# INSTRUCTIONS

* *Use this form for capital projects that receive 2016 Measure B funding and congestion relief projects funded through 2016 Local Streets and Roads funds.*
* *Pavement programs funded by 2016 Measure B Local Streets and Roads should use the Pavement Program Self-Declaration Form.*
* *Submit form to VTA when requesting funding. Submit an updated form with each new funding request.*
* *Transit operations and education/encouragement programs funded by 2016 Measure B are not required to fill out this form.*
* *VTA will post the completed form online.*

## *IMPORTANT NOTES*

* *If requesting a project-level exception (Part 3), only fill in Parts 1, 2, and 3.*
* *Electronic signatures are preferred. If the signature is hand-written, please convert the signature page with optical character recognition and tag the signature appropriately. Follow the steps in* <https://biblio.csusm.edu/sites/default/files/signature_page_ada_accessibility.pdf>
* *After completing the form in Microsoft Word, please: Go to “File” and “Save as Adobe PDF”. Click on “Options” and make sure “Enable Accessibility and Reflow with Tagged Adobe PDF” is on. Do not print to PDF because it will not preserve the document’s accessibility.*
* *Please submit any attachments (i.e. project map, fact sheet, etc.) separate from this form.*
* *All attachments should be made accessible and have optical character recognition.*

# PART 1: SPONSOR INFORMATION

|  |  |
| --- | --- |
| **Project Sponsor(s)** |  |

**Person to contact regarding this form:**

|  |  |
| --- | --- |
| **Name & Title**  |  |
| **Email**  |  |
| **Phone** |  |

# PART 2: PROJECT INFORMATION

|  |  |
| --- | --- |
| **Project name** |  |
| **Project limits**[ ]  **map is attached** |  |
| **Project purpose & need (why?)***Be brief.* |  |
| **Project description (what?)***Be brief.* |  |
| **Phase(s) covered by this Complete Streets checklist**  | *Check all that apply.*[ ]  Planning Study [ ] Preliminary Engineering [ ] Environmental [ ] Final Design [ ] Construction [ ] Landscaping\* |
| **Checklist status**  | [ ]  First submittal for this project[ ]  Update of a prior submittal |
| **Date** |  |

*\*Note: If the landscaping work touches any paved area, please update the checklist accordingly.*

# PART 3: PROJECT-LEVEL EXCEPTION

*Skip Part 3 if you are not requesting a project-level exception.*

## Project sponsor requests that the project not be required to fill out the Complete Streets checklist under the following exceptions(s):

[ ]  Funding will be used for a freeway mainline project that does not impact or modify the local transportation network (e.g. local roadways, shared use paths, bicycle/pedestrian bridges, etc.)

*If checked, include project map that clearly shows project limits.*

[ ]  Funding will be used for emergency maintenance, repair, or reconstruction.

|  |  |  |
| --- | --- | --- |
| *Signature* | *Name/Title* | *Date* |
|  |  |  |

*Must be signed by Public Works Director, Agency Manager or equivalent senior level staff or his/her designee. If project sponsor requests a project-level exception, the remainder of this checklist does not need to be completed.*

