

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



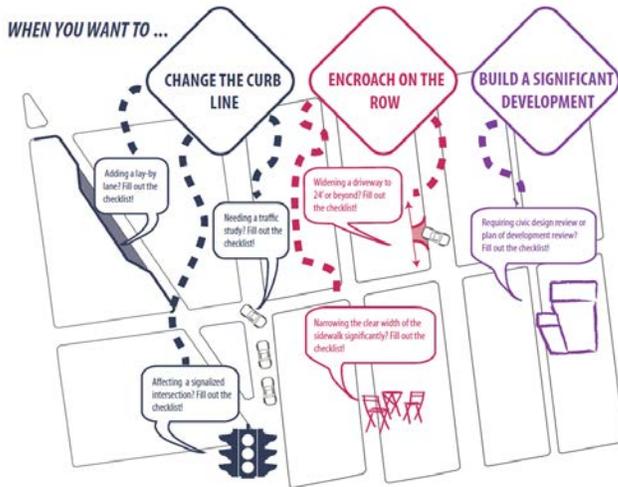
INSTRUCTIONS

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).

The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects affecting public rights-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 shall complete this checklist and attach it to plans submitted to the Philadelphia City Planning Commission for review, along with an electronic version.

The Handbook and the checklist can be accessed at <http://www.phila.gov/CityPlanning/projectreviews/Pages/CivicDesignReview.aspx>

WHEN DO I NEED TO FILL OUT THE COMPLETE STREETS CHECKLIST?



PRELIMINARY PCPC REVIEW AND COMMENT:

DK

DATE

9/23/16

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

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INSTRUCTIONS (continued)

APPLICANTS SHOULD MAKE SURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS:

This checklist is designed to be filled out electronically in Microsoft Word format. Please submit the Word version of the checklist. Text fields will expand automatically as you type.

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-swales and other such features in the right-of-way may require a maintenance agreement with the Streets Department.

ADA curb-ramp designs must be submitted to Streets Department 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://www.philadelphiestreets.com/survey-and-design-bureau/city-plans-unit>. 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.

Complete Streets Review Submission Requirement*:

- EXISTING CONDITIONS SITE PLAN, should be at an identified standard engineering scale
 - FULLY DIMENSIONED
 - CURB CUTS/DRIVEWAYS/LAYBY LANES
 - TREE PITS/LANDSCAPING
 - BICYCLE RACKS/STATIONS/STORAGE AREAS
 - TRANSIT SHELTERS/STAIRWAYS
- PROPOSED CONDITIONS SITE PLAN, should be at an identified standard engineering scale
 - FULLY DIMENSIONED, INCLUDING DELINEATION OF WALKING, FURNISHING, AND BUILDING ZONES AND PINCH POINTS
 - PROPOSED CURB CUTS/DRIVEWAYS/LAYBY LANES
 - PROPOSED TREE PITS/LANDSCAPING
 - BICYCLE RACKS/STATIONS/STORAGE AREAS
 - TRANSIT SHELTERS/STAIRWAYS

***APPLICANTS PLEASE NOTE: ONLY FULL-SIZE, READABLE SITE PLANS WILL BE ACCEPTED. ADDITIONAL PLANS MAY BE REQUIRED AND WILL BE REQUESTED IF NECESSARY**

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GENERAL PROJECT INFORMATION

1. PROJECT NAME
2501 Washington
2. DATE
September 20, 2016
3. APPLICANT NAME
Michael Skolnick, AIA
5. PROJECT AREA: list precise street limits and scope
2501 Washington Avenue & 2557-69 Grays Ferry Ave. Curb and sidewalk replacement along ROW's. Utility connections in ROW.
4. APPLICANT CONTACT INFORMATION
6. OWNER NAME
Hightop Washington LLC
7. OWNER CONTACT INFORMATION
David Landskroner
Ph. 215-246-0606 – david@hightopdevelopment.com
8. ENGINEER / ARCHITECT NAME
David J Plante
9. ENGINEER / ARCHITECT CONTACT INFORMATION
Ruggiero Plante Land Design
4220 Main Street, Philadelphia, PA 19127
Ph. 215-508-3900
10. STREETS: List the streets associated with the project. Complete Streets Types can be found at www.phila.gov/map under the "Complete Street Types" field. Complete Streets Types are also identified in Section 3 of the Handbook.

STREET	FROM	TO	COMPLETE STREET TYPE
<u>Grays Ferry Avenue</u>	<u>Washington Avenue</u>	<u>Kimball Street</u>	<u>City Neighborhood</u>
<u>S 25th Street</u>	<u>Kimball Street</u>	<u>Washington Avenue</u>	<u>City Neighborhood</u>
<u>Washington Avenue</u>	<u>Grays Ferry Ave</u>	<u>S 25th Street</u>	<u>Urban Arterial</u>

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11. Does the **Existing Conditions** site survey clearly identify the following existing conditions with dimensions?
 - a. Parking and loading regulations in curb lanes adjacent to the site YES NO
 - b. Street Furniture such as bus shelters, honor boxes, etc. YES NO N/A
 - c. Street Direction YES NO
 - d. Curb Cuts YES NO N/A
 - e. Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc. YES NO N/A
 - f. Building Extensions into the sidewalk, such as stairs and stoops YES NO N/A

APPLICANT: General Project Information

Additional Explanation / Comments: Two existing lots to be consolidated into one. Existing structure to be demolished. 5 story mixed use building proposed on corner of S 25th Street and Washington Avenue. 17 single family townhomes are proposed in the center of the site and two duplex units are proposed on Grays Ferry Avenue. A driveway is proposed to connect from S 25th Street to Grays Ferry Avenue. This driveway to be fire truck accessible.

