

Concept Development Checklist

item to be addressed	checklist consideration	yes	no	n/a	required description
EXISTING BICYCLE, PEDESTRIAN AND TRANSIT ACCOMMODATIONS	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 • Signalized or protected crosswalks • Pedestrian-scale lighting • Multi-use trails • Public seating • Bike racks • Transit shelters				
EXISTING BICYCLE AND PEDESTRIAN OPERATIONS	Has the existing bicycle level of traffic stress and pedestrian suitability on the current transportation facility been identified? Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified? Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation? Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?				

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EXISTING BICYCLE AND PEDESTRIAN OPERATIONS (continued)	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?				
	Are there multi-use trails in the area that can be connected to this transit center/bus stop/network/area?				
EXISTING TRANSIT OPERATIONS	Are there existing transit facilities within the project area, including bus and train stops/stations?				
	Is the transportation facility on a transit route?				
	Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?				
	Are there existing or proposed amenities including pedestrian seating/shelters, bicycle racks or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility?				
PUBLIC PARTICIPATION	Has there been a clear process for public participation?				
	Are project Concept Development Checklists currently available on-line?				

EXISTING MOTOR VEHICLE OPERATIONS	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/ congestion or access?				
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EXISTING TRUCK/ FREIGHT OPERATIONS	Are there existing concerns within the study area, regarding truck/ freight safety, volumes, or access?				
EXISTING ACCESS AND MOBILITY	Are there any existing access or mobility considerations, including ADA compliance?				
	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?				
LAND USE	Have you identified the predominant land uses and densities within the study area, including any main street, historic districts or special zoning districts?				
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?				
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, schools, and public spaces?				

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EXISTING STREETScape	Are there existing or planned street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?				
RESURFACING	Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width? Examples include but not limited to, lane narrowing, lane reconfiguration, lane reduction (road diet), on-street bicycle parking, high visibility crosswalks, painted curb extension, etc.				

EXISTING PLANS	Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area? Examples include (but are not limited to): • School Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Local, County and Regional Trail Plans • Sidewalk Inventories • MPO Transportation Plan • NJDOT Designated Transit Village			
IMPERVIOUS COVER	Is there an opportunity to remove impervious surface as part of this project?			

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PRIORITY COMMUNITIES	Does the project area include Priority Communities (as defined by Complete Streets)?				
SAFETY	Does the crash history of the study area include injuries and fatalities of all road users?				
STORMWATER MANAGEMENT	Does the project area have a history of flooding? Is the project area in a combined sewer system and subject to combined sewer overflows?				
	Does nonpoint source pollution from the project area generate runoff that flows into a critical water body?				
PUBLIC HEALTH	Does the Community Health Needs Assessment (CHNA) or Community Health Improvement Plan (County Health Department) identify need for health improvements in the project area? Examples include health in safe zones, increases in number/length of walking/ bicycling paths.				

Municipal or County Planner Sign-Off

statement of compliance	yes	no	If NO, please describe why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the [municipality/ county] Complete Streets Policy.			

Preliminary Engineering Checklist

item to be addressed	checklist consideration	yes	no	n/a	required description
BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS	Does the proposed project design include accommodations for bicyclists described in the NJDOT Complete Streets Design Guide? Examples include (but are not limited to): Bicycle facilities: - Bicycle path/bicycle lane/ bicycle route/bicycle boulevard - 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 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) - Secure short-term bicycle parking				

Preliminary Engineering Checklist

item to be addressed	checklist consideration	yes	no	n/a	required description
BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS (continued)	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design? <u>Transit facilities:</u> transit shelters, bus turnouts <u>Transit amenities:</u> public seating, signage, maps, schedules, trash and recycling receptacles				
BICYCLIST AND PEDESTRIAN OPERATIONS	Is the proposed design consistent with the desired future bicycling, walking and trail plans (e.g., Master Plan/ Elements) 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?				
TRANSIT OPERATIONS	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access to support transit usage and users?				

Preliminary Engineering Checklist

item to be addressed	checklist consideration	yes	no	n/a	required description
MOTOR VEHICLE OPERATIONS	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?				
TRUCK/FREIGHT OPERATIONS	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?				
ACCESS AND MOBILITY	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				

Preliminary Engineering Checklist

item to be addressed	checklist consideration	yes	no	n/a	required description
LAND USE	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts, main streets, or special zoning districts?				
MAJOR SITES	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 schools, public spaces?				
STREETSCAPE	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?				
DESIGN STANDARDS OR GUIDELINES	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) – 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);				

Preliminary Engineering Checklist

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DESIGN STANDARDS OR GUIDELINES (continued)	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; Urban Streets Stormwater Guide; New Jersey Department of Transportation (NJDOT) — Complete Streets Design Guide; Roadway Design Manual; Smart Transportation Guidebook. Rutgers University — Green Infrastructure Guidance Manual; ITE — Designing Walkable Urban Thoroughfares				
SAFETY	Does the proposed project design include elements from the FHWA Proven Safety Countermeasures? Examples include, but are not limited to, road diets, medians and pedestrian islands, lead pedestrian intervals, etc.				
STORMWATER MANAGEMENT	Has an impervious cover assessment been performed and have impervious surface areas been minimized while meeting engineering standards and guidelines?				

Preliminary Engineering Checklist					
item to be addressed	checklist consideration	yes	no	n/a	required description
STORMWATER MANAGEMENT (continued)	Has an impervious cover reduction action plan been completed for the project area, and does the project design include elements to reduce the impacts of stormwater runoff from impervious surfaces? Examples include (but are not limited to): • Bioretention and rain gardens • Bioswales • Stormwater planters • Tree filter boxes				
Municipal or County Engineer Sign-Off					
statement of compliance		yes	no		If NO, please describe why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the [municipality/ county] Complete Streets Policy.					

Construction Checklist						
Item to be addressed	Checklist consideration	yes	no	n/a	Required description	
Maintenance of Traffic	During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?					
Detours	Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?					

Construction Official Sign-Off				
Statement of Compliance	yes	no	If NO, please describe why (refer to Exemptions Clause)	
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in [municipality/ county] Complete Streets Policy.				

Maintenance Checklist					
Item to be addressed	Checklist consideration	yes	no	n/a	Required description
Street Cleaning	Does the street cleaning include the shoulder or roadway to the curb?				
	Are the sidewalks cleaned on a regular basis?				
Snow Removal	Does snow plowing block or push snow into crosswalks, blocking clear access?				
	Does the Municipality or County shovel out crosswalks or enforce residential requirements to clean snow from the crosswalk right of way?				
Re-striping	Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width? Examples include (but are not limited to): • Lane narrowing • Lane reconfiguration • Lane reduction (road diet) • On-street bicycle parking • High-visibility crosswalks • Painted curb extension, etc.				
Stormwater Management	Does the maintenance plan include procedures to unobstruct drainage (e.g., inlets, curb-cuts, grates, etc.) into the green infrastructure facility? Has landscaping been maintained?				

Maintenance/Public Works Sign-Off			
Statement of Compliance	yes	no	If NO, please describe why (refer to Exemptions Clause)
The Municipality or County roadway maintenance and snow removal plan accommodates bicyclists, pedestrians, and stormwater management installations as set forth in [municipality/county] Complete Streets Policy.			