

DRAFT: FOR DISCUSSION PURPOSES ONLY
ATTACHMENT A: VTA COMPLETE STREETS CHECKLIST

July 17, 2017

INSTRUCTIONS

- This form is to be used for stand-alone capital projects that receive 2016 Measure B funding. Transit operations and education/encouragement programs funded by 2016 Measure B are not required to fill out this form. Pavement programs funded by 2016 Measure B Local Streets and Roads should use the Pavement Program Self-Declaration Form.
- Form to be submitted to VTA when requesting funding.
- If requesting a project-level exception (Part 3), only Parts 1, 2, and 3 of this form need to be filled.

DATE: _____

PART 1: SPONSOR INFORMATION

Project Sponsor(s)			
Person to contact regarding this form	<i>Name & Title</i>	<i>Email</i>	<i>Phone</i>

PART 2: PROJECT INFORMATION

Project Name	
Project Limits: (attach map)	
Project Purpose & Need (why):	<i>Max 500 characters</i>
Project Description (what):	<i>Max 500 characters</i>
Phase(s) Covered by This Complete Streets Checklist	<input type="checkbox"/> Planning Study <input type="checkbox"/> Preliminary Engineering <input type="checkbox"/> Environmental <input type="checkbox"/> Final Design <input type="checkbox"/> Construction

PART 3: PROJECT-LEVEL EXCEPTION

Project sponsor requests that the project not be required to fill out the Complete Streets checklist under the following exceptions(s). Must be signed by Public Works Director, Agency Manager or equivalent senior level staff or his/her designee. If project sponsor requests a project-level exception, the remainder of this checklist does not need to be completed.

- Funding will be used for a freeway mainline project that does not impact or modify the local transportation network (e.g. local roadways, shared use paths, bicycle/pedestrian bridges, etc.)
- Funding will be used for emergency maintenance, repair, or reconstruction.

Signature_____
Name/Title_____
Date**VTA Staff Use Only**VTA Concurrence Y N

VTA Staff/Date: _____

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PART 4: PROJECT USERS

Purpose of this section is to document the existing and projected users of the project. Check all that apply.

How do people travel through the project limits, now or in the future?

Mode of Travel	Travels through project limits now	Have counts been conducted?	Will travel through project limits in the future	Provide volumes, if available and data source
Bicycle	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Pedestrian	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Light Rail Transit (VTA)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Heavy Rail Transit (BART, ACE, Caltrain)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Bus Transit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Motorist (Non-Commercial)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Motorist (Commercial)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Some user groups require special accommodations. Which user groups are anticipated to travel through the project frequently, now or in the future?

User Groups	Frequently travels through project limits now	Will frequently travel through project limits in the future	Notes and Comments
People 18 Years of Age or Younger	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
People 55 Years of Age or Older	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
People with Visual Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
People with Auditory Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
People with Mobility Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

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PART 5: EXISTING INFRASTRUCTURE AND PROPOSED MODIFICATIONS

In lieu of listing existing infrastructure below, project sponsors may provide individual or combined maps detailing the infrastructure currently existing in the project area.

A: Pedestrian

List **OR** attach a map that illustrates existing pedestrian infrastructure within the project limits.

Infrastructure	Existing Condition	Notes and Comments
Pedestrian Paths or Sidewalks	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Landscaped or other Buffers Adjacent to Sidewalks	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Curb Ramps	<input type="checkbox"/> provided at all intersections <input type="checkbox"/> provided at most intersections <input type="checkbox"/> provided at less than half of intersections <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Marked Crosswalks	<input type="checkbox"/> marked crosswalks within project limits: (#___) - controlled with signal/stop: (#___) - uncontrolled: (#___) - crossing more than two lanes: (#_) - mid-block crossings (#___) <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Pedestrian Countdown Signals	<input type="checkbox"/> provided at all signalized intersections <input type="checkbox"/> provided at most signalized intersections <input type="checkbox"/> provided at less than half of signalized intersections <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Audible Pedestrian Signals	<input type="checkbox"/> provided at all signalized intersections <input type="checkbox"/> provided at most signalized intersections <input type="checkbox"/> provided at less than half of signalized intersections <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Pedestrian Crossing Restrictions	<input type="checkbox"/> pedestrians may cross at all legs of all intersections within the project limits <input type="checkbox"/> pedestrians are restricted from crossing at one or more locations within the project limits	
Other		<input type="checkbox"/> Map is attached for detail (optional)

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Briefly describe the improvements to pedestrian infrastructure that are anticipated with the project.

