

# COMPLETE STREETS CHECKLIST

## PURPOSE

The Complete Streets Checklist records project information, existing conditions, proposed Complete Streets elements, and the concurrence or recommendations of [insert municipal name] regarding proposed [select City, Town, Borough, or Township] streets projects and private development projects.

## INSTRUCTION







Project sponsors or applicants shall complete project information, Part 1 and Part 2 of the Complete Streets checklist, or provide a written rationale for exception from the Complete Street Policy and submit the checklist or rationale to the [insert name, title] at [insert email] as early in the project development process as practical—preferably before the project budget is finalized.

## EVALUATION




A panel of [select City, Town, Borough, or Township] reviewers comprised of officials and staff shall evaluate the submitted checklist. If the majority concur with the proposed Complete Streets elements, they shall approve the checklist and distribute the approval to the project sponsor. If the panel recommends additional or alternative Complete Streets elements, the panel shall offer to meet with the project sponsor to resolve recommendations or concerns and finalize the checklist. A [select City, Town, Borough, or Township] official or staff member shall distribute the revised checklist to the project sponsor.

PROJECT INFORMATION	
Prepared by: (name/date)	
Others Consulted:	
Project Name/Title:	
Project Location: (State Route/Street Name and project limits)	
Project Type:	<input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction/Rehabilitation <input type="checkbox"/> Other: _____
Project Description:	
Community Context:	<input type="checkbox"/> Urban/Downtown Area <input type="checkbox"/> Commercial Corridor with little to no residential <input type="checkbox"/> Residential Neighborhood <input type="checkbox"/> Rural Area <input type="checkbox"/> Other Type: _____
Posted Speed Limit:	
Anticipated Project Start & Completion Dates:	
EVALUATION FOR MUNICIPAL USE ONLY	
Reviewed by: (names/date)	
Decision:	<input type="checkbox"/> Concurrence <input type="checkbox"/> See Recommendations at end of checklist

# COMPLETE STREETS CHECKLIST





<b>PART 1: EXISTING CONDITIONS IN THE PROJECT AREA</b> (within 300 feet of the project)	
<b> Community Context and Connections</b>	
Are public service destinations present? Schools/colleges/libraries, parks, hospitals/health care, community centers, govt. offices, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are essential retail destinations present? Food store, pharmacy, shopping centers, other major employment sites, such as factories, warehouses, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are residential blocks/neighborhoods present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are any of the destination uses above permitted by zoning?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project area have one or more traditionally underserved populations above the regional average as identified in Appendix S.3 of the <a href="#">SEDA-COG MPO Title VI Program</a> ? If yes, identify the population(s). Space is provided at the end of Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the project area disadvantaged according to the <a href="#">USDOT Equitable Transportation Community (ETC) Explorer</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b> Pedestrian Facilities &amp; Use</b>	
Are pedestrian facilities, such as sidewalks, crosswalks, marked shoulders, shared use paths, curbs ramps, etc., present on one or both sides of the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are pedestrian facilities ADA-compliant, as applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are off-road pedestrian/mult-use trails present or planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there pedestrian signals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are pedestrian signal pushbuttons accessible and ADA-compliant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b> Bicycle Facilities &amp; Use</b>	
Are bicycle facilities, such as bike lanes or sharrows, present? Or, is there evidence of bicycle use?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are bicycle safe grates present at drainage inlets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is bicycle parking present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b> Horse-and-Buggy Use</b>	
Is horse-and-buggy use evident (pavement rutting) or has it been observed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b> Transit Considerations</b>	
Is transit service available? If yes, specify fixed-route or flexible service, such as paratransit, microtransit, or other on-demand service, and the transit agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are transit stops marked/signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b> Roadway Features/Conditions</b>	
Is the roadway shoulder $\geq 4$ ft?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the shoulder pavement condition adequate for walking/biking?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is on-street parking permitted on one or both sides of the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Can pavement markings be seen day and night?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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
PART 1: EXISTING CONDITIONS IN THE PROJECT AREA (within 300 feet of the project)	
Is the street a primary travel street for general traffic?	<input type="checkbox"/> Yes/all day <input type="checkbox"/> Yes/peak only <input type="checkbox"/> No
Is the street a primary travel street for trucks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the street a primary route for pedestrians, regardless of facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the street a primary route for bicyclists, regardless of facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is right-of-way sufficient to incorporate additional pedestrian and/or bicycle facilities, or shared road markings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
 <b>Streetscape Considerations</b>	
Are shade trees, lighting, wayfinding signage, seating, or similar streetscape elements present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
 <b>Safety Considerations</b>	
Are there conflicts between travel modes in the right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are pedestrians at street crossings visible (e.g., not blocked by on-street parking)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do pedestrians have sufficient time to cross the street?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
 <b>Coordination Efforts</b>	
Have local leaders/stakeholders been contacted to discuss needs and potential complete streets elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has law enforcement been contacted to discuss needs and potential complete streets elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have transit agencies been contacted to discuss needs and potential complete streets elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have other stakeholders been contacted to discuss needs and potential complete streets elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project warrant survey of project area residents/citizens?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Additional Conditions, Descriptions, or Comments</b>	
1.	
2.	
3.	
4.	
5.	

