

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## INSTRUCTIONS

This Checklist is an implementation tool of the *Philadelphia Complete Streets Handbook* (the “Handbook”) and enables City engineers and planners to review projects for their compliance with the Handbook’s policies. The handbook provides design guidance and does not supersede or replace language, standards or policies established in the City Code, City Plan, or Manual on Uniform Traffic Control Devices (MUTCD).

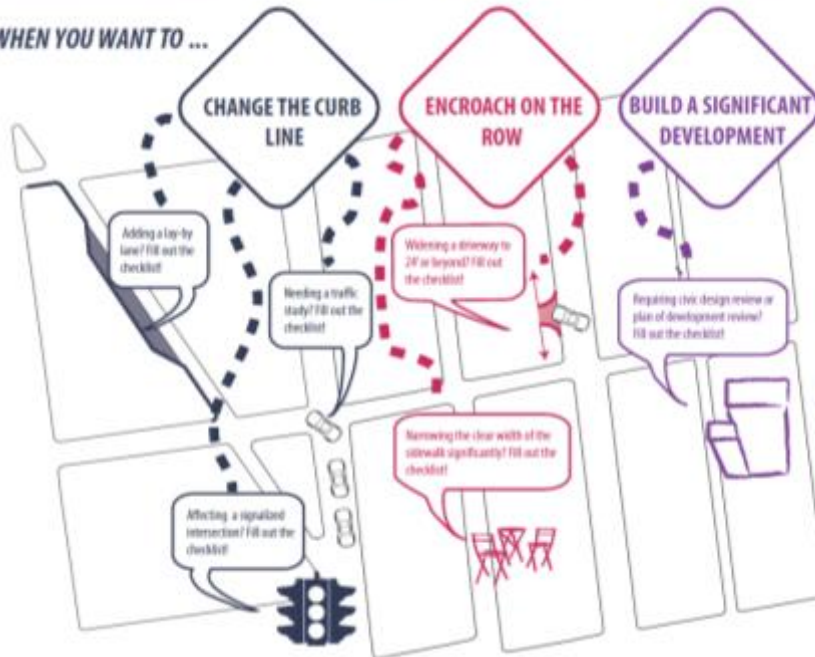
The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects affecting public rights-of-way. Departmental reviewers will use this checklist to confirm that submitted designs incorporate complete streets considerations (see §11-901 of The Philadelphia Code). Applicants for projects that require Civic Design Review shall complete this checklist and attach it to plans submitted to the Philadelphia City Planning Commission for review, along with an electronic version.

The Handbook and the checklist can be accessed at

<http://www.phila.gov/CityPlanning/projectreviews/Pages/CivicDesignReview.aspx>

## WHEN DO I NEED TO FILL OUT THE COMPLETE STREETS CHECKLIST?

WHEN YOU WANT TO ...



PRELIMINARY PCPC REVIEW AND COMMENT:

DATE

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## INSTRUCTIONS (continued)

APPLICANTS SHOULD MAKE SURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS:

- This checklist is designed to be filled out electronically in Microsoft Word format. Please submit the Word version of the checklist. Text fields will expand automatically as you type.
- All plans submitted for review must clearly dimension the widths of the Furnishing, Walking, and Building Zones (as defined in Section 1 of the Handbook). “High Priority” Complete Streets treatments (identified in Table 1 and subsequent sections of the Handbook) should be identified and dimensioned on plans.
- All plans submitted for review must clearly identify and site all street furniture, including but not limited to bus shelters, street signs and hydrants.
- Any project that calls for the development and installation of medians, bio-swales and other such features in the right-of-way may require a maintenance agreement with the Streets Department.
- ADA curb-ramp designs must be submitted to Streets Department for review
- Any project that significantly changes the curb line may require a City Plan Action. The City Plan Action Application is available at <http://www.philadelphiastreet.com/survey-and-design-bureau/city-plans-unit> . An application to the Streets Department for a City Plan Action is required when a project plan proposes the:
  - Placing of a new street;
  - Removal of an existing street;
  - Changes to roadway grades, curb lines, or widths; or
  - Placing or striking a city utility right-of-way.

