

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



INSTRUCTIONS

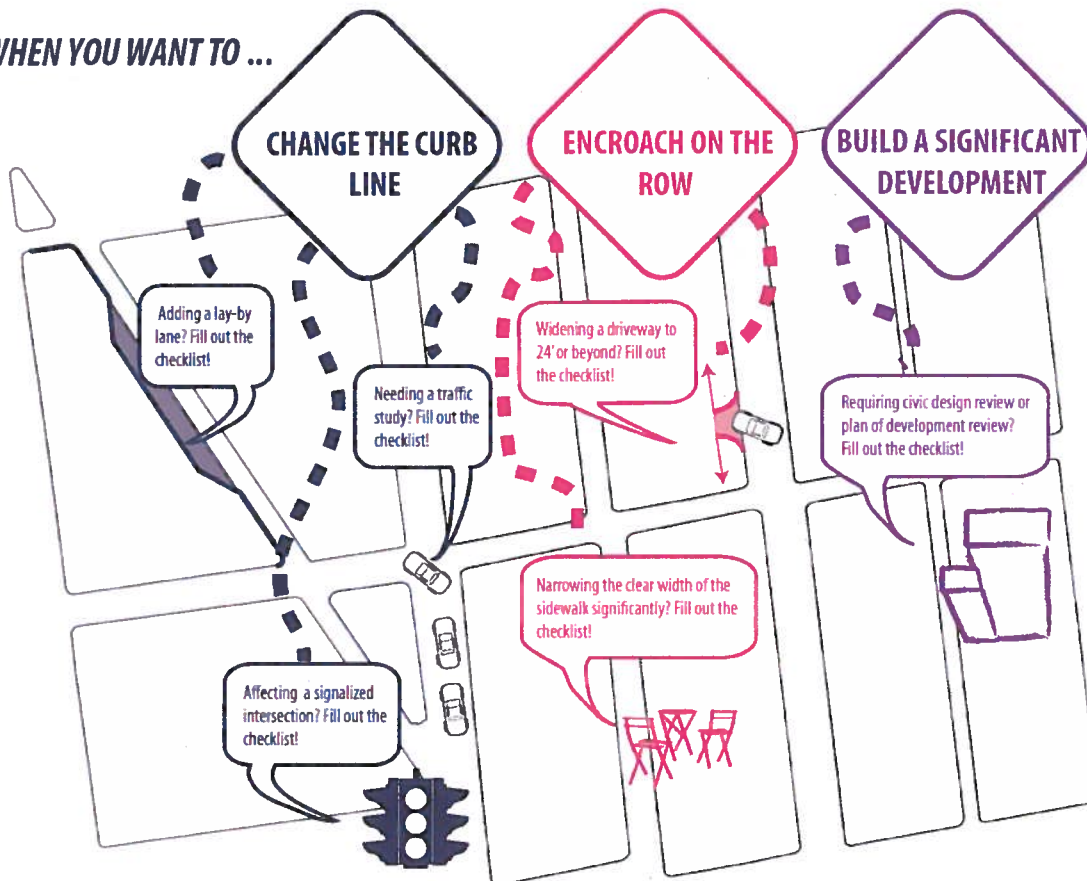
This Checklist is an implementation tool of the *Philadelphia Complete Streets Handbook* (the "Handbook") and enables City engineers and planners to review projects for their compliance with the Handbook's policies. The handbook provides design guidance and does not supersede or replace language, standards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



COMPLETE STREETS HANDBOOK CHECKLIST

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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-swailes 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>Inn Yard Park Layby Parking</u></p> <p>3. APPLICANT NAME
<u>City of Philadelphia, Department of Public Property</u></p> <p>4. APPLICANT CONTACT INFORMATION
<u>Marcus Allen, Project Coordinator (215)683-4457, marcus.allen@phila.gov</u></p> <p>6. OWNER NAME
<u>CITY OF PHILADELPHIA</u></p> <p>7. OWNER CONTACT INFORMATION
_____</p> <p>8. ENGINEER / ARCHITECT NAME
<u>Hunt Engineering Company, Deborah Nemiroff, P.E.</u></p> <p>9. ENGINEER / ARCHITECT CONTACT INFORMATION
<u>22 E. King Street, P.O. Box 537, Malvern, PA 19355, (610) 644-4600 x210, dnemiroff@huntengineering.com</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> | <p>2. DATE
<u>September 4, 2014</u></p> <p>5. PROJECT AREA: list precise street limits and scope
<u>Ridge Avenue between Calumet and Eveline Streets on the south side</u></p> |
|---|--|

