
APPENDIX A: Complete Streets Checklist

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Complete Streets Checklist

MetroPlan Orlando's Complete Streets Checklist is an internal planning tool for staff to further implementation of Complete Streets principles in the MPO planning process. The checklist enables staff and technical partners to better understand design elements for streets that embody health, economic, and environmental benefits to the fullest extent possible.

MetroPlan Complete Streets Definition

A Complete Streets is a road planned, designed, constructed, operated, and maintained to safely and comfortably accommodate people of all ages and abilities, including pedestrians, cyclists, transit users, motorists, and freight and service operators. The Complete Streets program recognizes that depending on context, streets may serve diverse activities, functions, and intensity of uses.

Using the Complete Streets Checklist

If utilized outside MetroPlan Orlando's internal processes, the Complete Streets Checklist can be a tool for local representatives, project managers, planners, and designers throughout project scoping, concept development and preliminary engineering, and final design to ensure that all developed transportation alternatives reflect compliance with the Policy. When completing the checklist, a brief description is required for each "Item to be Addressed" as a means to document that the item has been considered and that supporting documentation can be provided.

What projects use the checklist?

The Complete Street Policy applies to new construction and reconstruction of local and state roads, including but not limited to intersection projects, capacity projects, safety projects, bridges, and other transportation facilities that will use funds through MetroPlan Orlando.

When is the check list completed?

The Pre Preliminary Engineering/Design checklist is to be completed before the engineering phase, preferably at the end of a planning study or conceptual design. The Preliminary Engineering or Final Design Checklist is to be completed during the design phase, towards the end of preliminary engineering or with 30 percent construction document submittals. This will allow for modifications in the design if an issue is identified as part completing the checklist.



Pre Preliminary Engineering/Design

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed, or not applicable. Include documentation to support your answer.

General Project Information

Project Name:

Date:

Jurisdiction/ Agency:

Contact Name:

Contact Phone:

Contact E-mail:

Street(s) Associated with the Project:

Project Limits:

Describe Project's Purpose and Need:

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
<i>Existing Bicycle Accommodations</i>	Are there accommodations for bicyclists along or crossing the current facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Pedestrian Accommodations</i>	Are there accommodations for pedestrians (including ADA compliance) along or crossing the current facility? Examples include (but are not limited to): Sidewalks, crosswalks, public seating, landscaping, trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Bicycle and Pedestrian Operations</i>	Has the existing bicycle and pedestrian level of service on the current transportation facility been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, safety issues, volumes, important pedestrian/bicycling/transit connections, and lighting been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	evaluated?				
	Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a higher than normal incidence of bicyclist/pedestrian crashes within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Transit Operations</i>	Are there existing or proposed bus and/or train stops/stations within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility on a transit route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility within two miles of a SunRail Station or major bus transfer stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there existing or proposed bicycle racks or shelters available within the study area? Are there bike racks on buses that travel along the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Motor Vehicle Operations</i>	Are there existing concerns within the study area, regarding vehicle safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the roadway currently meet adopted LOS standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	Are there concerns within the study area regarding vehicular access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there existing or proposed on-street parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a documented or perceived issue with speeding along the corridor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Truck/Freight Operations</i>	Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the facility a priority freight corridor? Is there a high percentage of truck traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Access and Mobility</i>	Are there any existing access or mobility considerations, including ADA compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there any schools, hospitals, senior care facilities, educational buildings, community centers, within or proximate to the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Land Usage</i>	Have you identified the predominant land uses and densities within the study area, including any historic districts, main streets districts, or special zoning districts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there population groups with higher than average pedestrian/bicycling/transit needs (i.e. zero-car households)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility in an area identified in the future land use map or zoning map as a high-density land use area that has pedestrian/bicycle/motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	and transit traffic?				
<i>Major Sites</i>	Have you identified the major sites, destinations, and trip generators within or in proximity to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Streetscape</i>	Are there existing or proposed street trees, planters, buffer strips, or other landscape enhancements along the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Plans</i>	<p>Are there any comprehensive planning documents that address existing or future bicyclist, pedestrian or transit user conditions within or proximate to the study area?</p> <p>Examples include (but are not limited to):</p> <ul style="list-style-type: none"> • Safety Audits or Safety studies • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



PRELIMINARY ENGINEERING or FINAL DESIGN CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed, or not applicable. Include documentation to support your answer.