Continue to Part 2

# COMPLETE STREETS CHECKLIST

PART 2: PROPOSED COMPLETE STREETS ELEMENTS	
 <b>Community Context and Connections</b>	
Sustained/improved connections with public service destinations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Sustained/improved connections to retail/employment destinations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Sustained/improved connections between neighborhoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Sustained/improved connections to pedestrian and bicycle networks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other	Describe below
 <b>Pedestrian, Bicycle, &amp; Horse-and-Buggy Facilities/Features</b>	
ADA-compliant sidewalks or pedestrian paths; both sides of the street preferred	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
ADA-compliant ramp, curb ramp and detectable warning surface, including slope and cross slope	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Curb bump-outs and/or pedestrian islands	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Pedestrian crossing signage for motorists	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
High-visibility crosswalks and/or mid-block crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Pedestrian traffic signals with adequate pedestrian crossing time and accessible push buttons, paired with No Turn on Red signage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bicycle/buggy detection at traffic signals	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Traffic signals with adequate bicyclist/buggy crossing time, paired with No Turn on Red signage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Off-road multiuse path or trail	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
On-road bike lane or sharrow signage and pavement markings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Paved shoulders, ≥4 feet in width	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bike parking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other	Describe below
 <b>Transit Considerations</b>	
Marked/Signed transit stops, including adequate sidewalk width to accommodate a future transit stop (waiting area w/o blocking pedestrian route)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bus shelters, including adequate sidewalk and adjacent area to accommodate a bus shelter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other	Describe below
 <b>Roadway Features/Conditions</b>	
Increase in roadway shoulder width	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
New roadway shoulder pavement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Change to on-street parking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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PART 2: PROPOSED COMPLETE STREETS ELEMENTS	
Change to of driveway location to reduce conflict points	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bicycle-friendly inlet grates	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other	Describe below
 <b>Streetscape Considerations</b>	
Street trees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Bicycle/Pedestrian facility lighting (human-scale preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Seating/rest options	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other – wayfinding signage, trash/recycling receptacles, etc.	Describe below
<b>Operations Awareness and Maintenance Commitment</b>	
<b>Safety &amp; Response</b> – Law enforcement and emergency responders are aware of project design, including complete streets elements; design meets needs for all users/vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Transit Service</b> – Local agency is aware of project design, including complete streets elements; agrees design meets needs for all users/vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Maintenance</b> – Long-term maintenance commitment(s) secured	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Other as applicable – adjacent municipality, trail authority/ organization, private employer, economic development agency, etc.	Describe below
<b>Additional Elements, Considerations or Comments</b>	
1.	
2.	
3.	
4.	
5.	

MUNICIPAL RECOMMENDATIONS
A.
B.
C.
D.
E.