

IMPLEMENTATION

SECTION 05



To achieve Philadelphia’s vision of a safe, convenient street network for pedestrians, bicyclists, transit users, motorists, and goods movement, the City must identify strategies to implement and enforce the design guidance contained in the Philadelphia Complete Streets Design Handbook. This process will include incorporating the Handbook into project development and review processes, revising City Code and policies as necessary, implementing recommended complete streets improvements, and maintaining and evaluating these improvements over time. This section presents a preliminary “Complete Streets Project Review Checklist” that will provide a first step for implementing the Philadelphia Complete Streets Design Handbook and incorporating its guidance into the development review, permit approval, and street project design and planning processes.

5.1 COMPLETE STREETS PROJECT REVIEW CHECKLIST

In accordance with Philadelphia’s Complete Streets Executive Order (NO. 5-09) “all City departments and agencies shall, in connection with input into and decisions regarding all transportation and development projects, give full consideration to accommodation of the safety and convenience of all users of the transportation system, be they pedestrians, bicyclists, public transit users or motor vehicle drivers.” The following checklist documents how each of these modes were considered and accommodated in the process of planning and/or designing projects within or impacting the public right-of-way. If projects do not incorporate “required” or “high priority” complete streets design treatments (see **Tables 1** and **2**), project sponsors must document why not and what alternative accommodations will be provided for pedestrians, bicyclists, and transit users.

The checklist pertains to all permits and projects impacting the public right-of-way and is intended for use during project conception and design phase.

The checklist shall be attached to street designs submitted to Streets

Department or City Planning Commission for review or approval that meet or exceed the threshold requirements. Projects submitted to the departments for approval will be reviewed with respect to the topic areas addressed in the appropriate checklist. The description of the project scope, context, goals, and design provided by the submitter via this list will allow the Streets Department and other reviewing agencies to provide a more expeditious evaluation, potentially reducing review time and minimizing requests for revisions late in the project development process.

THRESHOLD REQUIREMENTS

No construction project of a type set forth below, or any part of which project is in or affects the right-of-way, shall be approved unless the construction project complies with the Complete Streets Policy as articulated in this handbook:

- (a) Any project subject to Civic Design Review
- (b) Any project subject to Plan of Development Review
- (c) Street improvements requiring permits or approvals by the Department of Streets, which request a change of the curblin such that any one or more of the following apply:
 - (i) A lay-by lane is added.
 - (ii) A traffic study is required.
 - (iii) A signalized intersection is affected.
- (d) The street improvement would encroach upon the public right of way if the resulting clear width of the sidewalk is less than provided by the street types and standards
 - (v) Where an existing driveway is widened to or beyond 24 feet.
- (e) All Department of Streets capital projects that alter or maintain the public right-of-way prior to the issuance of any permit or approval.

COMPLETE STREETS PROJECT REVIEW CHECKLIST

BUILDING OR ZONING PERMITS

GENERAL PROJECT INFORMATION

1. Project Name _____
 - i. Brief Project Description _____
2. Applicant Name _____
 - i. Applicant Contact Info _____
3. Design Completion (%) _____
4. Project Area (precise street limits and scope) _____
5. Dates Started/Anticipated to Start: Planning ___/___/___ Preliminary Design ___/___/___ Final Design ___/___/___ Construction ___/___/___
6. Street Type: Identify the classification of impacted streets using the maps in Section 3 - _____

If the answer to any of the questions below is “No” or Not Applicable “NA”, provide a brief explanation at the end of the checklist for why this criterion is not met at the end of this submission.



PEDESTRIAN COMPONENT (SEE HANDBOOK SECTION 4.3)

Does the proposed design:

7. Minimize vehicle intrusions into the pedestrian zone (e.g., driveways, lay-by lanes)? Yes No

List existing and proposed vehicle intrusions into the pedestrian zone - _____

8. Provide minimum sidewalk widths for the street type (see Section 4.3.1)? Yes No

List sidewalk widths for each street frontage - _____

9. Provide minimum clear widths for the street type (see Section 4.3.2)? List min. clear width for each street frontage Yes No

10. Provide ADA compliant curb ramps where required and/or appropriate (see Section 4.3.3)? Yes No NA

| | |
|---|--|
| <p><i>Does the proposed design?</i></p> <ul style="list-style-type: none"> - Create a pedestrian environment that provides safe access for all pedestrians? - Provide direct pedestrian routes between the site, destinations and crossing opportunities every 300-500'? | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|--|