Max 500 characters

Will the project eliminate an existing pedestrian facility, sever an existing pedestrian connection, lengthen an existing pedestrian route or crossing, increase the time it takes for a pedestrian to cross a roadway, or otherwise result in lower quality pedestrian conditions?

Yes No Project design has not yet been finalized

If "Yes" briefly describe the situation, and indicate why this alternative was chosen.

*Max 500 characters***B: Bicycle**

List **OR** attach a map that illustrates existing bicycling infrastructure within the project limits.

Infrastructure	Existing Condition	Notes and Comments
Bicycle Lanes (Class II)	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Bicycle Lanes with Painted Buffers	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Physically Separated Bikeways (Class IV)	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Shared Use Paths (Class I)	<input type="checkbox"/> provided throughout project limits <input type="checkbox"/> provided, but with gaps in coverage <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Bicycle Bridges or Undercrossings	<input type="checkbox"/> provided within project limits <input type="checkbox"/> not provided <input type="checkbox"/> not applicable	<input type="checkbox"/> Map is attached for detail (optional)
Bicycle/Vehicle Interactions	<input type="checkbox"/> bicyclists must merge with or weave through vehicular traffic at one or more locations <input type="checkbox"/> bicyclists do not need to merge with or weave through vehicular traffic	<input type="checkbox"/> Map is attached for detail (optional)
Other		<input type="checkbox"/> Map is attached for detail (optional)

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Briefly describe the improvements to bicycle infrastructure that are anticipated with the project.

Max 500 characters

Will the project eliminate an existing bicycle facility, sever an existing bicycle connection, lengthen an existing bicycle route or crossing, increase the time it takes for a bicyclist to cross a roadway, or otherwise result in lower quality bicycle conditions?

- Yes No Project design has not yet been finalized

If "Yes" briefly describe the situation, and indicate why this alternative was chosen.

Max 500 characters

C: Transit:

Either list **OR** provide a map showing transit stops or stations and transit routes located within the project limits.

- There is no transit located within the project limits
- VTA Bus (Which line(s)? _____)
- VTA Light Rail (What station(s)? _____)
- Caltrain/ACE/BART (What station(s)? _____)
- Other (Describe : _____)

Project sponsors may also consult VTA's [Transit Passenger Environment Plan](#) guidelines.

Are existing transit stops or stations and pedestrian routes to these stations within the project limits in good condition, connected (e.g. no gaps)?

- Yes No Unknown

If "No" briefly describe the deficiencies, and if they will be repaired/improved as part of this project.

Max 500 characters

Will the proposed project result in delays to transit service, increase the distance or time a transit customer must travel to access a stop/station, or otherwise result in lower quality conditions for transit customers?

- Yes No Project design has not yet been developed

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If "Yes" briefly describe the situation, and indicate why this alternative was chosen.

Max 500 characters

D: Motor Vehicles and Trucks/Freight:

List **OR** attach a map of existing motor vehicle and truck/freight infrastructure within the project limits.

Infrastructure	Existing Condition	Notes and Comments
Truck Route(s) within Project Limits (<i>check all that apply</i>)	<input type="checkbox"/> California truck route <input type="checkbox"/> Local or County truck route <input type="checkbox"/> No truck routes	<input type="checkbox"/> Map is attached for detail (optional) List routes:
Posted Speeds Within Project Limits (<i>check all that apply</i>)	<input type="checkbox"/> less than 25 mph <input type="checkbox"/> 25 mph <input type="checkbox"/> 30-35 mph <input type="checkbox"/> 40-45 mph <input type="checkbox"/> 45-50 mph <input type="checkbox"/> greater than 50 mph	<input type="checkbox"/> Map is attached for detail (optional)
Other		

Briefly describe the improvements to motor vehicle and truck/freight infrastructure that are anticipated with the project.