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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
<u>Grays Ferry Avenue</u>	<u>14'</u> / <u>6'</u> / <u>6'</u>	<u>60'</u> / <u>88'</u>
<u>Washington Avenue</u>	<u>13', 8'</u> / <u>13', 8'</u> / <u>13', 8'</u>	<u>Variable</u> / <u>Same As Ext.</u>
<u>S 25th Street</u>	<u>14'</u> / <u>14'</u> / <u>14'</u>	<u>60'</u> / <u>60'</u>

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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
<u>Grays Ferry</u>	<u>6'</u> / <u>6'</u> / <u>6'</u>
<u>Washington Avenue</u>	<u>6'</u> / <u>6'</u> / <u>6'</u>
<u>S 25th Street</u>	<u>6'</u> / <u>6'</u> / <u>6'</u>

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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
<u>Driveway off of S 25th Street</u>	<u>16' approx.</u>	<u>Along S 25th Street</u>
<u>Driveway off of Grays Ferry Avenue</u>	<u>22'</u>	<u>Along Grays Ferry Ave</u>

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PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
<u>Driveway off of S 25th Street</u>	<u>24'</u>	<u>Along S 25th Street</u>
<u>Driveway off of Grays Ferry Ave</u>	<u>20'</u>	<u>Along Grays Ferry Ave.</u>

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PEDESTRIAN COMPONENT (continued)

DEPARTMENTAL APPROVAL

15. When considering the overall design, does it create or enhance a pedestrian environment that provides safe and comfortable access for all pedestrians at all times of the day?

YES NO

YES NO

APPLICANT: Pedestrian Component

Additional Explanation / Comments: ~~Walking widths are maintained along all street frontages. Visibility will be high. Pedestrian use will increase which in turn will create a safer condition along the sidewalks. New ADA curb ramps will increase handicapped access around the site.~~

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments:

12. Error in typical sidewalk width: Grays Ferry is required to have 12' sidewalk width. The City Plan Sidewalk Width for all three streets is wrong – need to provide existing and proposed sidewalk widths and not the entire ROW.

13. Walking zone calculations are incorrect. Washington Ave walking zone is required to have 6'10" (1/2 the width of the sidewalk). 25th St is required to have 7'. Grays Ferry is required to have 7'.

15. The internal pedestrian circulation configuration is inadequate. The treatment provide for pedestrians walking in the drive aisle does not provide adequate space and does not provide a space that protects people from conflicts with vehicles.

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BUILDING & FURNISHING COMPONENT (Handbook Section 4.4)

16. 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	
Grays Ferry Avenue	No Min.	0'
Washington Avenue	No Min.	5'
S 25th Street	No Min.	0'

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17. 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		
Grays Ferry Avenue	4'	4'	4'
Washington Avenue	4'	4'	4'
S 25th Street	4'	4'	4'

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18. 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

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO
 YES NO
 YES NO

19. Does the design avoid tripping hazards?

YES NO N/A
 YES NO N/A

YES NO
 YES NO

20. 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

YES NO

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BUILDING & FURNISHING COMPONENT (continued)

- | | |
|---|---|
| 21. 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"/> |
| 22. Does the design maintain adequate visibility for all roadway users at intersections? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> |

APPLICANT: Building & Furnishing Component

Additional Explanation / Comments: ——The only projection into the ROW at ground level is on Washington Avenue for a handicap ramp to get access for the proposed building. Street trees are proposed where no conflicts with driveways, underground utilities, and other existing street furniture exists.

DEPARTMENTAL REVIEW: Building & Furnishing Component

- Reviewer Comments: 16. The building zone for Washington Ave is listed as 5', which is too much.
17. The furnishing zone includes the street lighting on Washington Ave potentially on Grays Ferry Ave.
18. The furnishing zone includes the street lighting on Washington Ave potentially on Grays Ferry Ave.
19. The protruding stairway on Washington Ave creates a potential tripping hazard.
20. The building zone on Washington Ave creates a potential pinch point.

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BICYCLE COMPONENT (Handbook Section 4.5)

23. 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>

There is an existing bicycle lane along the north side of Washington Avenue. Grays ferry has a bicycle lane along the southeasterly side of the street.