BUILDING & FURNISHING COMPONENT (SEE HANDBOOK SECTION 4.4)

Do building and furnishing components of the proposed design:

11. Avoid tripping hazards and pinch points (locations where Walking Zone width does not meet standards or requires an exception - see Section 4.3.2 for minimum walking zone widths)? Yes No

Identify existing and proposed pinch points - _____

12. Maintain adequate visibility for all roadway users at intersections (see Section 4.4.1)? Yes No NA

13. Incorporate green infrastructure opportunities (such as street trees or rain barrels) wherever practicable? Yes No

Identify proposed green infrastructure improvements - _____

14. Follow building zone widths requirement for the street type, if applicable (see Section 4.4.1)? Yes No NA

15. Provide minimum furnishing zone widths for the street type (see Section 4.4.2)? Yes No

Identify minimum furnishing zone widths for the street type - _____

16. Incorporate other required building & furnishing zone design treatments for the street type (See Table 1)? Yes No

Identify proposed design treatments - _____

17. Incorporate other “high priority” building & furnishing zone design treatments for the street type, where width permits Yes No

Identify proposed design treatments (See Table 1)? - _____

| | |
|---|--|
| <p><i>Do building and furnishing components of the proposed design:</i></p> <p>- Enhance the pedestrian environment</p> | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|--|



BICYCLE COMPONENT (SEE HANDBOOK SECTION 4.5)

Do bicycle facilities in the proposed design:

18. Connect to local bicycle, trail and transit networks? Yes No NA

19. Incorporate bicycle network recommendations of the Pedestrian and Bicycle Plan? Yes No NA

To review the plan and to identify recommendations such as Bike Lanes, Signage or Sharrows, visit

http://www.philaplanning.org/plans/Philadelphia_Ped.Bike_Plan_LowRes.pdf

20. Include bicycle parking? Yes No

21. Incorporate other “high priority” bicycle design treatments for the street type, where width permits (See Table 1)? Yes No

| | |
|---|--|
| <p><i>Do bicycle facilities in the proposed design</i></p> <p>- Enhance the comfort and safety of bicycling as a transportation option?</p> <p>- Provide convenient connections to residences, work places, and other destinations?</p> | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> |
|---|--|



CURBSIDE MANAGEMENT COMPONENT (SEE HANDBOOK SECTION 4.6)

Do curbside facilities in the proposed design:

22. Provide a buffer between traffic and pedestrians (see Section 4.6)? Yes No

23. Increase the comfort and attractiveness of transit? Yes No

List amenities provided - _____

24. Connect transit stops to the surrounding pedestrian network and destinations? Yes No

Explain how - _____

25. Incorporate alternative uses for underutilized parking lanes, where appropriate (see Section 4.6.6)? Yes No NA

26. Avoid lay-by lanes and other vehicle intrusions into the sidewalk? Yes No

27. Incorporate other “high priority” curbside management design treatments for the street type, Yes No NA

where width permits (See Table 1)? Explain how below - _____

| | |
|--|--|
| <p><i>Do curbside facilities in the proposed design:</i></p> <ul style="list-style-type: none"> - Limit conflicts between modes? - Connect transit stops to the surrounding pedestrian network and destinations? | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|



VEHICLE/CARTWAY COMPONENT (SEE HANDBOOK SECTION 4.7)

Does the vehicle/cartway component of the proposed design:

31. Balance vehicle mobility with the mobility and access needs of other roadway users? Yes No NA

32. Promote speeds that are appropriate for the street type and surrounding context? Yes No NA

Implementation

Identify the design speed for the - _____

33. Connect and extend the street grid, where new roads are being developed? Yes No NA

34. Incorporate appropriate lane widths for the street type (see Table 1 and Section 4.7.1)? Yes No NA

List existing and proposed lane widths - _____

35. Incorporate other "high priority" cartway/vehicle design treatments for the street type, where width permits (See Table 1)? Identify proposed design treatments - _____ Yes No

| <i>Does the vehicle/cartway component of the proposed design:</i> | <i>Department Review Only</i> | | |
|--|-------------------------------|-----------------------------|-----------------------------|
| - Minimize roadway width while maintaining multimodal transportation access and amenities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| - Maintain emergency vehicle access? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| - Maintain freight and/or transit vehicle access, if appropriate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| - Support multiple alternative routes to and from destinations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |



URBAN DESIGN COMPONENT (SEE HANDBOOK SECTION 4.8)

