking Management Company Contact Name:
Title/Salutation
Parking Management Company Address1:
Parking Management Company Address2:
Parking Management Company City
Parking Management Company State
Parking Management Company Zip
Parking Management Company Phone:
Parking Management Company Fax:
Parking Management Company Mobile/Cell
Parking Management Company Email:
Parking Management Company Web site:

TABLE III: TDM Site Plan Condition Checklist					
<i>Checklist completed by</i> _____ <i>on Date:</i> _____	Site Plan Required	Done	In Progress	Not Done	Need Assistance
<u><i>A. Program Participation</i></u>					
1. Maintain an active membership in Arlington Transportation Partners (ATP).					
2. Designate and train the Property Transportation Coordinator (PTC).					
3. Facilitate development of Employee Transportation Coordinator (ETC).					
<u><i>B. Facilities and Improvements</i></u>					
4. Provide Transportation Kiosk or information display.					
5. Provide for bus stops improvement.					
6. Maintain existing bus stops during construction.					
7. Maintain an on-site business center (residential use only).					
8. Bicycle facilities: bike storage/parking facilities, guest parking and showers.					
<u><i>C. Parking Management Plan</i></u>					
9. Prepare a comprehensive parking management plan.					
10. Provide a Comprehensive Sign Plan for the property.					
11. Design for paratransit access at main entrance to building.					
11a. Provide for Taxi passenger loading/unloading use of front drive area.					
12. Provide reserved spaces for carpoolers and vanpoolers (commercial use only)					
13. Establish market- rate pricing for SOV parking (commercial use only).					
14. Provide registered vanpools with free parking (commercial use only).					
15. Provide carpools with ½ off the rate for SOV parking (commercial use only).					
16. Depict area parking plan for the site and adjacent street frontage.					
17. Prohibit on-street loading during peak periods.					
<u><i>D. Promotions, Services, Policies</i></u>					
18. Provide a sustainable commute benefit program.					
19. Provide transit benefit for a six - month period (commercial use only).					
20. Provide SmarTrip cards.					
21. Provide website hotlinks to CommuterPage.com™.					
22. Distribute transit and ridesharing information:					
a. Participating in ATP staff programs.					
b. Provide New-resident or tenant commuter information package.					
c. Distribute transit and ridesharing information periodically.					
d. Participate in Ozone Action Days and similar activities.					
e. Reference adjacent metro stations in promotional materials.					
23. Encourage flexible work strategies to/from property.					
24. Encourage telecommuting (commercial use only).					
<u><i>E. Performance, Monitoring and Funding</i></u>					
25. Implement TDM plan.					
26. Submit an annual letter of performance to the County Manager.					
27. Conduct a transportation performance study. (2 years after occupancy)					
28. Provide annual Contributions to ACCS (\$ 0000.00 for N years)					

TABLE IV: TDM-related Contributions Report Summary								
Payment Count	Description	Amount Owed	Billing Date	Invoice Number	Check Number	Payment Date	Payment Amount	Payers Name
	Item Total	\$0.00					\$0.00	
Total Balance Pending							\$0.00	