**VTA Staff Use Only:** [ ]  VTA concurs with project level exception.

|  |  |
| --- | --- |
| Signature |  |
| Name/Title |  |
| Date |  |

# PART 4: PROJECT USERS

## *Purpose of this section is to document the existing and future users of the project.*

### How do people travel through the project limits, now or in the future?

| *Mode of Travel* | *Travels through project limits now* | *Will travel through project limits in the future* | *Have counts been conducted?* | *Provide volumes, if available, & data source.**Estimates or range of volumes is OK.* |
| --- | --- | --- | --- | --- |
| Bicycle |     Yes No Unknown |    Yes No Unknown |    Yes No Unknown |  |
| Pedestrian |    Yes No Unknown |    Yes No Unknown |    Yes No Unknown |  |
| Heavy Rail Transit(BART, ACE, Caltrain) |    Yes No Unknown |    Yes No Unknown | *See agency websites.* |  |
| Light Rail Transit(VTA) |    Yes No Unknown |    Yes No Unknown | *[VTA Ridership Data](https://public.tableau.com/app/profile/janice.soriano/viz/SystemwideRidershipbyStop/Dashboard1)* *Only include counts for stops/stations within project limits.* |  |
| Bus Transit |    Yes No Unknown |    Yes No Unknown | *Use link above - Only include counts for stops/stations within project limits.* |  |
| Motorist  |    Yes No Unknown |     Yes No Unknown |    Yes No Unknown |  |
| Heavy Vehicles |     Yes No Unknown |     Yes No Unknown |     Yes No Unknown |  |

### Some user groups require special accommodations. Which user groups are anticipated to travel through the project frequently, now or in the future?

🡺 **NOTE**: *While all projects must accommodate children, seniors, and people with disabilities, this question is intended to identify if there are unusual circumstances that may warrant accommodations above legal mandates.*

| *User Groups* | *Frequently travels through project limits now* | *Will frequently travel through project limits in the future* | *Notes and Comments**(e.g. nearby schools, senior centers, services for people with disabilities)* |
| --- | --- | --- | --- |
| People 18 Years or Younger |    Yes No Unknown |     Yes No Unknown |  |
| People 65 Years or Older |    Yes No Unknown |     Yes No Unknown |  |
| People with Visual Impairments  |    Yes No Unknown |    Yes No Unknown |  |
| People with Auditory Impairments |    Yes No Unknown |    Yes No Unknown |  |
| People with Mobility Impairments |    Yes No Unknown |     Yes No Unknown |  |

### Describe how the proposed design addresses the needs of those with increased access or mobility requirements such as the disabled, elderly, and children.

|  |
| --- |
|  |

# PART 5: EXISTING INFRASTRUCTURE AND PROPOSED MODIFICATIONS

*For projects that construct new infrastructure in an undeveloped area (e.g. new trail, new bridge, roadway extension) provide answers for the location(s) where the new infrastructure will connect to the existing network.*

## 5-A: Pedestrian Infrastructure

### What pedestrian infrastructure exists within the project limits now?

| *Infrastructure* | *Provided throughout project limits, on both sides of all roads* | *Provided, but with gaps in coverage* | *Not provided* | *Not applicable* |
| --- | --- | --- | --- | --- |
| Pedestrian Paths or Sidewalks |  |  |  |  |
| Landscaped or other Buffers Adjacent to Sidewalks |  |  |  |  |
| Pedestrian Scale Lighting |  |  |  |  |
| Curb Ramps  |  |  |  |  |
| Marked Crosswalks |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Signals* | *Provided at all signalized intersections* | *Provided at most signalized intersections* | *Provided at less than half of signalized intersections* | *Not provided at any signalized intersections* | *Not applicable* |
| Pedestrian Countdown Signals |  |  |  |  |  |
| Audible Pedestrian Signals |  |  |  |  |  |

|  |  |
| --- | --- |
| *Pedestrian Crossing Restrictions* |  |

### Briefly describe the improvements to pedestrian infrastructure that are anticipated with the project.

|  |
| --- |
|  |

### Will the project eliminate an existing pedestrian facility, sever an existing pedestrian connection, lengthen an existing pedestrian route or crossing, increase the time it takes for a pedestrian to cross a roadway, or otherwise result in lower quality pedestrian conditions?