STREET	FROM	TO	COMPLETE STREET TYPE
<u>Ridge Avenue (SR 3009)</u>	<u>Calumet St</u>	<u>Eveline St</u>	<u>Urban Arterial</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 checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c. Street Direction | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |
| d. Curb Cuts | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" 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: Streetscape - addition of layby parking on the south side of Ridge Ave along Inn Yard Park frontage.

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
Ridge Avenue (SR 3009)	13 / 13 / 7	13 / 7
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____

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
Ridge Avenue (SR 3009)	6 / 8.4 / 7
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

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
layby parking	8 feet	Inn Yard Park frontage
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
N/A	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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PEDESTRIAN COMPONENT (continued)

15. Does the design limit block lengths to 500 feet or less? YES NO N/A
16. When considering the overall design, does the design create a pedestrian environment that provides safe and comfortable access for all pedestrians? 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	
Ridge Avenue (SR 3009)	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		
Ridge Avenue	4	5	0 at layby parking, 7 at Stanton intersection
_____	___	___	___
_____	___	___	___
_____	___	___	___

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

20. Does the design avoid tripping hazards?

- YES NO N/A

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

- YES NO N/A

DEPARTMENTAL APPROVAL

- YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO

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

N/a

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
N/A	_____	____/____	____/____
_____	_____	____/____	____/____
_____	_____	____/____	____/____
_____	_____	____/____	____/____

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

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

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO
 YES NO
 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)

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

DEPARTMENTAL APPROVAL

- YES NO
- YES NO
- YES NO
- YES NO

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	
Ridge Avenue	Midvale (signal)	Heritage (signal)	13'	13'	35
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

35. What is the maximum AASHTO design vehicle being accommodated by the design?

buses and trucks

DEPARTMENTAL APPROVAL

YES NO

36. Will the project affect a historically certified street? An [inventory of historic streets](#)⁽¹⁾ is maintained by the Philadelphia Historical Commission.

YES NO

YES NO

37. Does the design plan incorporate roadway medians (a "high priority" vehicle / cartway design treatment for some street types)?

YES NO N/A

YES NO

**Any proposed median may require a maintenance agreement with the Streets Department.*

38. Does the design facilitate safe and accessible, deliveries to local industries and businesses?

YES NO

YES NO

39. Will the public right-of-way be used for loading and unloading activities?

YES NO

YES NO

40. Does the design maintain emergency vehicle access?

YES NO

YES NO

41. Where new streets are being developed, does the design connect and extend the street grid?

YES NO N/A

YES NO

42. Does the design support multiple alternative routes to and from destinations as well as within the site?

YES NO N/A

YES NO

43. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users?

YES NO

YES NO

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)

			DEPARTMENTAL APPROVAL		
			YES	NO	
44. Does the design incorporate windows, storefronts, and other active uses facing the street?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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).	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

47. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
48. Does the design provide direct, safe, and accessible connections between transit stops and building access points and destinations within the site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Urban Design Component

Additional Explanation / Comments: _____

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
Midvale Ave	_____	_____
Heritage Street	_____	_____
_____	_____	_____
_____	_____	_____

	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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
54. Does the plan simplify complex intersections where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
55. Does the design reduce vehicle speeds and increase visibility at intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<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: _____

PennDOT has an upcoming project to resurface Ridge Avenue (ECMS # 99439) that is anticipated to go to construction in 2015. PennDOT will construct ADA ramps on the north side of Ridge Avenue. This project will construct 1 ADA ramp on the south side of Ridge Avenue.

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____