

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).

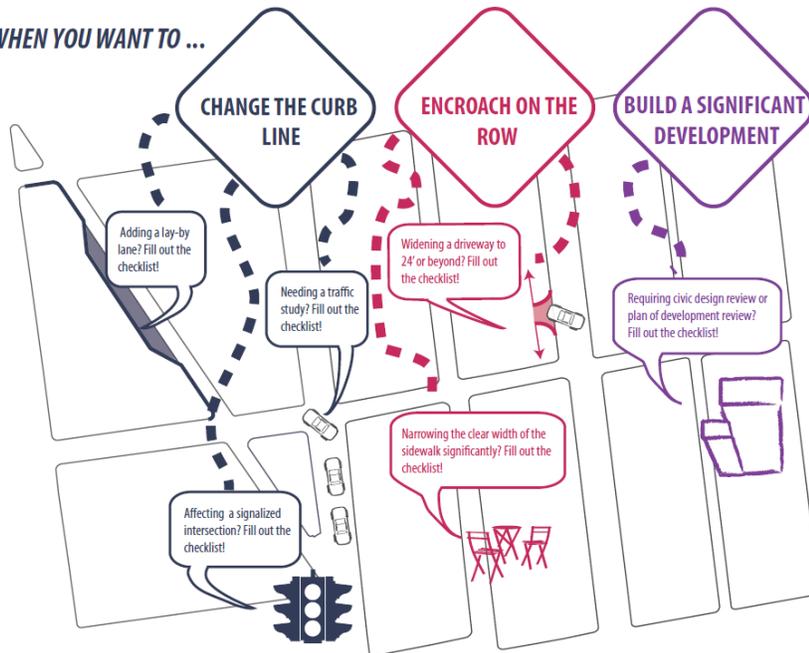
The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects 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?

WHEN YOU WANT TO ...



PRELIMINARY PCPC REVIEW AND COMMENT:

CDR, February 2015

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

2/2/15

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.philadelphiastreet.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:
 - o Placing of a new street;
 - o Removal of an existing street;
 - o Changes to roadway grades, curb lines, or widths; or
 - o 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
 - o FULLY DIMENSIONED
 - o CURB CUTS/DRIVEWAYS/LAYBY LANES
 - o TREE PITS/LANDSCAPING
 - o BICYCLE RACKS/STATIONS/STORAGE AREAS
 - o TRANSIT SHELTERS/STAIRWAYS
- PROPOSED CONDITIONS SITE PLAN, should be at an identified standard engineering scale
 - o FULLY DIMENSIONED, INCLUDING DELINEATION OF WALKING, FURNISHING, AND BUILDING ZONES AND PINCH POINTS
 - o PROPOSED CURB CUTS/DRIVEWAYS/LAYBY LANES
 - o PROPOSED TREE PITS/LANDSCAPING
 - o BICYCLE RACKS/STATIONS/STORAGE AREAS
 - o 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

- | | |
|---|--|
| <p>1. PROJECT NAME
<u>2401 WASHINGTON AVE</u></p> <p>3. APPLICANT NAME
<u>RUSTING OHLER / HARMAN DEUTSCH</u></p> <p>4. APPLICANT CONTACT INFORMATION
<u>267-324-3601 / RUSTIN @HDARCHITECTURE.COM</u></p> <p>6. OWNER NAME
<u>GREEN CONSTRUCTION LLC</u></p> <p>7. OWNER CONTACT INFORMATION
<u>GREEN8562@YAHOO.COM</u></p> <p>8. ENGINEER / ARCHITECT NAME
<u>HARMAN DEUTSCH ARCHITECTURE</u></p> <p>9. ENGINEER / ARCHITECT CONTACT INFORMATION
<u>267.324.3601 RUSTIN@HDARCHITECTURE.COM</u></p> | <p>2. DATE
<u>1.16.15</u></p> <p>5. PROJECT AREA: list precise street limits and scope
<u>WASHINGTON AVENUE BEWTEEN 24TH ST. AND 25TH ST. WITH 250' FRONTAGE ON WASHINGTON AVE. LOT AREA 45,954.06SF</u></p> |
|---|--|
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>24TH ST.</u>	<u>KIMBALL</u>	<u>WASHINGTON</u>	<u>CITY NEIGHBORHOOD</u>
<u>WASHINGTON</u>	<u>24TH</u>	<u>25TH</u>	<u>URBAN ARTERIAL</u>
<u>25TH ST</u>	<u>KIMBALL</u>	<u>WASHINGTON</u>	<u>CITY NEIGHBORHOOD</u>

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 <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |
| b. Street Furniture such as bus shelters, honor boxes, etc. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c. Street Direction | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | |
| d. Curb Cuts | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| e. Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc. | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f. Building Extensions into the sidewalk, such as stairs and stoops | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

APPLICANT: General Project Information

Additional Explanation / Comments: _____

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>24 ST</u>	<u>12 / 11 / 11</u>	<u>14 / 14</u>
<u>WASHINGTON</u>	<u>12 / 11 / 11</u>	<u>8 / 11</u>
<u>25TH ST</u>	<u>12 / 14 / 14</u>	<u>14 / 14</u>
_____	____ / ____ / ____	____ / ____