[ ]  No

[ ]  Yes. *If “Yes”, please* *describe the situation, and indicate why this alternative was chosen.*

|  |
| --- |
|  |

[ ]  Unable to answer this time. *If selected, please explain why:*

|  |
| --- |
|  |

## 5-B: Bicycle Infrastructure

### What bicycle infrastructure exists within the project limits now?

| *Infrastructure* | *Provided, with no gaps in the bikeway* | *Provided, but with gaps in the bikeway* | *Not provided* | *Not applicable* |
| --- | --- | --- | --- | --- |
| Bicycle Lanes (Class II) |  |  |  |  |
| Bicycle Lanes with Painted Buffers  |  |  |  |  |
| Physically Separated Bikeways (Class IV) |  |  |  |  |
| Shared Use Paths (Class I) |  |  |  |  |

|  |  |
| --- | --- |
| Bicycle Bridges or Undercrossings |  |

|  |  |
| --- | --- |
| Bicycle/Vehicle Interactions |  □  |

### Briefly describe the improvements to bicycle infrastructure that are anticipated with the project.

|  |
| --- |
|  |

### Will the project eliminate an existing bicycle facility, sever an existing bicycle connection, lengthen an existing bicycle route or crossing, increase the time it takes for a bicyclist to cross a roadway, or otherwise result in lower quality bicycle conditions?

[ ]  No

[ ]  Yes. *If “Yes”, please* *describe the situation, and indicate why this alternative was chosen.*

|  |
| --- |
|  |

[ ]  Unable to answer this time. *If selected, please explain why:*

|  |
| --- |
|  |

## 5-C: Transit Service

1. What transit service currently runs through or immediately adjacent to the project limits?*Check all that apply.**You may provide a map showing transit routes and stops in lieu of listing them here, if it is easier.*

[ ]  There is no transit located within the project limits

[ ]  VTA Bus

|  |  |
| --- | --- |
| *Which line(s) and stops?* |  |

[ ]  Caltrain/ACE/BART

|  |  |
| --- | --- |
| *Which line(s) and station(s)?* |  |

[ ]  Other transit.

|  |  |
| --- | --- |
| *Please describe:* |  |

1. Will the project improve transit within the project area?*Check all that apply.*

[ ]  Unable to answer at this time. Project design has not yet been developed.

[ ]  Not applicable, no transit runs through project limits.

[ ]  No. Transit runs through project limits, but the project will not provide improvements.

[ ]  Yes, project includes the following improvements:

[ ]  Improved transit vehicle speeds/travel time

[ ]  Improved transit vehicle travel time reliability

[ ]  Improved bus stops or rail stations

[ ]  Improved access to transit stops or stations

[ ]  Other improvements:

*Briefly describe transit improvements that will be provided as part of this project.*

|  |
| --- |
|  |

### Will the proposed project result in delays to transit service, increase the distance or time a transit customer must travel to access a stop/station, or otherwise result in lower quality conditions for transit customers?

[ ]  No

[ ]  Yes. *If “Yes”, please* *describe the situation, and indicate why this alternative was chosen.*

|  |
| --- |
|  |

[ ]  Unable to answer this time. *If selected, please explain why:*

|  |
| --- |
|  |

## 5-D: Motor Vehicles and Trucks/Freight

[ ]  **Check here if there are no roads within the project limits and skip to section 5-F.**

### Are there truck routes within the project limits?

[ ]  No truck routes

[ ]  California truck route

[ ]  Local or County truck route

*Please list any truck routes.*

|  |
| --- |
|  |

### What are the posted speeds within project limits? *Check all that apply.*

[ ]  less than 25 mph

[ ]  25 mph

[ ]  30-35 mph

[ ]  40-45 mph

[ ]  45-50 mph

[ ]  greater than 50 mph

### Briefly describe the improvements to motor vehicle and truck/freight infrastructure that are anticipated with the project.

