



# **NJDOT CONCEPT DEVELOPMENT COMPLETE STREETS CHECKLIST (FOR LIMITED AND FULL SCOPE PROJECTS)**

## **Background**

The New Jersey Department of Transportation's (NJDOT) Complete Streets Policy promotes a "comprehensive, integrated, connected multimodal 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 Checklists**

The following checklist is an accompaniment to NJDOT's Complete Streets Policy and has been developed to assist Project Managers and designers with ensuring Policy compliance. The checklist applies to all NJDOT projects that undergo the Capital Project Delivery (CPD) Process except those that are deemed exempt from Complete Streets Policy requirements. The checklist should be completed during the earliest stages of the Concept Development Phase to ensure pedestrian and 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 as a condition of the advancement of the Full Scope project to Preliminary Engineering and the Limited Scope project to Final Design.

## Using the Complete Streets Checklists

### Instructions:

For projects that are determined to be exempt, please complete the certification on page 2 and seek BSBPP's concurrence.

- For **Limited Scope** Complete Streets Checklist, please complete **page 3–4, sign, and date last page of the document.**
- For **Full Scope** Complete Streets Checklist, please complete **pages 5–7, sign, and date last page of the document.**
- For each box checked, please provide a brief description, and include documentation to support your answer for how the item is addressed (YES), not addressed (NO), not applicable (N/A), or needs further investigation (NFI).

The Complete Streets Checklist is a tool to be used by Project Managers and designers during the early stages of a project delivery phase 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 PROJECT INFORMATION

UPC # and Project Name			
Project Manager's Name			
Roadway, Direction, and Milepost Limits			
County and Municipality			
<b>Project exemption</b>		<input type="checkbox"/> YES. PM - Sign and date Certification. line below. Provide description.	<input type="checkbox"/> NO. PM - Continue with completion of applicable checklist.
Exemption Certification		Please Describe (Cite Policy Exemptions Clause)	
Name:	Date:		
Title:			
Signature:			
Bureau of Safety, Bicycle & Pedestrian Programs (BSBPP) concurrence			
Name:		Date:	
Title:			
Posted Speed Limit			
Travel Mode Counts	AADT:	Pedestrians:	Bicyclists:
Shoulder width (average) for each typical section			
Existing right-of-way (ROW) for each typical section			



## CONCEPT DEVELOPMENT (LIMITED SCOPE) COMPLETE STREETS CHECKLIST

FACILITY	CHECKLIST CONSIDERATION	YES	NO	N/A	NFI	DESCRIPTION
Pedestrian/ Bicycle	Is there an existing sidewalk in or within the vicinity of the project that may impact the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are any sections of sidewalk in poor or substandard condition? Please describe sidewalk conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there gaps in the sidewalk network? What is the approximate total gap distance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there worn paths in or within the vicinity of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there existing bicycle facilities such as sharrows, delineated bike lanes, buffered/separated bike lanes, a shared-use path, etc. in or within the vicinity of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have pedestrian and bicycle counts been collected or are planned to be collected in this CD effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transit	Are there any transit stops or facilities in or within the vicinity of the project, such as bus, train, rail, light rail, ferry, metro, taxi, park and ride, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there any major destinations in or within the vicinity of the project, such as, but not limited to the following: employment, education, residential, recreational, retail centers and/or public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



FACILITY	CHECKLIST CONSIDERATION	YES	NO	N/A	NFI	DESCRIPTION
Transit Amenities	Are there any transit amenities such as bus turnouts, benches, shelters, signage, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Americans with Disabilities Act (ADA)	Are any ADA improvements or upgrades needed for this project area, such as pedestrian push buttons, signal heads, or curb ramps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Calming	Are there existing traffic calming devices such as raised crosswalks, curb extensions, or narrow travel lanes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there any existing FHWA approved Proven Safety Countermeasures within the project limits? <a href="#">FHWA—Proven Safety Countermeasures</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Information	<p>Have relevant planning documents that address bicyclists, pedestrians, or transit users been requested? <b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>• Municipal or County Master or Redevelopment Plans</li> <li>• Local, County or Statewide Bicycle and Pedestrian Plans</li> <li>• Sidewalk Inventories</li> <li>• School Travel Plans</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Was a Road Safety Audit (RSA) or other safety study performed within the project limits in the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## CONCEPT DEVELOPMENT (FULL SCOPE) COMPLETE STREETS CHECKLIST

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
Existing Bicycle, Pedestrian and Transit Accommodations	<p>Are accommodations for bicyclists, pedestrians (including ADA compliance) and transit users present on, along or across the current roadway segment?</p> <p><b>Examples include (but are not limited to):</b> Sidewalks, public seating, bike racks, and transit shelters.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Bicycle and Pedestrian Operations	Has the existing bicycle and pedestrian suitability or level of service on or along the current roadway segment 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"/>	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the roadway segment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a higher-than-average incidence of bicyclist/pedestrian crashes within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have pedestrian and bicycle counts been collected or are planned to be collected in this CD effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
Existing Transit Operations	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 roadway segment on a transit route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the roadway segment within the vicinity of "park and ride" or "kiss and go" lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there existing 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"/>	
Existing Motor Vehicle Operations	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"/>	
Existing Truck/Freight Operations	Are there existing concerns within the study area regarding truck/freight safety, volumes, or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Access and Mobility	Are there any existing access or mobility accommodations, 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 within or proximate to the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
Land Usage	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 roadway segment in a high-density land use area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Major Sites	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"/>	
Existing Streetscape	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"/>	
Existing Plans	<p>Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area?</p> <p><b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>• Municipal or County Master or Redevelopment Plans</li> <li>• Local, County or Statewide Bicycle and Pedestrian Plans</li> <li>• Sidewalk Inventories</li> <li>• School Travel Plans</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





### PROJECT MANAGER SIGN-OFF

STATEMENT OF COMPLIANCE	PROJECT MANAGER	DATE
Based on the information available to me, the details provided above are both comprehensive and precise.	Name: Title: Signature:	

### BSBPP (SME) SIGN-OFF

ACKNOWLEDGMENT	BSBPP	DATE
BSBPP has reviewed this checklist and: <input type="checkbox"/> has comments and/or recommendations (attached). <input type="checkbox"/> accepts as submitted.	Name: Title: Signature:	

