

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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 plans incorporate complete streets considerations (see §11-901 of The Philadelphia Code).

Applicants for projects shall complete this checklist and attach it to plans submitted to the Streets Department for review if the project:

1. Encroaches on the public right-of-way by widening a driveway to 24 feet or more in width;
OR
2. Changes the curb line under the following conditions:
 - a lay-by lane is added,
 - a signalized intersection is affected,
 - a traffic study is needed.

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

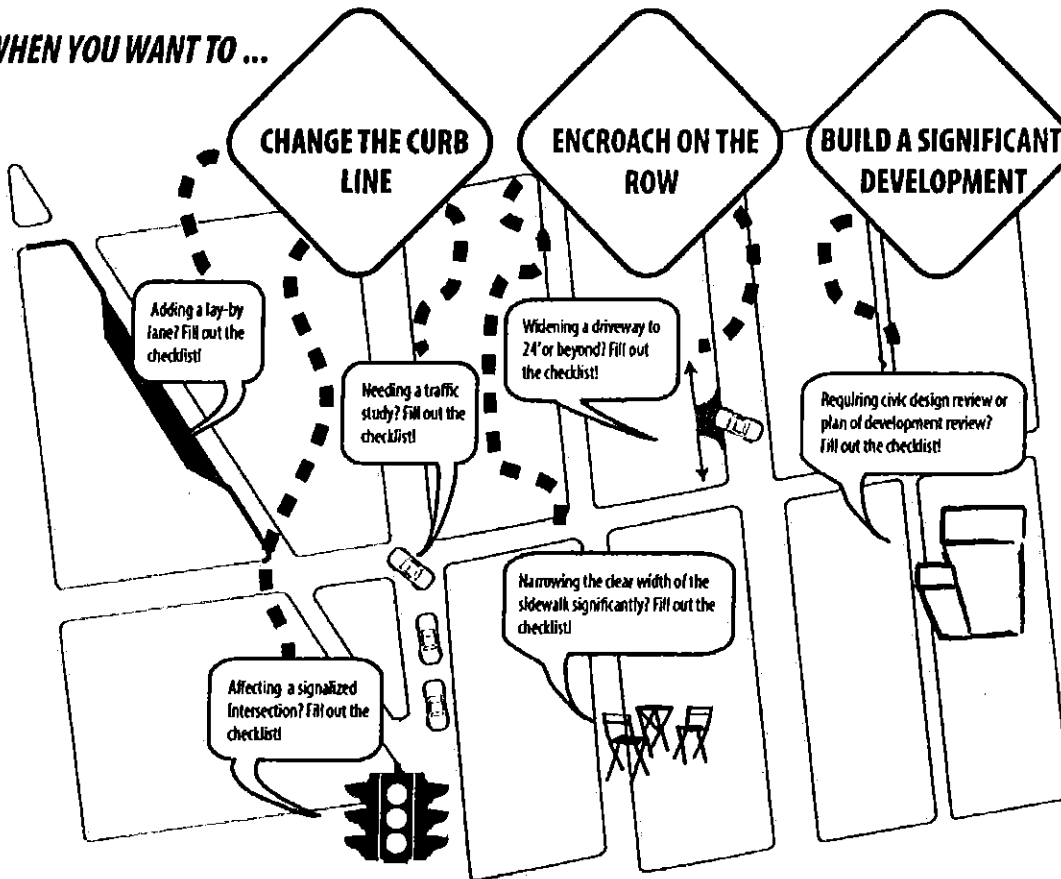
COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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

WHEN YOU WANT TO ...



INSTRUCTIONS (continued)

APPLICANTS ARE ADVISED TO NOTE:

- 0 This checklist is designed to be filled out electronically. Text fields will expand automatically as you type.
- 0 This checklist is estimated to take 60–90 minutes to complete for applicants familiar with the Handbook.
- 0 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.
- 0 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.
- 0 All plans submitted for review must clearly identify and site all street furniture, including but not limited to bus shelters, street signs and hydrants.

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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- ① 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.
 - ① ADA curb-ramp designs must be submitted to the City for review.
 - ① 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.
 - ① Any project that significantly changes the curb line may require a City Plan Action. The City Plan Action Application is available at http://philadelphiestreets.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.