Max 500 characters

E: Traffic Operations and Lighting Systems

List intersections **OR** attach a map of existing traffic operations and lighting systems infrastructure within the project limits if applicable.

Infrastructure	Existing Condition	Notes and Comments
Passive Bicycle Detection (to actuate signals)	<input type="checkbox"/> Provided at all approaches to all signalized intersections <input type="checkbox"/> Provided at most approaches <input type="checkbox"/> Provided at fewer than half of the approaches <input type="checkbox"/> Not provided at any signalized intersections	<input type="checkbox"/> Map is attached for detail (optional)
Passive Pedestrian Detection (to actuate signals)	<input type="checkbox"/> Provided at all approaches to all signalized intersections <input type="checkbox"/> Provided at most approaches <input type="checkbox"/> Provided at fewer than half of the approaches <input type="checkbox"/> Not provided at any signalized intersections	<input type="checkbox"/> Map is attached for detail (optional)
Bicycle Adaptive Signals (to extend signals)	<input type="checkbox"/> Provided at all signalized intersections <input type="checkbox"/> Provided at most signalized intersections <input type="checkbox"/> Provided at fewer than half of the	<input type="checkbox"/> Map is attached for detail (optional)

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	signalized intersections <input type="checkbox"/> Not provided at any signalized intersections	
Pedestrian Adaptive Signals (to extend walk phase)	<input type="checkbox"/> Provided at all signalized intersections <input type="checkbox"/> Provided at most signalized intersections <input type="checkbox"/> Provided at fewer than half of the signalized intersections <input type="checkbox"/> Not provided at any signalized intersections	<input type="checkbox"/> Map is attached for detail (optional)
Transit Signal Priority	<input type="checkbox"/> Provided at all signalized intersections <input type="checkbox"/> Provided at most signalized intersections <input type="checkbox"/> Provided at fewer than half of the signalized intersections <input type="checkbox"/> Not provided at any signalized intersections	<input type="checkbox"/> Map is attached for detail (optional)
Pedestrian Scaled Lighting	<input type="checkbox"/> Provided throughout project limits <input type="checkbox"/> Provided with some gaps <input type="checkbox"/> Not provided	<input type="checkbox"/> Map is attached for detail (optional)
Other		<input type="checkbox"/> Map is attached for detail (optional)

Briefly describe the improvements to traffic operations and lighting systems infrastructure that may be anticipated with the project.

Max 500 characters

F: Green Infrastructure and Storm Water Management Systems

List **OR** attach a map of existing green infrastructure or storm water management systems within the project limits.

Infrastructure	Existing Condition	Notes and Comments
Permeable Pavement	<input type="checkbox"/> Provided within project limits <input type="checkbox"/> Not provided	<input type="checkbox"/> Map is attached for detail (optional)
Bioswales	<input type="checkbox"/> Provided within project limits <input type="checkbox"/> Not provided	<input type="checkbox"/> Map is attached for detail (optional)
Street Trees/Landscaping	<input type="checkbox"/> Provided within project limits <input type="checkbox"/> Not provided	
Other		<input type="checkbox"/> Map is attached for detail (optional)

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Briefly describe the improvements to green infrastructure and storm water management systems that may be anticipated with the project.

Max 500 characters

G: Access:

Describe how the proposed design addresses the needs of those with increased access or mobility requirements such as the disabled, elderly, and children. Consider ADA compliance, school or senior safety zones within the project area.

Max 500 characters

H: Planning Guides and Design Manuals

What design standards, guidelines, and manuals have you/will you consult when designing the project?
(Check all that apply.)

- Caltrans Highway Design Manual and associated Deputy Directives and Design Information Bulletins
- California Manual of Uniform Traffic Control Devices
- Local street standards
- AASHTO Policy on Geometric Design of Streets and Highways
- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
- ITE Recommended Design Guidelines to Accommodate Pedestrians and Bicyclists at Interchanges
- NACTO Urban Bikeway Design Guide
- NACTO Urban Streetscape Design Guide
- NACTO Transit Street Design Guide
- NACTO Urban Street Stormwater Guide
- Handbooks from the Santa Clara Valley Urban Runoff Pollution Prevention Program
- VTA Bicycle Technical Guidelines
- VTA Pedestrian Technical Guidelines
- VTA Community Design and Transportation Manual
- Highway Safety Manual
- Other: _____

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PART 6: SAFETY

A: Collisions

How many reported pedestrian, bicycle, and vehicle collisions have occurred within the project limits within the most recent available 3-year timeframe?