General Project Information

Project Name: _____ Date: _____
 Jurisdiction/ Agency: _____
 Contact Name: _____
 Contact Phone: _____
 Contact E-mail: _____
 Street(s) Associated with the Project: _____
 Project Limits: _____
 Describe Project's Purpose and Need: _____

Please fill out the following:

Existing ROW Width:	Proposed ROW Width:
Existing Pavement Width:	Proposed Pavement Width:
Existing Number of Lanes	Proposed Number of Lanes
Is there an existing 2-way center turn lane	Is there a proposed 2-way center turn lane
Existing Shoulder Widths:	Proposed Shoulder Widths:
Existing Sidewalk Width:	Proposed Sidewalk Widths:
Existing Bike Lane Widths:	Proposed Bike Lane Widths:
Existing Multi-use Path Width:	Proposed Multi-use Path Width:
Existing Speed Limit:	Proposed Speed Limit:
Existing number of controlled pedestrian crosswalks:	Proposed number of controlled pedestrian crosswalks:

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
<i>Bicyclist, Pedestrian, and Transit Accommodations</i>	<p>Does the proposed project design include accommodations for bicyclists?</p> <p>Examples include (but are not limited to):</p> <p>Bicycle facilities: bicycle path; bicycle lane; bicycle route; bicycle boulevard; wide outside lanes or improved shoulders; bicycle actuation at signals (loop detectors and stencil or other means); connections to existing trails or bike lanes; signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities; bicycle safe inlet grates, etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Does the proposed project design address accommodations for pedestrians?</p> <p>Examples include (but are not limited to):</p> <p>Pedestrian facilities: Sidewalks; mid-block crosswalks; striped crosswalks; geometric modifications to reduce crossing distances such as curb extensions (bulb-outs); pedestrian-actuated traffic signals such as High Intensity Activated Crosswalk Beacons, Rapid Rectangular Flashing Beacons; dedicated pedestrian phase; pedestrian signal heads and pushbuttons; pedestrian signs for crossing and wayfinding, lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; in-road warning lights; pedestrian safety fencing; pedestrian detection system; pedestrian overpass/underpass; and median safety islands, etc..</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	Pedestrian amenities: Shade trees; public seating; drinking fountains, wayfinding, pedestrian scale lighting, etc.				
	Have you coordinated with the transit authority to accommodate transit users in the project design? Transit facilities: ADA accessible transit stops, transit shelters, bus turnouts, etc. Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Bicyclist and Pedestrian Operations</i>	Does the proposed design consider the desired future bicyclist and walking conditions within the project area including safety, volumes, comfort and convenience of movement, important walking and/or bicycling connections, and the quality of the walking environment and/or availability of bicycle parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Transit Operations</i>	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access support transit usage and users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has the design team consulted with the transit provider?				
<i>Motor Vehicle Operations</i>					

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If on-street parking is supportive of the overall roadway design, as well as the existing and future land use, has on-street parking been included in the roadway design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Has a speed study been conducted?				
	Is the proposed design speed consistent with the existing and future land use? Is the proposed design speed consistent with the level of pedestrian and bicycle activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the design maintain emergency vehicle access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Truck/Freight Operations</i>	Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility, access and the reduction of the negative impacts of truck traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	What is the maximum AASHTO design vehicle being accommodated by the design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
	Does the design facilitate safe and accessible deliveries to local industries and businesses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Safety</i>	Does the proposed design address existing measured safety concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Access and Mobility</i>	Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance? Examples include (but are not limited to): Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length & width or linear feet); acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, over crossings and trails); and adequate green signal crossing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Land Usage</i>	Is the proposed design compatible with the predominant existing and future land uses and densities within the project area, including any historic districts, main street districts, or special zoning districts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Major Sites</i>	Can the proposed design support the major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, commercial, cultural and civic institutions, and public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Description (If Needed)
Streetscape	Does the proposed design include landscaping, street trees, planters, buffer strips, or other landscape enhancements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the proposed streetscape maintain adequate visibility for all roadway users at intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design Standards or Guidelines	<p>Does the proposed design follow the appropriate national and state design standards or guidelines for bicycle and/or pedestrian facilities?</p> <p>Examples include (but are not limited to):</p> <p>American Association of State Highway and Transportation Officials (AASHTO) - <i>A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide; Florida Department of Transportation (FDOT) - Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (also known as the "Florida Greenbook").</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PROJECT MANAGER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The project conceptual plans or engineering plans accommodate bicyclists, pedestrians, and transit users of all ages and abilities as relevant to the context and purpose of the roadway, as set forth in the MetroPlan Orlando Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	