

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



INSTRUCTIONS

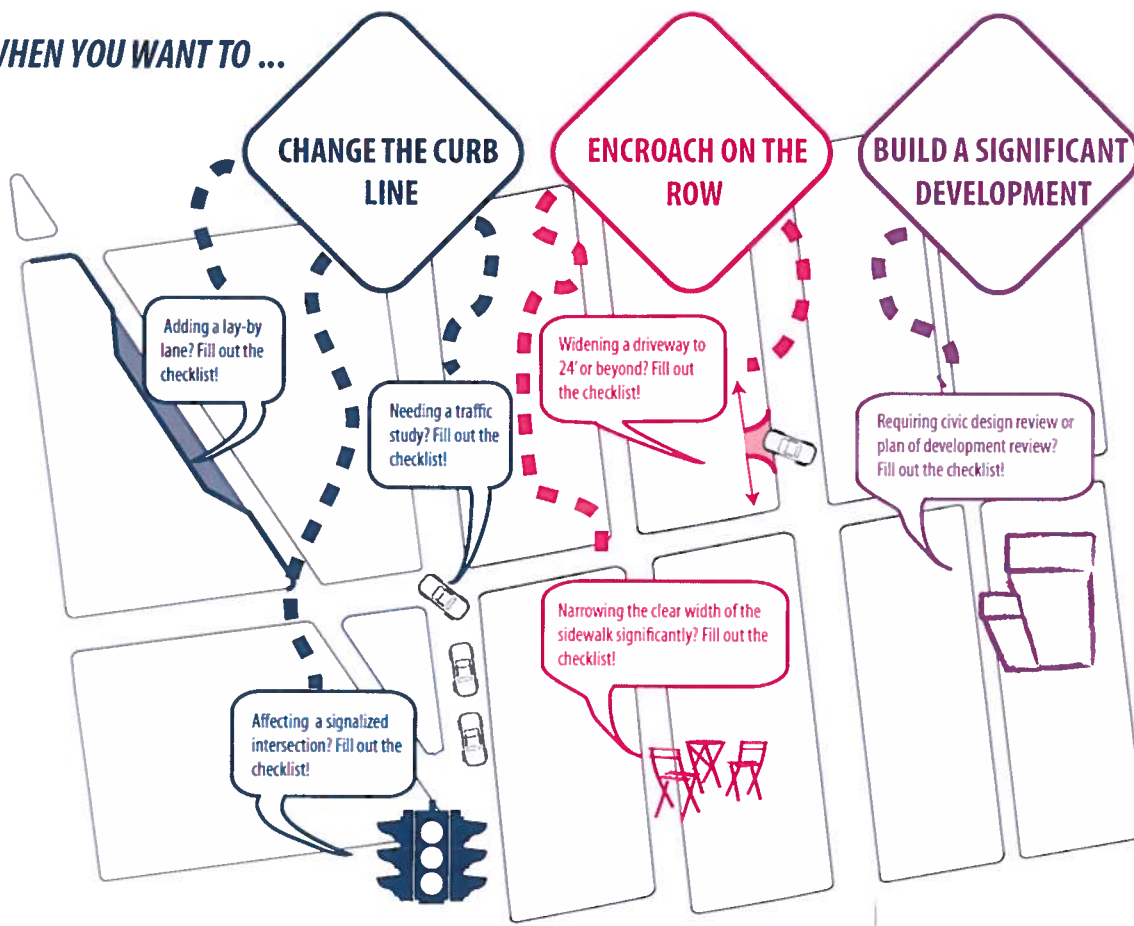
This Checklist is an implementation tool of the *Philadelphia Complete Streets Handbook* (the "Handbook") and enables City engineers and planners to review projects for their compliance with the Handbook's policies. The handbook provides design guidance and does not supersede or replace language, standards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

This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets during the planning and/or design of projects affecting the public right-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 or Plan of Development Review shall complete this checklist and attach it to plans submitted to the Philadelphia City Planning Commission for review.

The Handbook can be accessed at <http://philadelphiastreet.com/complete-streets.aspx>.

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

WHEN YOU WANT TO ...