Does the urban design component of the proposed design:

28. Incorporate windows, storefronts, and other active uses facing the street? Yes No

29. Provide driveway access that reduces pedestrian/bicycle conflicts with vehicles (see Section 4.8.1)? Yes No

30. Incorporate appropriate stormwater management and drainage features (see Section 4.8.4)? Yes No



INTERSECTIONS & CROSSINGS COMPONENT (SEE HANDBOOK SECTION 4.9)

Does the proposed design of intersections and crossing treatments:

- 36. Include accessible features such as ADA compliant curb ramps? Yes No NA
- 37. Provide adequate clearance time for pedestrians to cross streets? Yes No NA
- 38. Minimize signal cycle length to reduce pedestrian wait time? Yes No NA

List existing and proposed signal cycle length - _____

- 39. 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? Yes No NA

Explain how - _____

- 40. Simplify complex intersections, where possible (e.g., convert skewed intersections to right angles)? Yes No NA

- 41. Incorporate "high priority" intersection and crossing design treatments for the intersection type, where geometry permits (See Table 2)? Yes No

Identify proposed design treatments - _____

| | | | |
|---|--------------------------------------|-----------------------------|-----------------------------|
| <i>Does the proposed design of intersections and crossing treatments:</i> | <i>Department Review Only</i> | | |
| - Reduce conflicts between modes and promote pedestrian and bicycle safety and comfort? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| - Reduce vehicle speeds and increase visibility at intersections? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

IF THE ANSWER TO ANY OF THE PREVIOUS QUESTIONS WAS "NO", PROVIDE A BRIEF EXPLANATION WHY EACH CRITERION IS NOT MET ATTACH ADDENDA AS NEEDED -

DRAFT

DEPARTMENT RESPONSE, ATTACH ADDENDA AS NEEDED -

| |
|--|
| <p><i>Departmental Reviewer Signature Print, Sign and Date</i></p> |
|--|

COMPLETE STREETS PROJECT REVIEW CHECKLIST**CITY PLAN ACTION****GENERAL PROJECT INFORMATION**

1. Project Name _____
 i. Brief Project Description _____

2. Applicant Name _____
 i. Applicant Contact Info _____
3. Design Completion (%) _____
4. Project Area (precise street limits and scope) _____
5. Dates Started/Anticipated to Start: Planning __/__/__ Preliminary Design __/__/__ Final Design __/__/__ Construction __/__/__
6. Street Type: Identify the classification of impacted streets using the maps in Section 3 - _____

If the answer to any of the questions below is “No” or Not Applicable “NA”, provide a brief explanation at the end of the checklist for why this criterion is not met at the end of this submission.

**PEDESTRIAN COMPONENT (SEE HANDBOOK SECTION 4.3)**

Does the proposed design:

7. Minimize vehicle intrusions into the pedestrian zone (e.g., driveways, lay-by lanes)? Yes No
 List existing and proposed vehicle intrusions into the pedestrian zone - _____

8. Provide minimum sidewalk widths for the street type (see Section 4.3.1)? Yes No
 List sidewalk widths for each street frontage - _____

9. Provide minimum clear widths for the street type (see Section 4.3.2)? List min. clear width for each _____

street frontage Yes No

10. Provide ADA compliant curb ramps where required and/or appropriate (see Section 4.3.3)? Yes No

| <i>Does the proposed design?</i> | <i>Department Review Only</i> | |
|--|-------------------------------|-----------------------------|
| - Create a pedestrian environment that provides safe access for all pedestrians? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Provide direct pedestrian routes between the site, destinations and crossing opportunities every 300-500'? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



BUILDING & FURNISHING COMPONENT (SEE HANDBOOK SECTION 4.4)

Do building and furnishing components of the proposed design:

11. Avoid tripping hazards and pinch points (locations where Walking Zone width does not meet standards or requires an exception - see Section 4.3.2 for minimum walking zone widths)? Yes No

Identify existing and proposed pinch points - _____

12. Maintain adequate visibility for all roadway users at intersections (see Section 4.4.1)? Yes No

13. Incorporate green infrastructure opportunities (such as street trees or rain barrels) wherever practicable? Yes No

Identify proposed green infrastructure improvements - _____

14. Follow building zone widths requirement for the street type, if applicable (see Section 4.4.1)? Yes No

15. Provide minimum furnishing zone widths for the street type (see Section 4.4.2)? Yes No

Identify minimum furnishing zone widths for the street type - _____

16. Incorporate other required building & furnishing zone design treatments for the street type (See Table 1)? Yes No

Identify proposed design treatments - _____

| | |
|--|---|
| <p><i>Do building and furnishing components of the proposed design:</i></p> <ul style="list-style-type: none"> - Enhance the pedestrian environment | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|---|