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| --- |
|  |

## 5-E: Traffic Operations and Lighting Systems

[ ]  **Check here if there are no signals within the project limits and skip to section 5-F.**

### What traffic operations and lighting systems currently exist within the project limits?

| *Item* | *Provided at all approaches to all signalized intersections* | *Provided at most approaches* | *Provided at fewer than half of the approaches* | *Not provided at any signalized intersections* |
| --- | --- | --- | --- | --- |
| Passive Bicycle Detection (to actuate signals) |  |  |  |  |
| Passive Pedestrian Detection (to actuate signals) |  |  |  |  |
| Bicycle Adaptive Signals (to extend signals) |  |  |  |  |
| Pedestrian Adaptive Signals (to extend walk phase) |  |  |  |  |
| Transit Signal Priority |  |  |  |  |

### Briefly describe the improvements to traffic operations and lighting systems infrastructure that may be anticipated with the project.

|  |
| --- |
|  |

## 5-F: Green Infrastructure and Storm Water Management Systems

### What green infrastructure and storm water management systems exist within the project limits?

| *Infrastructure* | *Provided throughout project limits* | *Provided in portions of project limits* | *Not provided* | *Not applicable* |
| --- | --- | --- | --- | --- |
| Permeable Pavement |  |  |  |  |
| Bioswales  |  |  |  |  |
| Street Trees/ Landscaping |  |  |  |  |

### Briefly describe the improvements to green infrastructure and storm water management systems that may be anticipated with the project.

|  |
| --- |
|  |

## 5-G: Planning Guides and Design Manuals

### What design standards, guidelines, and manuals have you/will you consult when designing the project?

* *Caltrans*

[ ]  Caltrans Highway Design Manual and associated Deputy Directives and Design Information Bulletins

[ ]  California Manual of Uniform Traffic Control Devices

* *American Association of State Highway Transportation Officials (AASHTO)*

[ ]  AASHTO Policy on Geometric Design of Streets and Highways

[ ]  AASHTO Guide for the Development of Bicycle Facilities

[ ]  AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities

[ ]  Highway Safety Manual

* *Institute of Traffic Engineers (ITE)*

[ ]  ITE Recommended Design Guidelines to Accommodate Pedestrians and Bicyclists at Interchanges

* *North American City Traffic Officials (NACTO)*

[ ]  NACTO Urban Bikeway Design Guide

[ ]  NACTO Urban Streetscape Design Guide

[ ]  NACTO Transit Street Design Guide

[ ]  NACTO Urban Street Stormwater Guide

* *Local*

[ ]  Local street standards

[ ]  Handbooks from the Santa Clara Valley Urban Runoff Pollution Prevention Program

[ ]  VTA Bicycle Technical Guidelines

[ ]  VTA Pedestrian Technical Guidelines

[ ]  VTA Community Design and Transportation Manual

### Please list other design standards, guidelines, and manuals not listed above that you have/will consult when designing this project:

|  |
| --- |
|  |

# PART 6: SAFETY

## *Purpose of this section is to document any existing safety issues of the project.*

### How many reported pedestrian, bicycle, and vehicle collisions have occurred within the project limits within the most recent available 3-year timeframe?

| *Type of Collision* | *Total Injury* | *Total Fatal* | *Total Number* | *Timeframe* | *Data Source(s)* |
| --- | --- | --- | --- | --- | --- |
| Pedestrian-Involved Collisions |  |  |  |  |  |
| Bicycle-Involved Collisions |  |  |  |  |  |
| Motor Vehicle-Only Collisions |  |  |  |  |  |

### How does the project address, if at all, the safety of users within the project limits?

|  |
| --- |
|  |

# PART 7: PLANNING CONTEXT

## *Purpose of this section is to understand the planning policy and context of the project.*

### Is the project design consistent with planning documents, locally adopted pedestrian, bicycle, transit, or other transportation plan or study that overlap the project limits?