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INSTRUCTIONS (continued)

APPLICANTS ARE ADVISED TO NOTE:

- This checklist is designed to be filled out electronically. Text fields will expand automatically as you type.
- This checklist is estimated to take 60–90 minutes to complete for applicants familiar with the Handbook.
- Answering “No” or “Not Applicable” (N/A) to questions in this checklist does not result in an automatic denial of approval. Applicants shall provide adequate explanation and comments to justify any such responses in the space provided at the end the checklist.
- 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.
- The coordination of all changes to the placement of street furniture (including but not limited to bus shelters, street signs and hydrants) is the responsibility of the developer throughout all phases of the project, from planning and design to construction management.
- ADA curb-ramp designs must be submitted to the City 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://philadelphiastreet.com/pds/City_Plan_Application.pdf. 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.

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GENERAL PROJECT INFORMATION

- | | |
|---|--|
| <p>1. PROJECT NAME
<u>Dietz & Watson Expansion</u></p> <p>3. APPLICANT NAME
<u>Dietz & Watson, INC.</u></p> <p>4. APPLICANT CONTACT INFORMATION
<u>Chris Eni</u></p> <p>6. OWNER NAME
<u>Dietz & Watson, INC.</u></p> <p>7. OWNER CONTACT INFORMATION
<u>Chris Eni</u></p> <p>8. ENGINEER / ARCHITECT NAME
<u>Langan Engineering & Enviromental Services</u></p> <p>9. ENGINEER / ARCHITECT CONTACT INFORMATION
<u>30 S. 17th Street, Suite 1300, Philadelphia, PA 19103</u></p> | <p>2. DATE
<u>August 29, 2014</u></p> <p>5. PROJECT AREA: list precise street limits and scope
<u>Tacony Street between Farley Street and Van Kirk Street, Sidewalk rehab of ADA curb ramps at both driveways and driveway apron construction at first driveway</u></p> <p>10. 10. STREETS: List the streets associated with the project. Complete Street Types can be found at www.phila.gov/map under the "Transportation and Utilities" field. Complete Street Types are also identified in Section 3 of the Handbook.</p> |
|---|--|

STREET	FROM	TO	COMPLETE STREET TYPE
<u>Tacony Street</u>	<u>Farley Street</u>	<u>Van Kirk Street</u>	<u>Auto Oriented Commer. /Indus.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

APPLICANT: General Project Information

Additional Explanation / Comments: ADA compliant curb ramp replacements at both driveways. Installation of a driveway apron at first driveway along Tacony Street.

DEPARTMENTAL REVIEW: General Project Information

Reviewer Comments: _____

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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
Tacony Street	<u>12 / 7-11 / 8</u>	<u>7-11 / 8</u>
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____

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
Tacony Street	<u>6 / 7-11 / 6</u>
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

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
<u>Driveway 1</u>	<u>76.40</u>	<u>Tacony Street</u>
<u>Driveway 2</u>	<u>108.06</u>	<u>Tacony Street</u>
_____	_____	_____
_____	_____	_____

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
<u>Driveway 1</u>	<u>64.15</u>	<u>Tacony Street</u>
<u>Driveway 2</u>	<u>108.06</u>	<u>Tacony Street</u>
_____	_____	_____
_____	_____	_____

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PEDESTRIAN COMPONENT (continued)

15. Does the design limit block lengths to 500 feet or less?
16. When considering the overall design, does the design create a pedestrian environment that provides safe and comfortable access for all pedestrians?

YES NO N/A
YES NO

DEPARTMENTAL APPROVAL

YES NO
YES NO

APPLICANT: Pedestrian Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments: _____

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BUILDING & FURNISHING COMPONENT (Handbook Section 4.4)

17. 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
Tacony Street	0 / 0
_____	____ / ____
_____	____ / ____
_____	____ / ____

18. 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
Tacony Street	5 / 0 / 1.3
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

19. 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 <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

DEPARTMENTAL APPROVAL

- | | |
|---|-----------------------------|
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

20. Does the design avoid tripping hazards?
21. 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

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BUILDING & FURNISHING COMPONENT (continued)

- | | | | | | |
|---|---|-----------------------------|---|------------------------------|-----------------------------|
| 22. Do street trees and/or plants comply with street installation requirements (see sections 4.4.7 & 4.4.8) | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 23. Does the design maintain adequate visibility for all roadway users at intersections? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 24. When considering the overall design of the Building & Furnishing Component, does the design enhance the pedestrian environment? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

APPLICANT: Building & Furnishing Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Building & Furnishing Component

Reviewer Comments: _____

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BICYCLE COMPONENT (Handbook Section 4.5)