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>24TH ST</u>	<u>6 / 6 / 6</u>
<u>WASHINGTON</u>	<u>6 / 6 / 6</u>
<u>25TH ST</u>	<u>6 / 6 / 6</u>
_____	____ / ____ / ____

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>LANE BY LANE</u>	<u>8</u>	<u>244' ON WASHINGTON FRONTAGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
<u>DRIVEWAY CURB CUT</u>	<u>24</u>	<u>24TH ST FRONTAGE</u>
<u>DRIVEWAY CURB CUT</u>	<u>14</u>	<u>25TH ST FRONTAGE</u>
_____	_____	_____
_____	_____	_____

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PEDESTRIAN COMPONENT (continued)

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

DEPARTMENTAL APPROVAL

YES NO

APPLICANT: Pedestrian Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments:

Question 15: Streets Department will require the two ADA ramps at 24th and Washington to be reconstructed to current standards. Include this on the plans.

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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
<u>24TH ST</u>	<u>1'-10.25" / 1'-10.25"</u>
<u>WASHINGTON</u>	<u>1'-3.75" / 1'-3.75"</u>
<u>25TH ST</u>	<u>3'-10.5" / 3'-10.5"</u>
_____	____ / ____

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
<u>24TH ST</u>	<u>4 / 4 / 4</u>
<u>WASHINGTON</u>	<u>4 / 4 / 4</u>
<u>25TH ST</u>	<u>4 / 4 / 4</u>
_____	____ / ____ / ____

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

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO

19. Does the design avoid tripping hazards?

YES NO N/A

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 checked="" 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: _____

DEPARTMENTAL REVIEW: Building & Furnishing Component

Reviewer Comments:

Question 21. Street trees do not comply with installation requirements. Trees cannot be within 20' of an intersection or light. There are several trees that may be rejected by the Streets Department. Consider relocating to meet location requirements.

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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>

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 Existing / Proposed	ON SIDEWALK Existing / Proposed	OFF-STREET Existing / Proposed
2401 WASHINGTON	53	0 0	0 / 24	0 / 53
_____	_____	_____/____	_____/____	_____/____
_____	_____	_____/____	_____/____	_____/____
_____	_____	_____/____	_____/____	_____/____

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

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

YES NO N/A

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

YES NO N/A

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO
 YES NO
 YES NO

APPLICANT: Bicycle Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments:

Please consider a sign internal to the site to warn motorists of bicycle traffic against traffic, as cyclists coming from Center City will likely use 24th Street to access the internal bicycle parking.

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CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

			DEPARTMENTAL APPROVAL
28. Does the design limit conflict among transportation modes along the curb?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
29. Does the design connect transit stops to the surrounding pedestrian network and destinations?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input 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?			YES <input type="checkbox"/> NO <input type="checkbox"/>

APPLICANT: Curbside Management Component
 Additional Explanation / Comments: THE PROPOSED RESIDENTIAL PLAN WILL HELP THE VISIBILITY AND SECURITY OF THE EXISTING PUBLIC TRANSIT STOPS , AS WELL AS INCREASE RIDERSHIP

DEPARTMENTAL REVIEW: Curbside Management Component
 Reviewer Comments: _____

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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
<u>24TH ST</u>	<u>KIMBALL</u>	<u>WASHINGTON</u>	<u>32 / 32</u>	<u>25</u>
<u>WASHINGTON</u>	<u>24TH ST</u>	<u>25TH ST</u>	<u>32 / 32</u>	<u>35</u>
<u>25TH ST</u>	<u>KIMBALL</u>	<u>WASHINGTON</u>	<u> / </u>	<u>25</u>
<u> </u>	<u> </u>	<u> </u>	<u> / </u>	<u> </u>

33. What is the maximum AASHTO design vehicle being accommodated by the design? SU

34. Will the project affect a historically certified street? An [inventory of historic streets](#)⁽¹⁾ is maintained by the Philadelphia Historical Commission.

35. Will the public right-of-way be used for loading and unloading activities? YES NO

36. Does the design maintain emergency vehicle access? YES NO

37. Where new streets are being developed, does the design connect and extend the street grid? YES NO N/A

38. Does the design support multiple alternative routes to and from destinations as well as within the site? YES NO N/A

39. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users? YES NO

DEPARTMENTAL APPROVAL

YES NO

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments:

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

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

- 40. Does the design incorporate windows, storefronts, and other active uses facing the street?
- 41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?
- 42. Does the design provide direct, safe, and accessible connections between transit stops/stations and building access points and destinations within the site?

YES NO N/A

YES NO N/A

YES NO N/A

DEPARTMENTAL APPROVAL

YES NO

YES NO

YES NO

APPLICANT: Urban Design Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component

Reviewer Comments: _____

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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
<u>24TH AND WASHINGTON</u>	<u>N/A</u>	<u> </u>
<u>25TH AND WASHINGTON</u>	<u>N/A</u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

	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 checked="" 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 checked="" 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 checked="" 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	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" 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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <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: _____