Complete Streets Review Submission Requirement\*:

- EXISTING CONDITIONS SITE PLAN, should be at an identified standard engineering scale
  - FULLY DIMENSIONED
  - CURB CUTS/DRIVEWAYS/LAYBY LANES
  - TREE PITS/LANDSCAPING
  - BICYCLE RACKS/STATIONS/STORAGE AREAS
  - TRANSIT SHELTERS/STAIRWAYS
- PROPOSED CONDITIONS SITE PLAN, should be at an identified standard engineering scale
  - FULLY DIMENSIONED, INCLUDING DELINEATION OF WALKING, FURNISHING, AND BUILDING ZONES AND PINCH POINTS
  - PROPOSED CURB CUTS/DRIVEWAYS/LAYBY LANES
  - PROPOSED TREE PITS/LANDSCAPING
  - BICYCLE RACKS/STATIONS/STORAGE AREAS
  - TRANSIT SHELTERS/STAIRWAYS

**\*APPLICANTS PLEASE NOTE: ONLY FULL-SIZE, READABLE SITE PLANS WILL BE ACCEPTED. ADDITIONAL PLANS MAY BE REQUIRED AND WILL BE REQUESTED IF NECESSARY**

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## GENERAL PROJECT INFORMATION

1. PROJECT NAME \_\_\_\_\_
2. DATE \_\_\_\_\_
3. APPLICANT NAME \_\_\_\_\_
5. PROJECT AREA: list precise street limits and scope \_\_\_\_\_
4. APPLICANT CONTACT INFORMATION \_\_\_\_\_
6. OWNER NAME \_\_\_\_\_
7. OWNER CONTACT INFORMATION \_\_\_\_\_
8. ENGINEER / ARCHITECT NAME \_\_\_\_\_
9. ENGINEER / ARCHITECT CONTACT INFORMATION \_\_\_\_\_
10. STREETS: List the streets associated with the project. Complete Streets Types can be found at [www.phila.gov/map](http://www.phila.gov/map) under the "Complete Street Types" field. Complete Streets Types are also identified in Section 3 of the Handbook.

STREET	FROM	TO	COMPLETE STREET TYPE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Does the **Existing Conditions** site survey clearly identify the following existing conditions with dimensions?
  - a. Parking and loading regulations in curb lanes adjacent to the site YES  NO
  - b. Street Furniture such as bus shelters, honor boxes, etc. YES  NO  N/A
  - c. Street Direction YES  NO
  - d. Curb Cuts YES  NO  N/A
  - e. Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc. YES  NO  N/A
  - f. Building Extensions into the sidewalk, such as stairs and stoops YES  NO  N/A

**APPLICANT: General Project Information**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: General Project Information**

Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## PEDESTRIAN COMPONENT (Handbook Section 4.3)

12. SIDEWALK: list Sidewalk widths for each street frontage. Required Sidewalk widths are listed in Section 4.3 of the Handbook.

STREET FRONTAGE	TYPICAL SIDEWALK WIDTH (BUILDING LINE TO CURB)	CITY PLAN SIDEWALK WIDTH
	Required / Existing / Proposed	Existing / Proposed
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____

13. WALKING ZONE: list Walking Zone widths for each street frontage. The Walking Zone is defined in Section 4.3 of the Handbook, including required widths.

STREET FRONTAGE	WALKING ZONE
	Required / Existing / Proposed
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

14. VEHICULAR INTRUSIONS: list Vehicular Intrusions into the sidewalk. Examples include but are not limited to; driveways, lay-by lanes, etc. Driveways and lay-by lanes are addressed in sections 4.8.1 and 4.6.3, respectively, of the Handbook.

