APPENDIX A

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[**Chapter 18, Appendix A -** CAPITAL PROJECTS **COMPLETE STREETS CHECKLIST** **(**18A-1)

PIN		**Project Location:**	
Context	□ Urban/Village, □ Suburban, or □ Rural		
Project Title			

STEP 1- APPLICABILITY OF CHECKLIST		
1.1	Is the project located entirely on a facility where bicyclists and pedestrians are prohibited by law and the project does not involve a shared use path or pedestrian/bicycle structure? If **yes**, **stop here**. For all other projects **continue**.	**YES□ NO□**
1.2	a. Is this project a 1R Maintenance project? If **yes**, go to part b. For all other projects, **continue** to question 1.3. b. Evaluate 1R projects* for the following Complete Street features and identified opportunities to improve safety for bicyclists and pedestrians: • Sidewalk curb ramps and crosswalks • Shoulder condition and width • Pavement markings Document opportunities or deficiencies in the IPP. **Stop here.** * Reference Chapter 7, Exhibit 7-1 "Resurfacing ADA and Safety Assessment Form" under ADA, Pavement Markings and Shoulder Resurfacing for guidance.	**YES□ NO□**
1.3	Is this project a Cyclical Pavement Marking project? If **no**, **continue** to question 1.4. If **yes**, review EI 13-021**, for the following Complete Street features and identified opportunities to improve safety for bicyclists and pedestrians: • Travel Lanes width • Shoulder width • Markings for Pedestrians and bicyclists Document opportunities or deficiencies in the IPP. **Stop here.** ** EI 13-021, "Requirements and Guidance for Pavement Marking Operations-Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".	**YES□ NO□**
1.4	Is this a Maintenance project as described in the Definitions Section of this Checklist (different from 1.2 and 1.3 projects)? If **yes**, identify the project type and **stop here**. For all other projects, **continue.**	**YES□ NO□**

STEP 1

Prepared by: _____ Date: _____

STEP 2 - IPP LEVEL QUESTIONS (At Initiation)			**Comment/Action**
2.1	Are there public policies or approved known development plans (e.g. community Complete Streets Policy, Comprehensive Plan, MPO Long Range and/or Bike/Ped plan, Corridor Study, etc.) that call for consideration of pedestrian, bicycle or transit facilities in, or linking to, the project area?(Contact local planning office)	YES □ NO □	
2.2	Is there an existing or planned sidewalk, multi-use path, bicycle facility, pedestrian-crossing facility or transit stop in the project area?	YES □ NO □	
2.3	a. Is the roadway part of an existing or planned State, regional or local bicycle route? If part a of this question is "NO" also mark part b of this question as "NO". b. If so, do the existing bicycle accommodations meet HDM Chapter 17 minimum standard guidelines or the AASHTO Guide for the Development of Bicycle Facilities***? (Contact Regional Bicycle/Pedestrian Coordinator) *** per HDM Chapter 17- Section 17.4.3 Minimum Standards and Guidelines.	YES □ NO □ YES □ NO □	
2.4	Is the roadway considered important to bicycle tourism by the municipality or region?	YES □ NO □	
2.5	Is the roadway affected by special events (e.g.: fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? (Contact Highway Permits group)	YES □ NO □	

2.6	Are there existing or proposed generators *within the project area* (See "Guidance" section) that have the potential to promote pedestrian or bicycle traffic or improved transit accommodations? (Contact local planning office/See CAMCI viewer)	YES ☐ NO ☐	
2.7	Is the highway an undivided 4 lane section in an urban or suburban setting with narrow shoulders, no center turn lanes, and existing Annual Average Daily Traffic (AADT) < 15,000 vehicles per day? (If so, consider road diet evaluation for scoping/design phase. See definitions)	YES ☐ NO ☐	
2.8	Is there evidence of pedestrian activity (eg. a worn path) and no or limited pedestrian infrastructure?	YES ☐ NO ☐	

STEP 2 – ATTACH TO IPP. INCLUDE RECOMMENDATIONS FOR SCOPING/DESIGN:

Prepared by: _____ Date: _____

Bicycle/Pedestrian Coordinator has been provided an opportunity to comment: Yes ☐

STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)			**Comment/Action**
3.1	Is there an identified need for unique bicycle/pedestrian/transit or way finding signage that could be incorporated into the project?	YES ☐ NO ☐	
3.2	Is there history of bicycle or pedestrian-related crashes in the project area within the past three years?	YES ☐ NO ☐	
3.3	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per HDM Chapter 18?	YES ☐ NO ☐	
3.4	If the posted speed limit is 40 mph or more, is the paved shoulder width less than 4' (1.2 m) (or 6' in the Adirondack or other State Park)? Refer to EI 13-021.	YES ☐ NO ☐	
3.5	Is there a pedestrian safety or access concern that could be addressed by the use of traffic calming tools (e.g. bulb outs, refuge islands, raised crosswalks, mid block crossings)?	YES ☐ NO ☐	
3.6	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be investigated by the project?	YES ☐ NO ☐	
3.7	Are there opportunities for (or has the community expressed a need to add new/ improve existing) pedestrian-level lighting, to create a more inviting or safer environment?	YES ☐ NO ☐	
3.8	Does the community have an existing street furniture program or a need for street appurtenances (e.g. – bike racks, bollards, benches)?	YES ☐ NO ☐	
3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? (Consider locations within and in close proximity of the project area. For pedestrian facilities within 0.5 mi (800 m) and for bicycle facilities within 1.0 mi (1600 m) of the project area.)	YES ☐ NO ☐	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g. – not near crosswalks) Consult with Traffic and Safety and transit operator, as appropriate.	YES ☐ NO ☐	
3.11	Are there opportunities to improve vehicle parking patterns or to consolidate driveways, (which would benefit transit, pedestrians and cyclists) as part of this project?	YES ☐ NO ☐	
3.12	Is the project on a "local delivery" route and/or do area businesses rely upon truck deliveries that need to be considered in design?	YES ☐ NO ☐	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	YES ☐ NO ☐	