CURBSIDE MANAGEMENT COMPONENT (SEE HANDBOOK SECTION 4.6)

Do curbside facilities in the proposed design:

17. Avoid lay-by lanes and other vehicle intrusions into the sidewalk? Yes No



VEHICLE/CARTWAY COMPONENT (SEE HANDBOOK SECTION 4.7)

Does the vehicle/cartway component of the proposed design:

18. Balance vehicle mobility with the mobility and access needs of other roadway users? Yes No NA

19. Promote speeds that are appropriate for the street type and surrounding context? Yes No NA

| | |
|---|---|
| <p><i>Does the vehicle/cartway component of the proposed design:</i></p> <ul style="list-style-type: none"> - Minimize roadway width while maintaining multimodal transportation access and amenities? - Maintain emergency vehicle access? - Maintain freight and/or transit vehicle access, if appropriate? - Support multiple alternative routes to and from destinations? | <p><i>Department Review Only</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|---|


INTERSECTIONS & CROSSINGS COMPONENT (SEE HANDBOOK SECTION 4.9)

Does the proposed design of intersections and crossing treatments:

20. Provide adequate clearance time for pedestrians to cross streets? Yes No NA

21. 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? Yes No NA

Explain how - _____

22. Simplify complex intersections, where possible (e.g., convert skewed intersections to right angles)? Yes No NA

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IF THE ANSWER TO ANY OF THE PREVIOUS QUESTIONS WAS “NO”, PROVIDE A BRIEF EXPLANATION WHY EACH CRITERION IS NOT MET ATTACH ADDENDA AS NEEDED - _____

DRAFT

DEPARTMENT RESPONSE, ATTACH ADDENDA AS NEEDED - _____

Departmental Reviewer Signature | Print, Sign and Date

COMPLETE STREETS PROJECT REVIEW CHECKLIST

RIGHT OF WAY REVIEW

GENERAL PROJECT INFORMATION

1. Project Name _____
 i. Brief Project Description _____

2. Applicant Name _____
 i. Applicant Contact Info _____
3. Design Completion (%) _____
4. Project Area (precise street limits and scope) _____
5. Dates Started/Anticipated to Start: Planning __/__/__ Preliminary Design __/__/__ Final Design __/__/__ Construction __/__/__
6. Street Type: Identify the classification of impacted streets using the maps in Section 3 - _____

If the answer to any of the questions below is “No” or Not Applicable “NA”, provide a brief explanation at the end of the checklist for why this criterion is not met at the end of this submission.



PEDESTRIAN COMPONENT (SEE HANDBOOK SECTION 4.3)

Does the proposed design:

7. Provide minimum sidewalk widths for the street type (see Section 4.3.1)? Yes No

List sidewalk widths for each street frontage - _____

8. Provide minimum clear widths for the street type (see Section 4.3.2)? List min. clear width for each street frontage Yes No

| | |
|--|--|
| <p>Does the proposed design?</p> <ul style="list-style-type: none"> - Create a pedestrian environment that provides safe access for all pedestrians? - Provide direct pedestrian routes between the site, destinations and crossing opportunities every 300-500'? | <p>Department Review Only</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|



BUILDING & FURNISHING COMPONENT (SEE HANDBOOK SECTION 4.4)

Do building and furnishing components of the proposed design:

9. Avoid tripping hazards and pinch points (locations where Walking Zone width does not meet standards or requires an exception - see Section 4.3.2 for minimum walking zone widths)? Yes No
 Identify existing and proposed pinch points - _____

10. Maintain adequate visibility for all roadway users at intersections (see Section 4.4.1)? Yes No NA
11. Incorporate green infrastructure opportunities (such as street trees or rain barrels) wherever practicable? Yes No
 Identify proposed green infrastructure improvements - _____

12. Follow building zone widths requirement for the street type, if applicable (see Section 4.4.1)? Yes No NA
13. Provide minimum furnishing zone widths for the street type (see Section 4.4.2)? Yes No
 Identify minimum furnishing zone widths for the street type - _____

14. Incorporate other required building & furnishing zone design treatments for the street type (See Table 1)? Yes No
 Identify proposed design treatments - _____