### EXISTING VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## PEDESTRIAN COMPONENT (continued)

15. When considering the overall design, does it create or enhance a pedestrian environment that provides safe and comfortable access for all pedestrians at all times of the day?

YES  NO

**DEPARTMENTAL APPROVAL**

YES  NO

**APPLICANT: Pedestrian Component**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Pedestrian Component**

Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## BUILDING & FURNISHING COMPONENT (Handbook Section 4.4)

16. BUILDING ZONE: list the MAXIMUM, **existing and proposed** Building Zone width on each street frontage. The Building Zone is defined as the area of the sidewalk immediately adjacent to the building face, wall, or fence marking the property line, or a lawn in lower density residential neighborhoods. The Building Zone is further defined in section 4.4.1 of the Handbook.

STREET FRONTAGE	MAXIMUM BUILDING ZONE WIDTH Existing / Proposed
_____	____ / ____
_____	____ / ____
_____	____ / ____
_____	____ / ____

17. FURNISHING ZONE: list the MINIMUM, **recommended, existing, and proposed** Furnishing Zone widths on each street frontage. The Furnishing Zone is further defined in section 4.4.2 of the Handbook.

STREET FRONTAGE	MINIMUM FURNISHING ZONE WIDTH Recommended / Existing / Proposed
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

18. Identify proposed “high priority” building and furnishing zone design treatments that are incorporated into the design plan, where width permits (see Handbook Table 1). Are the following treatments identified and dimensioned on the plan?

- Bicycle Parking
- Lighting
- Benches
- Street Trees
- Street Furniture

- YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A
- YES  NO  N/A

19. Does the design avoid tripping hazards? YES  NO  N/A
20. Does the design avoid pinch points? Pinch points are locations where the Walking Zone width is less than the required width identified in item 13, or requires an exception YES  NO  N/A

**DEPARTMENTAL APPROVAL**

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## BUILDING & FURNISHING COMPONENT (continued)

- 21. Do street trees and/or plants comply with street installation requirements (see sections 4.4.7 & 4.4.8) YES  NO  N/A  YES  NO
- 22. Does the design maintain adequate visibility for all roadway users at intersections? YES  NO  N/A  YES  NO

**APPLICANT: Building & Furnishing Component**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Building & Furnishing Component**

Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## BICYCLE COMPONENT (Handbook Section 4.5)

23. List elements of the project that incorporate recommendations of the Pedestrian and Bicycle Plan, located online at <http://phila2035.org/wp-content/uploads/2012/06/bikePedfinal2.pdf>

24. List the existing and proposed number of bicycle parking spaces, on- and off-street. Bicycle parking requirements are provided in The Philadelphia Code, Section 14-804.

BUILDING / ADDRESS	REQUIRED SPACES	ON-STREET	ON SIDEWALK	OFF-STREET
		Existing / Proposed	Existing / Proposed	Existing / Proposed
_____	_____	____ / ____	____ / ____	____ / ____
_____	_____	____ / ____	____ / ____	____ / ____
_____	_____	____ / ____	____ / ____	____ / ____
_____	_____	____ / ____	____ / ____	____ / ____

25. Identify proposed “high priority” bicycle design treatments (see Handbook Table 1) that are incorporated into the design plan, where width permits. Are the following “High Priority” elements identified and dimensioned on the plan?

- Conventional Bike Lane
- Buffered Bike Lane
- Bicycle-Friendly Street

YES  NO  N/A   
 YES  NO  N/A   
 YES  NO  N/A

**DEPARTMENTAL APPROVAL**

YES  NO   
 YES  NO   
 YES  NO

26. Does the design provide bicycle connections to local bicycle, trail, and transit networks?

YES  NO  N/A

YES  NO

27. Does the design provide convenient bicycle connections to residences, work places, and other destinations?

YES  NO  N/A

YES  NO

**APPLICANT: Bicycle Component**  
 Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Bicycle Component**  
 Reviewer Comments: \_\_\_\_\_



# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

- |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | DEPARTMENTAL APPROVAL                                    |
|--|------------------------------|-----------------------------|------------------------------|--|
| 28. Does the design limit conflict among transportation modes along the curb?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |                              | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 29. Does the design connect transit stops to the surrounding pedestrian network and destinations?                                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 30. Does the design provide a buffer between the roadway and pedestrian traffic?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 31. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit?<br>_____ |                              |                             |                              | YES <input type="checkbox"/> NO <input type="checkbox"/> |

**APPLICANT: Curbside Management Component**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Curbside Management Component**

Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## VEHICLE / CARTWAY COMPONENT (Handbook Section 4.7)

32. If lane changes are proposed, identify existing and proposed lane widths and the design speed for each street frontage; **If not, go to question No. 35**

STREET	FROM	TO	LANE WIDTHS Existing / Proposed	DESIGN SPEED
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____

33. What is the maximum AASHTO design vehicle being accommodated by the design? \_\_\_\_\_

34. Will the project affect a historically certified street? An [inventory of historic streets](#)<sup>(1)</sup> is maintained by the Philadelphia Historical Commission. YES  NO

35. Will the public right-of-way be used for loading and unloading activities? YES  NO

36. Does the design maintain emergency vehicle access? YES  NO

37. Where new streets are being developed, does the design connect and extend the street grid? YES  NO  N/A

38. Does the design support multiple alternative routes to and from destinations as well as within the site? YES  NO  N/A

39. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users? YES  NO

**DEPARTMENTAL APPROVAL**

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

YES  NO

**APPLICANT: Vehicle / Cartway Component**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Vehicle / Cartway Component**

Reviewer Comments: \_\_\_\_\_

(1) [http://www.philadelphiastreet.com/images/uploads/documents/Historical\\_Street\\_Paving.pdf](http://www.philadelphiastreet.com/images/uploads/documents/Historical_Street_Paving.pdf)

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## URBAN DESIGN COMPONENT (Handbook Section 4.8)

- 40. Does the design incorporate windows, storefronts, and other active uses facing the street?
- 41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?
- 42. Does the design provide direct, safe, and accessible connections between transit stops/stations and building access points and destinations within the site?

YES  NO  N/A

YES  NO  N/A

YES  NO  N/A

**DEPARTMENTAL APPROVAL**

YES  NO

YES  NO

YES  NO

**APPLICANT: Urban Design Component**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Urban Design Component**

Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

43. If signal cycle changes are proposed, please identify Existing and Proposed Signal Cycle lengths; if not, go to question No. 48.

SIGNAL LOCATION	EXISTING CYCLE LENGTH	PROPOSED CYCLE LENGTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	YES	NO	N/A	DEPARTMENTAL APPROVAL	
44. Does the design minimize the signal cycle length to reduce pedestrian wait time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
45. Does the design provide adequate clearance time for pedestrians to cross streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
46. Does the design minimize pedestrian crossing distances by narrowing streets or travel lanes, extending curbs, reducing curb radii, or using medians or refuge islands to break up long crossings? <i>If yes, City Plan Action may be required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
47. Identify "High Priority" intersection and crossing design treatments (see Handbook Table 1) that will be incorporated into the design, where width permits. Are the following "High Priority" design treatments identified and dimensioned on the plan?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Marked Crosswalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
48. Does the design reduce vehicle speeds and increase visibility for all modes at intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
49. Overall, do intersection designs limit conflicts between all modes and promote pedestrian and bicycle safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**APPLICANT: Intersections & Crossings Component**  
 Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW: Intersections & Crossings Component**  
 Reviewer Comments: \_\_\_\_\_

# COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



## ADDITIONAL COMMENTS

**APPLICANT**

Additional Explanation / Comments: \_\_\_\_\_

**DEPARTMENTAL REVIEW**

Additional Reviewer Comments: \_\_\_\_\_