3.14	Are there opportunities to improve bicyclist operation within intersections and interchanges (e.g. bicycle lanes, sharrows)?	YES ☐ NO ☐	

STEP 3 - RECOMMENDATIONS FOR FINAL DESIGN:

Prepared by: _____ Date: _____

Preparer's Supporting Documentation:

Last Revised 12/4/2014

Introduction

The intent of this checklist is to assist in the identification of needs for Complete Streets design features on Capital projects, including locally-administered projects.

This checklist is one tool NYSDOT employs in its integrated approach to Complete Streets considerations. It provides a focused project-level evaluation which aids in identifying access and mobility issues or opportunities within a defined project area. For broader geographic considerations (e.g., bicycle route planning, corridor continuity), NYSDOT and other state and local agencies use a system wide approach to identifying complete streets opportunities.

Use of this checklist is initiated during the earliest phase of a project, when information about existing conditions and needs may be limited; it is therefore likely that the Preparer will only be able to complete through Step 2 at this time. As the project progresses, and more detailed information becomes available, the Preparer will be able to complete through Step 3 and continue to refine earlier answers, to give an increasingly accurate indication of needs and opportunities for Complete Streets features.

Guidance for Steps1, 2 and 3

Based on the guidance below, the Regions will assign the appropriate staff to complete each Step in the Checklist. Please note that the Preparer should have expertise in the subject matter and be able to effectively work with and coordinate comments/responses with involved Regional Groups.

- Steps 1 & 2: Preparer is from Planning; Review occurs as part of the normal IPP process.
- Step 3: Preparer is Project Designer; Review occurs as part of Design Approval Document review/approval process.

a. A check of "yes" indicates a need to further evaluate the Complete Streets feature for inclusion in the project. Please identify in the comment box or append at the end of the checklist.

b. Answers to the questions should be checked with the local municipality, transit provider, MPO, etc., as appropriate, to ensure accuracy and evaluate needed items versus desirable items (i.e., prioritize needs).

c. Answers to the questions should be coordinated with NYSDOT Regional program areas as appropriate (e.g., Traffic and Safety, Landscape Architecture, Maintenance, etc.)

d. This checklist should be reviewed concurrently during the development of the IPP, Scoping Document, and Design Approval Document; and revisited due to a project delay or if site conditions or local planning changes during the project development process. Continued coordination with the Regional Bicycle and Pedestrian Coordinator is necessary throughout project scoping and design.

e. Project description and limits will be as described in the IPP for Step I, the Scoping Document for Step 2 and the Design Approval Document for Step 3. Preparers should describe any deviations from this assumption under "Preparer's Supporting Documentation".

f. Supplement to 2.6 – "within the project area" –For pedestrians, use 0.5 miles radius; for cyclists could be as much as 7 miles.

g. For background in Streets Features and terminology please visit the following websites:

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_nonmotor/highway/index.cfm

http://www.fhwa.dot.gov/publications/publicroads/10julaug/03.cfm

http://www.smartgrowthamerica.org/complete-streets/

Definitions

- Generator: in this document refers to both origins and destinations for bicycle and/or pedestrian trips (e.g. schools, libraries, shopping areas, bus stops, transit stations, depots/terminals).

- HDM: New York State Department of Transportation's Highway Design Manual.

- Maintenance Project: For the purposes of this checklist are listed as the following project types: Rigid pavement repairs, pavement grooving, drainage system restoration, recharge basin reconditioning, SPDES facilities maintenance, underdrain installation, guide rail and/or median barrier upgrading, impact attenuator repair, and/or replacement, reference marker replacement, traffic management systems maintenance, repair and replace loop detectors, highway lighting upgrades, noise wall rehab/replacement, retaining rehab/replacement, graffiti removal/prevention, vegetation management, permanent traffic count detectors, weigh-in-motion detectors, slope stabilization, ditch cleaning.

- MPO: A Metropolitan Planning Organization is a federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities.

- Pedestrian Refuge Islands: is a curbed island placed in the street at an intersection or midblock crossing to separate pedestrians from motor vehicles.

- Road diet: also called a lane reduction or road re-channelization, is a transportation planning technique used to achieve systemic improvements to improve safety or provide space for other modes of travel. For example, a two-way, four lane road might be reduced to one travel lane in each direction.

- Transit facilities: Includes transit shelters, bus turnouts and standing pads.

- 1R projects are resurfacing projects that include the placement or replacement of the top and/or binder pavement course(s) to extend or renew the existing pavement design life and to improve serviceability while not degrading safety. 2R projects are applicable to all functional class roadways and typically include a multicourse resurfacing project that may include: milling, super elevation, traffic signals, turn lanes, driveway modifications, roadside work, minor safety work, lane and shoulder widening, shoulder reconstruction, drainage work, sidewalk curb ramps, etc.