

PROPERTY OWNER TDM APPLICATION

June 2009



Boca Raton's Transportation Demand Management (TDM) program requires property owners to implement programs that encourage alternatives to drive-alone and peak period commuting to their property. Reducing commute trips helps improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels.

Properties may be required to participate in the City's program to comply with Section 23-243 through 23-250 of the City Code of Ordinances or conditions placed on their Development Order. Property owners affected by the TDM program must submit a Property Owner TDM Application form for each affected property. Please complete the following application as carefully and completely as you can. In addition, a TDM narrative/summary is required as an attachment to this application. The narrative/summary should outline the elements included in the program. You may visit www.bocatmi.com for additional information on the City's TDM program.

If you have any questions on how to complete this form, please contact the City's Transportation Management Initiative (TMI) Administrator at 561-416-3375. If, after filing the application, your organization determines that you want to modify the TDM plan, contact the City's TMI Administrator to amend your program.

Date Submitted (Mo/Yr): _____

1. Property Control Number (PCN): _____

2. Development Approval # (IDA#, SPA#, CA#) _____

3. Property/Project Name _____

4. Property/Project Physical Address _____

PROPERTY DESCRIPTION

1. Is this property located within the City of Boca Raton Downtown CRA? Yes No
2. Is this property: Existing Redevelopment New Development
3. Is this property a mixed-use development? Yes No
If this property is a mixed-use development containing a residential component, a Residential TDM Application must also be submitted.
4. What is the total square feet of the building(s)? _____

TRANSPORTATION COORDINATOR (TC) INFORMATION

The City of Boca Raton requires your organization to appoint a Transportation Coordinator (TC) for the property. The responsibilities of the TC are to oversee the TDM program developed for the property including program development, distribution of information to commuters, and implementation of the TDM program. The TC also serves as the main contact for the City of Boca Raton TMI and other regional transportation agencies.

9. TC Name _____

10. TC Title _____

11. Company/Organization _____

12. Mailing Address (if different than above) _____

13. TC Phone Number _____

14. TC Fax Number _____

15. TC Email Address _____

16. Is the TC identified above an employee of the: Developer/Owner Property Management Company

Property Name: _____ PCN #: _____

17. Where will the TC's name and contact information be displayed at the property? _____

TENANT INFORMATION

18. How many tenants are located within or proposed to occupy the property? _____

(If the property is occupied, please attach a list of the names of tenants.)

19. How many total employees are located within or proposed to occupy the property? _____

20. Do the tenants have multiple shifts? Yes No

a. If yes, please describe: _____

21. What are the primary businesses at this property?

- Finance, insurance, real estate
- Professional/office services
- Info services, software, technical
- Entertainment
- Restaurant
- Retail/trade
- Manufacturing
- Health care
- Public utilities
- Military
- Construction
- Transportation
- Government
- Education
- Other _____

22. Does or will your tenant lease(s) include verbiage requiring the individual tenants to actively participate and promote your properties TDM program? Yes No

PROPERTY CHARACTERISTICS

23. Are any of the following facilities located on site or within 3 blocks of the property and accessible to tenants?

	No	Onsite	Within 3 Blocks	How Many
a. Transit Shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Palm Tran Bus Stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Tri-Rail Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Shuttle (Company or City Operated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Shuttle (Tri-Rail Operated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Car/Vanpool Loading/Unloading Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Bike Lane or Shared Use Pathway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Long Term Bicycle Parking (locker, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Short Term Bicycle Parking (racks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. Shower & Locker Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. Sidewalk or Pathways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. Restaurants/Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. Child Care Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. Bank/ATM Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

24. If you have long-term bicycle parking, will it be administered: Internally by SFCS

a. Please describe your long-term bicycle parking: _____

Property Name: _____ PCN #: _____

25. Does your property provide vehicles for any of the following purposes for use by your tenants:

- a. Guaranteed/Emergency Ride Home Yes No
- b. Vanpooling Yes No
- c. Work-related business trips Yes No
- d. Non-Work related errands/trips Yes No

26. Are the following services available at your property?

- a. Bicycles Yes No
- b. Internal ridematching services Yes No
- c. Car-sharing programs Yes No
(provided by an outside vendor)

PARKING INFORMATION AND PARKING MANAGEMENT

27. Has your property received a reduction in the code required number of parking spaces? Yes No

a. If yes, how much of a reduction did you receive? _____

28. Does your property have a shared parking agreement with another site? Yes No

a. If yes, provide:

Property Name: _____

Property Control Number (PCN): _____

29. Does your property currently charge for parking (outside lease agreements)? Yes No

a. If yes, on average how much do tenant's pay for parking space? _____

b. Will any of the proceeds from your parking charges go to your TDM program? Yes No

30. How many total parking spaces does this property have that are controlled by the property?

31. How many of the total parking spaces identified above are leased to tenants?

32. How many of the total parking spaces identified above are reserved (non-code required)?

33. How many handicapped parking spaces are provided?

34. How many additional spaces are available within 3 blocks of the property which tenants can use?

35. How many HOV (High Occupancy Vehicle: Carpool or Vanpool) parking spaces are provided?

On-Site	Off-Site
#	#
#	#
#	#
#	#
██████████	#
#	#

36. How will the administration of your HOV parking spaces be handled: Internally by SFCS

If you will be handling the HOV parking internally, please include a brief description in your TDM narrative/summary on how your program will work.