Type of Collision	Collisions	Data Source(s) and Timeframe(s)
Pedestrian-Involved Collisions	Total (# <u> </u>)	
	Fatal (# <u> </u>)	
Bicycle-Involved Collisions	Total (# <u> </u>)	
	Fatal (# <u> </u>)	
Motor Vehicle-Only Collisions	Total (# <u> </u>)	
	Fatal (# <u> </u>)	

How does the project address, if at all, the safety of users within the project limits?

Max 500 characters

PART 7: PLANNING CONTEXT

A. Local Plans/Studies

Is the project design consistent with planning documents, a locally adopted pedestrian, bicycle, transit, or other transportation plan or study that overlap the project limits? Yes No N/A

List relevant plan(s) and note consistency. If project is not consistent please describe below:

Max 500 characters

B. VTA Plans/Studies

Does the project fall within the area of one of the following VTA Plans?

[I-680 Corridor Study](#) Yes No

[I-280 Corridor Study](#) Yes No

[Community Based Transportation Plans \(CBTP\)](#)

Alviso CBTP Yes No

East San Jose CBTP Yes No

Gilroy CBTP Yes No

Milpitas CBTP Yes No

[Pedestrian Access to Transit Plan](#) Yes No

[Countywide Bicycle Plan](#)

Is there a Cross-County Bicycle Corridor within Project Limits? Yes No

List: _____

Is there an Across Barrier Connection within project limits? Yes No

List: _____

Other VTA Plan (List below) Yes No

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If "yes," to any above, describe recommendation and how elements will be included with the project scope. If elements will NOT be included, please describe why below:

Max 500 characters

[Empty text box for response]

PART 8: PUBLIC INPUT

Has input from existing/future bicycle, pedestrian, or transit users of the project been solicited?

Yes No

If public input has not yet been solicited, please describe planned outreach, below, and skip to Part 9.

Max 500 characters

[Empty text box for response]

If public input has been solicited, briefly describe how and through which groups input was solicited:

Max 500 characters

[Empty text box for response]

Summarize relevant comment(s) or comment themes received and describe how the project scope has been modified to address these comments:

Max 500 characters

[Empty text box for response]

PART 9: BUILT ENVIRONMENT

The purpose of this section is to understand the local context.

A: Land Use

Briefly describe the predominant land uses and densities within the project limits. Note any specific plan or special zoning districts. In lieu of a description, a map of land use designations with a legend may be attached. Map must show the project location.

Max 500 characters

[Empty text box for response]

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B: Major Trip Generators:

List major sites, destinations, and trip generators within or immediately adjacent to the project limits. Consider schools, transit stops, commercial areas, hospitals, public spaces. In lieu of a list, a map of destinations may be attached. Map must show the project location.

Max 500 characters

PART 10: EXCEPTIONS TO PROVIDING COMPLETE STREETS

The expectation is that pedestrian, bicycle, and transit infrastructure or information technology systems identified in local, regional, or countywide planning documents will be incorporated into transportation projects receiving funding if they fall within the project limits. However, exceptions will be considered where exceptional circumstances prohibit adherence to this policy. Infrastructure or technology that is identified in a local, regional, or county planning document may be excluded from a transportation project in circumstances where:

- The cost of providing the Complete Streets element is disproportionate to the overall cost of the project, as set forth in the Federal Highway Administration [Accommodating Bicycle and Pedestrian Travel](#).
- A roadway user is legally prohibited from using the transportation facility.
- There is an absence of existing and future need.
- Detrimental environmental or social impacts outweigh the need for the infrastructure or technology.

Describe, explain, and attach relevant supporting documents for any exceptions you anticipate. Only infrastructure within the project area need be considered.

Max 750 characters

PART 11: SIGNATURES

Form must be signed by Public Works Director or equivalent senior staff or his/her designee. Signature indicates that the signee has reviewed the document and approved the content.

Signature

Name/Title

Date