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



GENERAL PROJECT INFORMATION

1. PROJECT NAME
3600 Civic Center Blvd.
2. DATE
04/12/2014
3. APPLICANT NAME University of Pennsylvania Health System
5. PROJECT AREA: List precise street limits and scope From the Intersection of Civic Center Blvd and West Service Drive to the Intersection of Civic Center Blvd and Health Sciences Drive. Along Health Sciences Drive to the Intersection of West Service Drive.
4. APPLICANT CONTACT INFORMATION
Stephen Greulich (215) 615-5098
6. OWNER NAME The Trustees of University of Pennsylvania
7. OWNER CONTACT INFORMATION
Stephen Greulich (215) 615-5098
8. ENGINEER / ARCHITECT NAME
Pennoni Associates
9. ENGINEER / ARCHITECT CONTACT INFORMATION
Craig Bryson 215-222-3000
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.

| STREET | FROM | TO | COMPLETE STREET TYPE |
|------------------------------|---------------------------|------------------------------|--------------------------|
| <u>Civic Center Blvd</u> | <u>West Service Drive</u> | <u>Health Sciences Drive</u> | <u>Urban Arterial</u> |
| <u>Health Sciences Drive</u> | <u>Civic Center Blvd</u> | <u>West Service Drive</u> | <u>City Neighborhood</u> |
| <u>West Service Drive</u> | <u>Civic Center Blvd</u> | <u>Health Sciences Drive</u> | <u>Local</u> |

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



11. 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 |
| <u>Civic Center Blvd</u> | <u>12' / 12' / 12'</u> | <u>12' / 12'</u> |
| <u>Health Sciences Drive</u> | <u>12' / 4' / 4'</u> | <u>4'-5' / 7'</u> |
| <u>West Service Drive</u> | <u>10' / 14' / 14'</u> | <u>14' / 14'</u> |

12. 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 |
| <u>Civic Center Blvd</u> | <u>6' / 6'-10' / 6'-10'</u> |
| <u>Health Sciences Drive</u> | <u>6' / 4' / 5'</u> |
| <u>West Service Drive</u> | <u>5 / 5'-6' / 8'</u> |

13. 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</u> | <u>30'</u> | <u>North Curbline Health Sciences Drive</u> |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

PROPOSED VEHICULAR INTRUSIONS

| INTRUSION TYPE | INTRUSION WIDTH | PLACEMENT |
|---------------------------|----------------------|---|
| <u>Driveway</u> | <u>20'</u> | <u>North Curbline of Health Sciences Drive (one way in)</u> |
| <u>Driveway</u> | <u>17'</u> | <u>East Side of Health Science Drive (one way out)</u> |
| <u>Driveway (3 total)</u> | <u>24', 19', 30'</u> | <u>West Curbline of West Service Drive. ((1) One way in, (2) on way out and (3) one shuttle bus one way in.</u> |
| _____ | _____ | _____ |

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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|---|---|-----------------------------|---|--|
| | | | | DEPARTMENTAL APPROVAL |
| 14. Does the design limit block lengths to 500 feet or less? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 15. When considering the overall design, does the design create a pedestrian environment that provides safe and comfortable access for all pedestrians? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | YES <input type="checkbox"/> NO <input type="checkbox"/> |

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 <small>Existing / Proposed</small> |
|------------------------------|---|
| <u>Civic Center Blvd</u> | <u>N/A / 0'</u> |
| <u>Health Sciences Drive</u> | <u>N/A / 0'</u> |
| <u>West Service Drive</u> | <u>N/A / 0'</u> |
| _____ | _____ / _____ |

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 <small>Recommended / Existing / Proposed</small> |
|------------------------------|---|
| <u>Civic Center Blvd</u> | <u>4' / 0' / 6'</u> |
| <u>Health Sciences Drive</u> | <u>4' / 0' / 2'-4'</u> |
| <u>West Service Drive</u> | <u>3.5' / 0' / 5'-6'</u> |
| _____ | _____ / _____ / _____ |

- | | | |
|---|--|--|
| 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). The following treatments shall be identified and dimensioned on the plan. | | DEPARTMENTAL APPROVAL |
| 0 Bicycle Parking | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 0 Lighting | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 0 Benches | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 0 Street Trees | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 0 Street Furniture | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 19. Does the design avoid tripping hazards? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 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 12, or requires an exception. Identify all pinch points and encroachments on right-of-way on design plans. | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 21. Do street trees and/or plants comply with street installation requirements (see sections 4.4.7 & 4.4.8) | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 22. 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"/> |

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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>

A two way Bike lane is incorporated along Civic Center Blvd.