24. 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-STREET		ON SIDEWALK		OFF-STREET	
		Existing	Proposed	Existing	Proposed	Existing	Proposed
<u>Building #1 (Mixed Use Building)</u>	<u>22</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>22</u>
_____	_____	____/____	____/____	____/____	____/____	____/____	____/____
_____	_____	____/____	____/____	____/____	____/____	____/____	____/____
_____	_____	____/____	____/____	____/____	____/____	____/____	____/____

25. 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

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO

26. Does the design provide bicycle connections to local bicycle, trail, and transit networks?

YES NO N/A

YES NO

27. Does the design provide convenient bicycle connections to residences, work places, and other destinations?

YES NO N/A

YES NO

APPLICANT: Bicycle Component

Additional Explanation / Comments: Required bicycle spaces are met in Building #1 (Mixed Use Building). Bicycle parking outside the building exceeds the bicycle parking requirement. Existing bicycle lanes are not to be obstructed. Visibility for and of cyclists is not an issue on this site.

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments: 26. Project does connect to local bicycle network.

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CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

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| 28. Does the design limit conflict among transportation modes along the curb? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |
| 29. Does the design connect transit stops to the surrounding pedestrian network and destinations? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| 30. Does the design provide a buffer between the roadway and pedestrian traffic? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 31. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit? | | | |

DEPARTMENTAL APPROVAL

- | | |
|------------------------------|--|
| YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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_____The plan will increase the number of people present in the neighborhood. This will allow for an increased effectiveness of the existing public transit system. (increased safety, desirability, and efficiency) Existing transit lines are not obstructed by this development. Visibility along all street frontages is high.

APPLICANT: Curbside Management Component

Additional Explanation / Comments: _____Curbs are to be replaced in same place as existing curb. The curb reveal along some of the street frontages is too low for current standards. The new curb will increase pedestrian safety by providing adequate vertical buffer between sidewalk and street.

DEPARTMENTAL REVIEW: Curbside Management Component

Reviewer Comments: 28. The design of the internal circulation creates a conflict between pedestrians and vehicles. Pedestrians will be forced to walk in same area as the driving zone and the garage entrances.
30. The design of the internal circulation creates a conflict between pedestrians and vehicles. Pedestrians will be forced to walk in same area as the driving zone and the garage entrances.

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VEHICLE / CARTWAY COMPONENT (Handbook Section 4.7)

32. If lane changes are proposed, identify existing and proposed lane widths and the design speed for each street frontage; if not, go to question No. 35

STREET	FROM	TO	LANE WIDTHS Existing / Proposed	DESIGN SPEED
Grays Ferry Ave	Washington Ave	Kimball Street	___ / ___	==
Washington Avenue	Grays Ferry Ave	S 25 th Street	___ / ___	==
S 25 th Street	Washington Ave	Kimball Street	___ / ___	==

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|---|---|--|---|--|
| 33. What is the maximum AASHTO design vehicle being accommodated by the design? _____ | | | | |
| 34. Will the project affect a historically certified street? An inventory of historic streets ⁽¹⁾ is maintained by the Philadelphia Historical Commission. | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | | |
| 35. Will the public right-of-way be used for loading and unloading activities? | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | | |
| 36. Does the design maintain emergency vehicle access? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | |
| 37. Where new streets are being developed, does the design connect and extend the street grid? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | |
| 38. Does the design support multiple alternative routes to and from destinations as well as within the site? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> | |
| 39. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users? | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | | |

DEPARTMENTAL APPROVAL

YES NO

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: Existing lane widths and striping to remain. No changes are proposed.

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: 32. The information provided for this question is N/A for this application.

33. Applicant needs to answer this question.

39. This proposal provides priority to vehicles and only provides secondary accommodations to bicycles, pedestrians, and transit users.

(1) http://www.philadelphiastreet.com/images/uploads/documents/Historical_Street_Paving.pdf

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

	YES	NO	N/A	DEPARTMENTAL APPROVAL	
40. Does the design incorporate windows, storefronts, and other active uses facing the street?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
42. Does the design provide direct, safe, and accessible connections between transit stops/stations and building access points and destinations within the site?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Urban Design Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component

Reviewer Comments: 41. The internal circulation design creates pedestrian and bicycle conflicts with vehicles throughout the development. Pedestrians are required to walk through the vehicular driveway throughout the development and the walkway is inadequate.

The design should consider the potential for a higher quality bicycle lane, such as a buffered or protected bike lane along Washington Ave, pending Streets Department approval.

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INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

43. If signal cycle changes are proposed, please identify Existing and Proposed Signal Cycle lengths; if not, go to question No. 48.

SIGNAL LOCATION	EXISTING CYCLE LENGTH	PROPOSED CYCLE LENGTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	YES	NO	N/A	DEPARTMENTAL APPROVAL	
44. Does the design minimize the signal cycle length to reduce pedestrian wait time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
45. Does the design provide adequate clearance time for pedestrians to cross streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
46. 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 type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
47. 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 type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
48. Does the design reduce vehicle speeds and increase visibility for all modes at intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
49. Overall, do intersection designs limit conflicts between all modes and promote pedestrian and bicycle safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input 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: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____