



COMPLETE STREETS CHECKLIST GUIDANCE

<http://completestreets.mtc.ca.gov>

Basic Information

- Project sponsors are responsible for completing checklists and are encouraged to submit completed checklists early in the project conception process. Checklists can only be completed online via the Complete Streets web application: <http://completestreets.mtc.ca.gov/>.
- First-time users will need to create a user account under *Sponsor login*. Contact MTC if your agency is not listed under the *Sponsor* dropdown menu or if you have other questions.
- The checklist should not take long to complete, but you may save your progress and finish the checklist later using the blue *Save* button. Simply log in again when you are ready to finish.
- All projects must complete questions 1-4. Projects requesting funds for Project Specifications and Estimates (PS&E), Preliminary Engineering (PE), Construction (CON) must also answer questions 5-10.
- Checklists are only publicly visible online *after* MTC or a CMA admin user approval. If there are time constraints with your project, please contact MTC staff to expedite review.

Projects

Each checklist must be linked to a project. If your project already exists in the database, you may select it from the Projects page or use the dropdown selector when creating the checklist. If your project is not in the database, it must be created. Projects will cover a program of capital improvements and may be titled something like “Citywide curb ramp enhancements”. When creating a project:

- **Sponsors** – Select the name of the sponsoring agency from the pull down list. This is the name of the agency that will be implementing the project. If you don’t see your agency listed please contact MTC staff to add your agency.
- **Name** - Add the title of the project. In some cases projects will cover a program of capital improvements such as “Citywide curb ramp enhancements”. In other cases, a project will cover only one location.
- **Description** – Add a short, detailed description of the type of project and the scope of work.

Checklists

Each distinct project location requires a completed checklist. If a project has four locations (e.g. intersections or segments), four checklists are required. Checklists should provide details about the location of the proposed improvements. When creating your checklist:

1. **Name** – Add the title of the project. If there are multiple locations for the project, it may be helpful to add a location descriptor for each checklist.
2. **Description** – Add a short description of the type of project and scope of work.
3. **Project Status** – Select one of two options: *In Progress* or *Submitted*. *In Progress* allows projects to be saved and edited. *Submitted* indicates the checklist is complete and is awaiting approval.
4. **Project** – Select your project from the dropdown list.
5. **Location** – This is the city or county where the project is located. If you do not see your city or county on this list, please contact MTC staff. This may be different from your contact address.
6. **Contact Name, phone, e-mail, address** – Provide the information for the lead contact. This information will be displayed along with the project checklist.

Project Information

Name	-
Description	-
Status	-
Project	-
City	-
Contact Name, Email, Phone, Address	-

I. Existing Conditions

1 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.

Examples include:

- Class I bicycle paths
- Class II bicycle lanes
- Class III bicycle routes
- Class IV bikeways
- Bicycle boxes
- Raised separated bikeways
- Bicycle Boulevards
- Bicycle parking
- Sidewalks on one side or both sides of street
- Marked crosswalks
- Protected intersection
- Painted conflict zones
- Narrow unpaved path
- Pedestrian-actuated traffic signals or routine pedestrian cycle
- Bulb-outs
- Bicycle actuated traffic signals or routine bicyclist cycle
- High visibility crosswalks
- Pedestrian-level lighting
- ADA-compliant ramps
- Traffic signal push buttons
- Refuge islands on roadways

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

c. Please describe the overall context of the project area:

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

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

- Transit shelter
- Wide curb lanes
- Right turn only lanes
- Transit vehicle stops
- Pedestrian countdown signals
- Way-finding or directional signage

Additional space is given for other facilities and for applicants to provide detail on items checked above.

- 0-1/4 mile
- 1/4 mile to 1/2 mile
- 1/2 mile to 1 mile
- 1+ mile

Examples include: # of lanes and lane designations, lane widths, and posted and observed speeds.

Examples include:

- Improved lighting
- Sidewalks
- Improved intersections
- Mid-block crossings
- Accommodations for the elderly or disabled or school age children
- Transit shelters
- ADA facilities
- Widened curb lanes
- Bicycle parking
- Traffic signals responsive to bicycles
- Shorter vehicular traffic signal cycles
- Longer pedestrian signal crossing times
- Addressing choke points or gaps in pedestrian or bicycle network
- RR crossings
- Bike racks on busses
- Widened or better-lit under crossings
- Removed slip lanes
- Right turn only lanes

Examples of existing challenges include:

- traffic signals that are unresponsive to bicycles;
- Unresponsive signals to bicycles

- Lack of bicycle parking
- Freeway on-off ramps
- Narrow curb lanes
- Choke points
- RR crossings
- No bike racks on buses
- Wide roadway crossings
- Long signal cycles which require pedestrians to wait long periods of time
- Short signal crossing times
- Narrow undercrossings, overcrossings
- Slip lanes
- Sidewalk obstruction or missing sidewalk
- Pedestrian-level lighting
- Lack of ADA compliant facilities
- Lack of Transit vehicle stops

2 A 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?

Examples of generators include:

- Educational institutions
- Transit stations
- Senior centers
- High-density land uses
- Downtowns
- Shopping areas
- Medical centers
- Major public venues
- Government buildings
- Parks

3 A COLLISIONS

Have you considered collisions involving bicyclists and pedestrians along the route of the facility?

