

NJDOT Complete Streets Checklist

Background

The New Jersey Department of Transportation's Complete Streets Policy promotes a "comprehensive, integrated, connected multi-modal network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers." The policy calls for the establishment of a checklist to address pedestrian, bicyclist and transit accommodations "with the presumption that they shall be included in each project unless supporting documentation against inclusion is provided and found to be justifiable."

Complete Streets Checklist

The following checklist is an accompaniment to NJDOT's Complete Streets Policy and has been developed to assist Project Managers and designers develop proposed alternatives in adherence to the policy. Being in compliance with the policy means that Project Managers and designers plan for, design, and construct all transportation projects to provide appropriate accommodation for bicyclists, pedestrians, and transit users on New Jersey's roadways, in addition to those provided for motorists. It includes people of all ages and abilities. The checklist applies to all NJDOT projects that undergo the Capital Project Delivery (CPD) Process and is intended for use on projects during the earliest stages of the Concept Development or Preliminary Engineering Phase so that any pedestrian or bicycle considerations are included in the project budget. The Project Manager is responsible for completing the checklist and must work with the Designer to ensure that the checklist has been completed prior to advancement of a project to Final Design.

Using the Complete Streets Checklist

The Complete Streets Checklist is a tool to be used by Project Managers and designers throughout Concept Development and Preliminary Engineering to ensure that all developed 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 can include supporting documentation.

NJDOT Complete Streets Checklist

CONCEPT DEVELOPMENT CHECKLIST

Instructions:

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

| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|--|---|--------------------------|--------------------------|--------------------------|----------------------|
| <i>Existing Bicycle, Pedestrian and Transit Accommodations</i> | Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility? Examples include (but are not limited to): Sidewalks, public seating, bike racks, and transit shelters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Existing Bicycle and Pedestrian Operations</i> | Has the existing bicycle and pedestrian suitability or level of service on the current transportation facility been identified? | <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, volumes, important connections and lighting been identified? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | 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"/> | |

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| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|--|--|--------------------------|--------------------------|--------------------------|----------------------|
| <i>Existing Transit Operations</i> | Are there existing transit facilities within the study area, including bus and train stops/stations? | <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 "park and ride" or "kiss and go" lots? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Are there existing or proposed bicycle racks, shelters, or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Existing Motor Vehicle Operations</i> | Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Existing 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"/> | |
| <i>Existing 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, residences or businesses of persons with disabilities 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 or special zoning districts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|-----------------------------|--|--------------------------|--------------------------|--------------------------|----------------------|
| <i>Major Sites</i> | Have you identified the major sites, destinations, and trip generators within or proximate 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>Existing Streetscape</i> | Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Existing Plans</i> | <p>Are there any comprehensive planning documents that address 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"> • SRTS Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Sidewalk Inventories • MPO Transportation Plan • NJDOT Designated Transit Village | <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 Preliminary Preferred Alternative (PPA) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy. | <input type="checkbox"/> | <input type="checkbox"/> | |

NJDOT Complete Streets Checklist

PRELIMINARY ENGINEERING CHECKLIST

Instructions:

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

| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|--|---|--------------------------|--------------------------|--------------------------|----------------------|
| <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); signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities; bicycle safe inlet grates</p> <p>Bicycle amenities: Call boxes (for trail or bridge projects); drinking fountains (also for trail projects); secure long term bicycle parking (e.g., for commuters and residents); and secure short term bicycle parking.</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 (preferably on both sides of the street); 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;</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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|--|--|--------------------------|--------------------------|--------------------------|----------------------|
| | <p>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 for roadways with (two or more traffic lanes in each direction).</p> <p>Pedestrian amenities: Shade trees; public seating; drinking fountains</p> | | | | |
| | <p>Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?</p> <p>Transit facilities: Transit shelters, bus turnouts</p> <p>Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Bicyclist and Pedestrian Operations</i> | <p>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?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Transit Operations</i> | <p>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?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|---------------------------------|---|--------------------------|--------------------------|--------------------------|----------------------|
| <i>Motor Vehicle Operations</i> | 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"/> | |
| <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 and the reduction of the negative impacts of truck traffic? | <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"/> | |
| <i>Land Usage</i> | Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic 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, <i>commercial</i> , cultural and civic institutions, and public spaces? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| Item to be Addressed | Checklist Consideration | YES | NO | N/A | Required Description |
|---------------------------------------|---|--------------------------|--------------------------|--------------------------|----------------------|
| <i>Streetscape</i> | Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <i>Design Standards or Guidelines</i> | Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities? Examples include (but are not limited to): 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; New Jersey Department of Transportation (NJDOT) - Bicycle Compatible Roadways & Bikeways Planning and Design Guidelines, Pedestrian Planning and Design Guidelines.</i> | <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 Approved Project Plan (APP) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy. | <input type="checkbox"/> | <input type="checkbox"/> | |