25. 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>

None

26. 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 SIDEWALK OR STREET	OFF-STREET
		Existing / Proposed	Existing / Proposed
Tacony Street	_____	_____/____	_____/____
_____	_____	_____/____	_____/____
_____	_____	_____/____	_____/____
_____	_____	_____/____	_____/____

27. 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

YES NO

YES NO

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

YES NO

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

YES NO

APPLICANT: Bicycle Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments: _____

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CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

DEPARTMENTAL APPROVAL

- | | | | | | |
|---|---|-----------------------------|---|---|-----------------------------|
| 30. Does the design limit conflict among transportation modes along the curb? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| 31. Does the design connect transit stops to the surrounding pedestrian network and destinations? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 32. Does the design provide a buffer between the roadway and pedestrian traffic? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 33. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit? | | | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> |

Not Applicable, no changes proposed to existing public transit.

APPLICANT: Curbside Management Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Curbside Management Component

Reviewer Comments: _____

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VEHICLE / CARTWAY COMPONENT (Handbook Section 4.7)

34. For each street frontage, identify existing and proposed lane widths and the design speed.

STREET	FROM	TO	LANE WIDTHS		DESIGN SPEED
			Existing	Proposed	
<u>Tacony Street</u>	<u>Fraley St</u>	<u>Van Kirk Street</u>	<u>10-13</u>	<u>10-13</u>	<u>35</u>
_____	_____	_____	____/____	____	____
_____	_____	_____	____/____	____	____
_____	_____	_____	____/____	____	____

- | | | | | | |
|--|------------------------------|---|--|---|--|
| | | | | DEPARTMENTAL APPROVAL | |
| 35. What is the maximum AASHTO design vehicle being accommodated by the design? | <u>WB-67 Tractor Trailer</u> | YES <input type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 36. Will the project affect a historically certified street? An inventory of historic streets ⁽¹⁾ is maintained by the Philadelphia Historical Commission. | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 37. Does the design plan incorporate roadway medians (a "high priority" vehicle / cartway design treatment for some street types)?
<i>*Any proposed median may require a maintenance agreement with the Streets Department.</i> | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 38. Does the design facilitate safe and accessible, deliveries to local industries and businesses? | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 39. Will the public right-of-way be used for loading and unloading activities? | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 40. Does the design maintain emergency vehicle access? | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 41. Where new streets are being developed, does the design connect and extend the street grid? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 42. Does the design support multiple alternative routes to and from destinations as well as within the site? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 43. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users? | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | |

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: _____

(1) <http://www.phila.gov/historical/PDF/Historic%20Street%20Paving%20District%20Inventory.pdf>

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

44. Does the design incorporate windows, storefronts, and other active uses facing the street?
45. Does the proposed project have a Philadelphia Water Department (PWD) Work Number? If so, please provide.
46. List the stormwater management and drainage features incorporated into the design of the Right of Way (see Section 4.8.4).
- _____
47. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?
48. Does the design provide direct, safe, and accessible connections between transit stops and building access points and destinations within the site?

YES NO N/A

See Below

YES NO N/A

YES NO N/A

YES NO N/A

DEPARTMENTAL APPROVAL

YES NO

YES NO

YES NO

YES NO

APPLICANT: Urban Design Component

Additional Explanation / Comments: For this project there is no PWD Work Number for the waterlines because there is no extension to the PWD system. There is a PWD stormwater plan review number (2014-DIET-2572-01), for your reference.

DEPARTMENTAL REVIEW: Urban Design Component

Reviewer Comments: _____

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INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

49. Identify Existing and Proposed Signal Cycle lengths

SIGNAL LOCATION	EXISTING CYCLE LENGTH	PROPOSED CYCLE LENGTH
No Signal work is included in project.	---	---
---	---	---
---	---	---
---	---	---

	YES	NO	N/A	DEPARTMENTAL APPROVAL	
50. Does the design minimize the signal cycle length to reduce pedestrian wait time?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
51. Does the design provide adequate clearance time for pedestrians to cross streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
52. 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 checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
53. 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	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
54. Does the plan simplify complex intersections where possible?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
55. Does the design reduce vehicle speeds and increase visibility at intersections?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
56. Overall, do intersection designs limit conflicts between modes and promote pedestrian and bicycle safety?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Intersections & Crossings Component
 Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Intersections & Crossings Component
 Reviewer Comments: _____

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ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____