[yes or no]

If so, please provide the number of collisions and describe the outcomes of each:

Possible data sources include: SWITRS (specify queries); local police data; history of complaints from pedestrians and cyclists; anecdotal reports; etc.

If so, what resources have you consulted?

MTC's Safety Toolbox is one example of collision countermeasures.

II. Plans, Policies and Process

④ PLANS

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

Is the proposed project consistent with these plans?

Please check all plans in which bicycle or pedestrian facilities are identified for the project or its corridor, such as:

- City, town, or countywide bicycle and/or pedestrian plans
- ADA transition plan
- General plan
- Specific plan
- Regional transportation plan
- Sales tax expenditure plan
- Station area access plan
- Neighborhood plans
- Park or trails plans
- Short range transit plans
- San Francisco Bay Trail plan

Additional space is given for other facilities and for applicants to provide detail on selected items. For each plan cited, please provide adoption date and URL or staff contact.

⑤ POLICIES, DESIGN STANDARDS & GUIDELINES

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

If so have the policies been followed?

In addition to locally-adopted policies, examples include:

- Caltrans Deputy Directive 64
- Caltrans Highway Design Manual (Chapter 1000)
- ACR 211
- MUTCD 2003
- MUTCD California supplement
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- MTC Pedestrian Districts Study

Please also see guidance for question #4, above, for examples of plans which may contain applicable policies.

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

Examples of design standards and guidelines include:

- American Association of State Highway and Transportation Officials (AASHTO) guides:
 - *Green Book*
 - *Guide for the Development of Bicycle Facilities*
 - *Guide for the Planning, Design, and Operation of Pedestrian Facilities*
- Americans with Disabilities Act Accessibility Guidelines
- Caltrans *Design Information Bulletin 89*
- Caltrans *Highway Design Manual*
- Caltrans *California MUTCD*
- Caltrans *Pedestrian and Bicycle Facilities in California*
- FHWA *MUTCD*
- ITE *Designing Urban Walkable Thoroughfares*
- NACTO *Urban Bikeway Design Guide*

6A 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?

Although this checklist may be completed prior to BPAC, stakeholder or public review of the proposed project, some projects may have been presented to reviewing bodies and/or the public at this stage. For these projects, please summarize comments received that seek to influence project design with respect to accommodating bicyclist and pedestrian travel.

How have you responded to comments received?

Project sponsors should describe how the comments from question #6a were considered in the design of the project.

III. The Project

7 PROJECT SCOPE

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

Have you considered including the following?

- Class I bicycle paths
- Class II bicycle lanes
- Class III bicycle routes
- Class IV bikeways
- Bicycle boxes
- Raised separated bikeways
- Bicycle Boulevards

- Bicycle parking
- Sidewalks on one side or both sides of street
- Widened sidewalks
- Marked crosswalks
- Protected intersection
- Painted conflict zones
- Narrow unpaved path
- Pedestrian-actuated traffic signals or routine pedestrian cycle
- Bulb-outs
- Bicycle actuated traffic signals or routine bicyclist cycle
- High visibility crosswalks
- Pedestrian-level lighting
- ADA-compliant ramps
- Traffic signal push buttons
- Refuge islands on roadways
- Transit shelters
- Wide curb lanes
- Right turn only lanes
- Transit vehicle stops
- Pedestrian countdown signals
- Way-finding or directional signage

Other facilities may include facilities for disabled persons as required by US DOT, as of 11-29-06: Curb ramps, including truncated domes; accessible signal actuation; adequate sidewalk width; acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, overcrossings and trails); and adequate green signal crossing time.

③ 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.

[yes or no]

Examples of projects that could inadvertently worsen conditions for bicyclists and/or pedestrians include: removal of existing roadway shoulder; narrowing of existing curb lane; creating large corner radii; right turn slip lanes; multiple right or left turn lanes; roadway widening, which increases pedestrian crossing distance; increasing green time for one direction of traffic, which increases delay for pedestrians waiting to cross; crosswalk removal; redirecting bicyclists or pedestrians to routes that

- 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?

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

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

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

require significant out-of-direction travel; and elimination of an existing bicycle and/or pedestrian facility.

The Federal Highway Administration recommends including up to 20 percent of the project cost to address non-motorized access improvements; MTC encourages local agencies to adopt their own percentages. Therefore, please provide estimated cost of planned bicycle and/or pedestrian improvements as a percent of total project cost if none are proposed for the project. Has your jurisdiction adopted a threshold? If so, please provide percent and attach adopted threshold policy.

If lack of adequate right-of-way precludes the accommodation of bicyclists and/or pedestrians, please describe limitations. Please make distinction between absence of right-of-way and trade-offs between various transportation modes and/or parking. For instance, does existing curb/gutter/sidewalk prevent striping of a new bicycle lane (If so, please attach intersection LOS data and existing travel lane configuration and widths)? Would curb extensions (to shorten street crossing distance for pedestrians) require eliminating on-street parking spaces?

9 CONSTRUCTION PERIOD

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

Specify or attach applicable policies and construction permit conditions.

10 ONGOING MAINTENANCE

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

No guidance

How will ongoing maintenance be budgeted?