**Complete Streets Checklist**

Project name:

Project description:

County:

Jurisdiction/agency:

Project location:

Contact name:

Contact phone:

Contact e-mail:

Contact address:

Preamble

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete the Complete Streets checklist to document how the needs of bicyclists and pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. Project sponsors must document, for projects that do not accommodate bicyclists *and* pedestrians, why they do not include such accommodations. According to the resolution, this checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

A number of questions include a list of accommodations or options to select from. Please see the website <http://completestreets.mtc.ca.gov/> for the full checklist.

I. Existing Conditions

➊ Project Area

a. What bicycle and pedestrian accommodations are currently included on the facility or on facilities it intersects or crosses? Please check all that apply (list of accommodations provided).

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b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

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c. Please indicate needed pedestrian, bicycle, or transit improvements in the project area that staff or the public have identified.

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d. Please describe the overall context of the project area.

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e. What existing challenges could the proposed project improve for bicycle, pedestrian, or transit travel in the vicinity of the proposed project?

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➋ Demand

 What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

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➌ Collisions

 Have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, please provide the number of collisions and describe the outcomes of each. What resources have you consulted?

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II. Plans, Policies and Process

➍ Plans

a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project?

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b. Is the proposed project consistent with these plans?

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➎ Policies, Design Standards & Guidelines

a. Do any local, statewide or federal policies call for incorporating bicycle and/or pedestrian facilities into this project?

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b. If this project includes a bicycle and/or pedestrian facility, which applicable design standards or guidelines have been followed?

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➏ Review

 What comments have been made regarding bicycle and pedestrian accommodations at BPAC, stakeholder, or public meetings at which the proposed project has been discussed? How have you responded to comments received?

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III. The Project

➐ Project Scope

 What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

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➑ Hindering Bicyclists/Pedestrians

a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

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b. If the proposed project incorporates neither bicycle nor pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project cannot be re-designed to accommodate these facilities:

• Was a road diet or car parking removal considered?

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• What would be the cost of the added bicycle and/or pedestrian facility?

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• If the proposed project incorporates bicycle or pedestrian improvements, what proportion is the bicycle and/or pedestrian facility of the total project cost?

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• If right-of-way challenges are the reason for the hindrance, please explain the analysis that led to this conclusion.

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➒ Construction Period

 How will access for bicyclists and pedestrians be maintained during project construction?

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➓ Ongoing Maintenance

 What agency will be responsible for ongoing maintenance of the facility?

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 How will ongoing maintenance be budgeted?

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