[ ]  Yes [ ]  No [ ]  Not applicable

### List relevant plan(s) and note consistency. If project is not consistent, please describe below:

|  |
| --- |
|  |

### Please indicate if the project limits fall within the area covered by any of the following VTA planning documents.

*Link brings you to the study.*

[ ]  [I-680 Corridor Study](http://www.vta.org/projects-and-programs/highway/i680-corridor-study)

[ ]  [I-280 Corridor Study](http://www.vta.org/projects-and-programs/highway/i280-corridor-study)

[ ]  [Pedestrian Access to Transit Plan](http://www.vta.org/getting-around/bike-and-pedestrian/pedestrian-program)

[ ]  [Countywide Bicycle Plan](http://www.vta.org/projects-and-programs/planning/bike-plan)

[ ]  Other VTA Plan (List below)

[Community Based Transportation Plans](http://mtc.ca.gov/our-work/plans-projects/other-plans/community-based-transportation-plans) (CBTP)

[ ]  Alviso CBTP

[ ]  East San Jose CBTP

[ ]  Gilroy CBTP

[ ]  Milpitas CBT

### If you checked any plans from the last question, describe how the project supports VTA’s plans.

|  |
| --- |
|  |

# PART 8: PUBLIC INPUT

## *Purpose of this section is to document any public input and community engagement process..*

### Has input from existing/future bicycle, pedestrian, or transit users of the project been solicited?

[ ] Yes. *Briefly list how input was solicited. Include key user groups that were involved:*

|  |
| --- |
|  |

*Briefly list the major comment themes and describe how the project scope addresses these comments:*

|  |
| --- |
|  |

[ ]  No. *Please list planned outreach activities below.*

|  |
| --- |
|  |

### **How was input from the Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent committee solicited?**

*Consider involvement from local, neighboring, or VTA BPAC.*

[ ]  Presentation(s) at BPAC

[ ]  Invitation for BPAC members to participate in public outreach meetings, surveys, other outreach activities related to the project

[ ]  BPAC member(s) participated in working group, subcommittee or other group to provide input

[ ]  Others, please describe:

|  |
| --- |
|  |

### How may the public comment on your project?

|  |
| --- |
|  |

# PART 9: BUILT ENVIRONMENT

## *Purpose of this section is to assess the land uses and connections to users within proximity of the project.*

### Briefly describe the predominant land uses within the project limits.

*In lieu of a description, a map of land use designations may be attached.*

|  |
| --- |
|  |

### List major sites, destinations, and trip generators within or immediately adjacent to the project limits.

*In lieu of a list, a map of destinations may be attached.*

|  |
| --- |
|  |

# PART 10: EXCEPTIONS TO PROVIDING COMPLETE STREETS

## The expectation is that pedestrian, bicycle, and transit infrastructure or information technology systems identified in local, regional, or countywide planning documents will be incorporated into transportation projects receiving funding if they fall within the project limits.

However, exceptions will be considered where exceptional circumstances prohibit adherence to this policy. Infrastructure or technology that is identified in a local, regional, or county planning document may be excluded from a transportation project in circumstances where:

* The cost of providing the Complete Streets element is disproportionate to the overall cost of the project, as set forth in the Federal Highway Administration [*Accommodating Bicycle and Pedestrian Travel*](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design.cfm).
* A roadway user is legally prohibited from using the transportation facility.
* There is an absence of existing and future need.
* Detrimental environmental or social impacts outweigh the need for the infrastructure or technology.

🡺 **NOTE**: *Declaring an exception does not automatically disqualify a project from receiving 2016 Measure B funding. The purpose of the declaration is to publicly document the rationale behind design decisions.*

### Check one:

[ ]  Project sponsor has no exceptions to declare.

[ ]  Project sponsor has determined that there is at least one exception where pedestrian, bicycle, or transit infrastructure, or information technology systems identified in local, regional, or countywide plan and falling within the project limits is not being incorporated in this project.

*Please describe the exception, explain the justification for the exception, and provide supporting documents, if needed.*

|  |
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|  |

# PART 11: SIGNATURE

*Please review all answers in this form before signing.*

*Form must be signed by Public Works Director or equivalent senior staff or their designee. Signature indicates that the signee has reviewed the document and approved the content. Electronic signatures are acceptable.*

|  |  |  |
| --- | --- | --- |
| *Signature* | *Name/Title* | *Date* |
|  |  |  |