



# COMPLETE STREETS CHECKLIST Adopted 6/14/2024

The SEDA-COG MPO’s Complete Streets Policy is intended to improve connectivity, enhance accessibility, and make walking, bicycling, riding public transportation, and travel by horse and buggy and other authorized wheeled devices easier and more convenient for all ages and abilities.

The Complete Streets Checklist inventories existing conditions and proposed Complete Streets elements and records the MPO’s concurrence or recommendations regarding Complete Streets elements for Transportation Improvement Program (TIP) projects in its region. An approved checklist will provide evidence of the MPO’s due diligence in implementing its Complete Streets Policy.

## INSTRUCTION

**Preparation of the Checklist or Exception Form:** Project sponsors, whether PennDOT, a county, or a municipality shall prepare either a Complete Streets checklist, or an Exception Form, and submit to the SEDA-COG Transportation Program Director at [sherman@seda-cog.org](mailto:sherman@seda-cog.org).






**Timing of Checklist Submissions:** For PennDOT-led projects, PennDOT shall submit a checklist prior to listing the project on the Transportation Improvement Program (TIP) to ensure that the scope, schedule, and cost estimate can respond to the evaluated checklist. For locally sponsored projects, the checklist shall also be submitted prior to listing the project on the TIP.

**Evaluation of Checklist:** The SEDA-COG Transportation Program Director (or designee), the MPO Board County Voting Member for the project location, and the applicable PennDOT District Planner shall evaluate the submitted checklist. If the majority concur with the proposed Complete Streets elements, they shall approve the checklist and distribute the approved checklist to the project sponsor and municipality. If the reviewers recommend additional or alternative Complete Streets elements, they shall offer to meet with the project sponsor and municipality to resolve comments or concerns. Upon resolution, an MPO staff member shall distribute the approved checklist to the project sponsor and municipality.

PROJECT INFORMATION	
Project Name/Title:	
State Route or Street (No./Name and limits):	
Description (project type):	
Anticipated Project Completion:	
Municipality(ies):	
Community Context:	<input type="checkbox"/> Urban/Downtown Area <input type="checkbox"/> Commercial Corridor <input type="checkbox"/> Residential Neighborhood <input type="checkbox"/> Rural Area
Functional Classification:	
Posted Speed:	
Traffic/Users (counts preferred; estimates may be accepted)	
Avg. Annual Daily Traffic:	
Avg. Daily Pedestrians:	
Avg. Daily Bicyclists:	
Avg. Daily Horse-and-Buggy:	
Project Checklist	
Prepared by/date:	
Others Consulted:	
Decision:	<input type="checkbox"/> Concurrence <input type="checkbox"/> Recommendation
Evaluated by (name/date):	
SEDA-COG Transportation Program Director (or designee)	
MPO Board Member for the project location (or designee)	
<b>PennDOT District Planner,</b> as applicable	



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<b>EXISTING CONDITIONS IN THE PROJECT AREA (within 300 feet of the project)</b>		
<b> Community Context and Connections</b>		Description/Notes
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 such as food/pharmacy, shopping centers or major employment sites, such as factories, warehouses, etc., present?	<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 above uses planned (i.e., proposed or permitted by zoning)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the community have one or more traditionally underserved populations above the regional average as identified in the <a href="#">SEDA-COG MPO Title VI Program Appendix S.3</a> ? If yes, identify the population(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the community 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/Features</b>		Description/Notes
Are pedestrian facilities, such as sidewalks, crosswalks, marked shoulders, shared use paths) present?	<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 pedestrian facilities or improvements planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Are off-road trails present or proximate (within 1 mile)?</b>		
<b> Bicycle Facilities/Features</b>		Description/Notes
Are bicycle facilities present?	<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	
Are bicycle facilities or improvements planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b> Horse-and-Buggy Use</b>		Description/Notes
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>		Description/Notes

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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	
🚧 Roadway Features/Conditions		Description/Notes
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
🏡 Streetscape Considerations		Description/Notes
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	
🤝 Coordination Efforts		Description/Notes
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	
PROJECT-PROPOSED COMPLETE STREETS ELEMENTS		
📍 Community Context and Connections		Description/Notes
Sustain/improve connections with public service destinations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Sustain/improve connections to retail/employment destinations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Sustain/improve connections between neighborhoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Sustain/improve connections for EJ communities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Other	<input type="checkbox"/> Yes	
🚶🚲🐎 Pedestrian, Bicycle, & Horse-and-Buggy Facilities/Features		Description/Notes
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	



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PROJECT-PROPOSED COMPLETE STREETS ELEMENTS		
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	
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	
Paved shoulders, ≥4 feet in width	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
On-road bike lane	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Other	<input type="checkbox"/> Yes	
 <b>Transit Considerations</b>		Description/Notes
Marked/Signed transit stops	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Bus shelters	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Other	<input type="checkbox"/> Yes	
 <b>Roadway Features/Conditions</b>		Description/Notes
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/Addition of on-street parking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Change to /Addition of access management to reduce conflict points	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Bicycle-friendly inlets/grates		
Other	<input type="checkbox"/> Yes	
 <b>Streetscape Considerations</b>		Description/Notes
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	
Wayfinding signage	<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	