24. 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

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

- YES NO

- YES NO

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

- YES NO

- YES NO

CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

27. Does the design limit conflict among transportation modes along the curb?

- YES NO

DEPARTMENTAL APPROVAL

- YES NO

28. Does the design connect transit stops to the surrounding pedestrian network and destinations?

- YES NO N/A

- YES NO

29. Does the design provide a buffer between the roadway and pedestrian traffic?

- YES NO N/A

- YES NO

30. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit?

- YES NO

Within two blocks of the site pedestrian friendly sidewalks and bike corridors lead to the University City Regional Rail system. Beyond the University City station, pedestrians and cyclist can easily access the Schuylkill River Trail. This site will also be in close vicinity to the SEPTA Lucy system that has full access to other regional trail facilities.

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



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

| STREET FRONTAGE | FROM | TO | LANE WIDTHS | | DESIGN SPEED |
|-----------------------------|--------------------------|------------------------------|----------------|----------------|--------------|
| | | | Existing | Proposed | |
| <u>Civic Center Blvd</u> | <u>West Service</u> | <u>Health Science Drive</u> | <u>11'</u> | <u>11'</u> | <u>25mph</u> |
| <u>Health Science Drive</u> | <u>Civic Center Blvd</u> | <u>West Service Drive</u> | <u>10'-12'</u> | <u>10'-11'</u> | <u>25mph</u> |
| <u>West Service Drive</u> | <u>Civic Center Blvd</u> | <u>Health Sciences Drive</u> | <u>12'</u> | <u>12'</u> | <u>25mph</u> |

- | | | | | DEPARTMENTAL APPROVAL | |
|---|---|--|-----|------------------------------|-----------------------------|
| | | | | YES | NO |
| 32. What is the maximum AASHTO design vehicle being accommodated by the design? | _____ | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Will the project affect a historically certified street? An <u>Inventory of historic streets⁽¹⁾</u> is maintained by the Philadelphia Historical Commission. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 34. Does the design plan incorporate roadway medians (a "high priority" vehicle / cartway design treatment for some street types)? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | N/A | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| *Any proposed median may require a maintenance agreement with the Streets Department. | | | | | |
| 35. 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"/> |
| 36. 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"/> |
| 37. Does the design maintain emergency vehicle access? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 38. Where new streets are being developed does the design connect and extend the street grid? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 39. Does the design support multiple alternative routes to and from destinations? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 40. 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 type="checkbox"/> | NO <input type="checkbox"/> |
- (1) <http://www.phila.gov/historical/PDF/Historic%20Street%20Paving%20District%20Inventory.pdf>

URBAN DESIGN COMPONENT (Handbook Section 4.8)

- | | | | | DEPARTMENTAL APPROVAL | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| | | | | YES | NO |
| 41. Does the proposed project have a Philadelphia Water Department (PWD) Work Number? If so, please provide. | 2012-3600-1859 | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. List the stormwater management and drainage features incorporated into the design of the Right of Way (see Section 4.8.4). | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



43. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)? YES NO N/A YES NO

INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

44. Identify existing and proposed signal cycle lengths

| SIGNAL LOCATION | EXISTING CYCLE LENGTH | PROPOSED CYCLE LENGTH |
|---|-----------------------|-----------------------|
| <u>West Service Drive and Civic Center Blvd</u> | <u>90</u> | <u>90</u> |
| <u>Health Sciences Drive and West Service Drive</u> | <u>90</u> | <u>90</u> |
| <u>Health Science Drive and Driveway</u> | <u>N/A</u> | <u>N/A</u> |

45. Does the design minimize the signal cycle length to reduce pedestrian wait time? YES NO N/A DEPARTMENTAL APPROVAL YES NO
46. Does the design provide adequate clearance time for pedestrians to cross streets? YES NO N/A YES NO
47. 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? YES NO N/A YES NO
- * If yes, City Plan Action may be required.
48. 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 NO
- Marked Crosswalks YES NO N/A YES NO
 - Pedestrian Refuge Islands YES NO N/A YES NO
 - Signal Timing and Operation YES NO N/A YES NO
 - Bike Boxes YES NO N/A YES NO
49. Does the design simplify complex intersections where possible? YES NO N/A YES NO
50. Does the design reduce vehicle speeds and increase visibility at intersections? YES NO N/A YES NO
51. Overall, do intersection designs limit conflicts between modes and promote pedestrian and bicycle safety? YES NO N/A YES NO

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia Streets Department



ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments:

Applicant is currently working with the Streets Department to finalize signals and timing accordingly

DEPARTMENTAL APPROVAL

Additional Reviewer Comments:
