



NJDOT PRELIMINARY ENGINEERING COMPLETE STREETS CHECKLIST

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 Preliminary Engineering checklist should be completed during the early stages of the 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 the advancement of a project to Final Design.

Using the Complete Streets Checklists

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	Click or tap here to enter text.		
Project Manager’s Name	Click or tap here to enter text.		
Roadway, Direction, and Milepost Limits	Click or tap here to enter text.		
County and Municipality	Click or tap here to enter text.		
Posted Speed Limit	Click or tap here to enter text.		
AADT and Ped. Counts (as applicable)	AADT:Click or tap here to enter text.	Ped. Count:Click or tap here to enter text.	Bike Count:Click or tap here to enter text.
Average width of the shoulder, for each typical section	Click or tap here to enter text.		
Existing right-of-way (ROW) for each typical section	Click or tap here to enter text.		

Instructions:

- For each box checked, please provide a brief description for how the item is addressed (YES), not addressed (NO) or not applicable (NA) and include documentation to support your answer.

PRELIMINARY ENGINEERING (FULL SCOPE) COMPLETE STREETS CHECKLIST

FACILITY	CHECKLIST CONSIDERATION	YES	NO	N/A	DESCRIPTION
Bicyclist, Pedestrian, and Transit Accommodations	<p>Does the proposed project design include accommodations for bicyclists?</p> <p>Examples include (but are not limited to): 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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
	<p>Does the proposed project design address accommodations for pedestrians?</p> <p>Examples include (but are not limited to): Pedestrian facilities: Sidewalks (preferably on both sides of the street); midblock 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; 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). Pedestrian amenities: Shade trees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

FACILITY	CHECKLIST CONSIDERATION	YES	NO	N/A	DESCRIPTION
	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design? Transit facilities: bus turnouts. Transit amenities: signage, maps, schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bicyclist and Pedestrian Operations	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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 support transit usage and users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Access and Mobility	Does the proposed design address accommodations for all users, 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"/>	Click or tap here to enter text.
Land Usage	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"/>	Click or tap here to enter text.

FACILITY	CHECKLIST CONSIDERATION	YES	NO	N/A	DESCRIPTION
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 public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Streetscape	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"/>	Click or tap here to enter text.
Design Standards or Guidelines	<p>Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?</p> <p>Examples include (but are not limited to):</p> <p>American Association of State Highway and Transportation Officials (AASHTO)—<i>A Policy on Geometric Design of Highway and Streets</i>, <i>Guide for the Development of Bicycle Facilities</i>, <i>Guide for the Planning, Design, and Operation of Pedestrian Facilities</i>; <i>Public Right-of-Way Accessibility Guide</i> (PROWAG); <i>Manual on Uniform Traffic Control Devices</i> (MUTCD); <i>Americans with Disabilities Act Accessibility Guidelines</i> (ADAAG); National Association of City Transportation Officials (NACTO)—<i>Urban Bikeway Design Guide</i>; New Jersey Department of Transportation (NJDOT)—<i>Roadway Design Manual and Complete Streets Design Guide</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

PROJECT MANAGER SIGN-OFF

STATEMENT OF COMPLIANCE	YES	NO	IF NO, PLEASE DESCRIBE WHY (REFER TO EXEMPTIONS CLAUSE)
The project continues to advance Complete Streets elements identified in the PPA as set forth in the New Jersey Department of Transportation's Complete Streets Policy. <i>It is the responsibility of the PM to notify Bureau of Safety, Bicycle & Pedestrian Programs (BSBPP) of any changes to the PPA selected during CD.</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Project Manager's Name: Click or tap here to enter text. Title: Click or tap here to enter text. Signature: Click or tap here to enter text.			Date: Click or tap here to enter text.

BUREAU OF SAFETY, BICYCLE & PEDESTRIAN PROGRAMS APPROVAL

ACKNOWLEDGMENT	BSBPP	DATE
BSBPP has had the opportunity to review this checklist and: <input type="checkbox"/> has comments and/or recommendations (attached). <input type="checkbox"/> accepts as submitted.	Name: Click or tap here to enter text. Title: Click or tap here to enter text. Signature: Click or tap here to enter text.	Click or tap here to enter text.