Property Name: _____ PCN #: _____

37. Briefly explain how the HOV parking will be monitored: _____

ALTERNATIVE WORK PROGRAMS

38. Do your tenants offer any of the following Compressed Work Week Schedules:

- a. 3/36 Yes No
- b. 4/40 Yes No
- c. 9/80 Yes No
- d. Other, please explain: _____

39. Do your tenants allow their employees flexible arrival and departure times? Yes No

40. Do your tenants allow their employees to telework? Yes No

SUBSIDIES AND INCENTIVES

Financial Subsidies & Incentives:

41. Has your property provided a contribution to the City of Boca Raton to operate shuttle service? Yes No

- a. If yes, how much was your initial contribution? \$_____
- b. If your property will be providing an annual contribution, how much will it be? \$_____

42. Does your property provide privately operated shuttle service for tenants? Yes No

43. Will you offer any of the following:

	Yes	No	Average monthly subsidy/incentive provided per user
a. Palm Tran Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
b. Tri-Rail Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
c. Carpool Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
d. Vanpool Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
e. Bicycling Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
f. Walking Subsidy / Incentive	<input type="checkbox"/>	<input type="checkbox"/>	
g. Other Transportation Allowance / Stipend	<input type="checkbox"/>	<input type="checkbox"/>	

Non-Financial Incentives:

44. What type of non-financial incentives will be offered to alternative mode users at the property? _____

Property Name: _____ PCN #: _____

Commuter Tax Benefit Program:

45. Do any of your tenants participate in the Federal Commuter Tax Benefit program which allows their employees to pre-tax their monthly transit or vanpool costs? Yes No

PROGRAM ACTIVITIES, STRATEGIES, MARKETING, AND PROMOTION

46. Will any of the following program activities, strategies, etc. be offered at the property?

	Yes	No
a. Install a transportation kiosk If yes, how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide transportation literature to tenants as they move into the property	<input type="checkbox"/>	<input type="checkbox"/>
c. Promote SFCS' ridematching program to tenants/employees	<input type="checkbox"/>	<input type="checkbox"/>
d. Promote SFCS' Emergency Ride Home program to tenants/employees	<input type="checkbox"/>	<input type="checkbox"/>
e. Promote Tri-Rail's Employer Discount Program	<input type="checkbox"/>	<input type="checkbox"/>
f. Distribute a transportation survey to tenants/employees	<input type="checkbox"/>	<input type="checkbox"/>
g. Distribute literature or a summary on the property's TDM program to tenants/employees	<input type="checkbox"/>	<input type="checkbox"/>
h. Coordinate TDM presentations to tenant representatives	<input type="checkbox"/>	<input type="checkbox"/>
i. Coordinate TDM presentations (such as lunch & learns) for commuters	<input type="checkbox"/>	<input type="checkbox"/>
j. Conduct transportation events/fairs	<input type="checkbox"/>	<input type="checkbox"/>
k. Invite transportation vendors to participate in events/fairs held by the property	<input type="checkbox"/>	<input type="checkbox"/>
l. Promote regional and national transportation promotions and/or campaigns	<input type="checkbox"/>	<input type="checkbox"/>
m. Distribute electronic messages about TDM program	<input type="checkbox"/>	<input type="checkbox"/>
n. Publish TDM articles in newsletters	<input type="checkbox"/>	<input type="checkbox"/>
o. Provide links on property website to transportation providers	<input type="checkbox"/>	<input type="checkbox"/>

47. If you are installing transportation kiosk(s), where will the kiosk(s) be located on the property? _____

48. Have you included any additional activities, strategies, etc. being offered at the property in the attached TDM narrative?
 Yes No

TDM ACTIVITIES AND PROGRAM ELEMENTS

The TDM plan should include a reasonable and effective combination of TDM strategies identified in the City's TDM Program including but not limited to what is listed in Section 23-243 through 23-250 of the City Code of Ordinances and/or the Development Order. The TDM plan should be appropriate to the size, scale, and location of the property and demonstrate that reasonable and practicable actions will be taken in conjunction with and over the life of the property that will produce a reduction in traffic and related impacts of the property.

49. Attach TDM narrative/summary outlining the property's overall TDM plan in accordance with the City's TDM Program including but not limited to TDM strategies listed in Section 23-243 through 23-250 of the City Code of Ordinances and/or the Development Order. Please include a description of the TDM activities, campaigns, promotions, subsidies, and incentives your property plans to conduct to support your TDM program.

