PROJECT CHECKLIST - *INSTRUCTIONS*

1. Determine your project's Street Classification, listed below.
2. As applicable to each street type, consider the features of complete streets for inclusion in your project. Refer to the Street Design Guidelines for additional detail on the individual features of complete streets.
3. If a feature should be considered but can't be included, note the reason.
4. This checklist must be kept within each project file and sent to the Clerk/Treasurers office.

Confirm Street Classification

Complete Streets

- ☐ *North Avenue* from Northgate Road to its southern end
- ☐ *Colchester Avenue*
- ☐ *Main Street* from University Terrace to the South Burlington town line
- ☐ *South Winooski Avenue* from Main Street to Pearl Street
- ☐ *Battery Street* from Sherman Street to Main Street
- ☐ *Pine Street* from Lakeside Avenue to Kilburn Street
- ☐ *Shelburne Street* from Howard Street to the South Burlington town line

Transit Streets

- ☐ *Saint Paul Street* from Main Street to Howard Street
- ☐ *Kilburn Street*
- ☐ *Main Street* from Battery Street to University Terrace
- ☐ *Pearl Street* from Battery Street North Prospect Street
- ☐ *Plattsburg Avenue*

Bicycle Streets

- ☐ *Pine Street* from Lakeside Avenue to Queen City Park Road and from Kilburn Street to Maple Street
- ☐ *South Winooski Avenue* from Howard Street to Main Street
- ☐ *North Winooski Avenue*
- ☐ *South Union Street*
- ☐ *North Union Street*
- ☐ *South Willard Street* from Main Street to North Street
- ☐ *Mansfield Avenue*
- ☐ *College Street* from South Winooski Avenue to South Prospect Street
- ☐ *North Street*
- ☐ *Riverside Avenue*
- ☐ *Intervale Road*
- ☐ *Route 127 entrance to and including Ethan Allen Homestead*

Slow Streets

- ☐ *Maple Street* from South Winooski Street to its western terminus
- ☐ *King Street* from South Winooski Street to its western terminus
- ☐ *College Street* from South Winooski Street to its western terminus
- ☐ *Bank Street*
- ☐ *Cherry Street*
- ☐ *Lake Street*

State Truck Routes

- ☐ *Shelburne Street*
- ☐ *Willard Street*
- ☐ *Main Street*
- ☐ *Riverside Avenue*
- ☐ *North Winooski Avenue*

Neighborhood Streets

- ☐ *All other streets*

Project Name	
Project Manager	
Date of Checklist Completion	
PWC approval for exempt features	
File Path	
Date filed with Clerk / Treasurer	

Feature 1: Sidewalks should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- ☐ both sides of the street, or at least one side of the street on *Neighborhood Streets*
- ☐ 5' minimum in residential areas
- ☐ > 5' in neighborhood centers and high density residential
- ☐ 8' – 10' on Slow Streets
- ☐ 5' clear zone
- ☐

NOTES:

Feature 2: Tree Belt should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- ☐ 5' minimum
- ☐ 2' minimum for snow storage
- ☐ structural soil in neighborhood centers, high density residential

NOTES:

Feature 3: Street Trees should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- ☐ hardscape or tree grates for passenger loading/unloading

NOTES:

Feature 4: Street Lighting should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*

- ☐ ornamental light fixtures at gateways
- ☐ ornamental and 10' – 14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow Streets

NOTES:

Feature 5: Furniture should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*

- ☐ benches

- ☐ kiosks
- ☐ bike racks

NOTES:

Feature 6: Transit Shelters (at stops with high ridership) should be considered on *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Neighborhood Streets*

- ☐ outside of 5' clear zone
- ☐ benches
- ☐ lighting
- ☐ street trees
- ☐ pedestrian-scale signs

NOTES:

Feature 7: Transit Stops should be considered on *Transit Streets, Neighborhood Streets*

- ☐ placed in front of crosswalks
- ☐ 100' – 140' curbside for streets with higher lower volume
- ☐ bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
- ☐ 100' – 140' bus turnouts for transit stops with longer dwell times

Feature 8: Parking should be considered on *Complete Streets and Bicycle Streets:* on-street in neighborhood centers, back-in angled or parallel if next to bike lanes

- ☐ *Transit Streets and Slow Streets:* removed at transit stops
- ☐ *Slow Streets:* parking meters behind tree belt, centralized pay stations

NOTES:

Feature 9: Queue Jump Lanes should be considered on *Transit Streets*

- ☐ shared with right turn lane at intersection, with stop across intersection

NOTES:

Feature 10: Bike Lanes should be considered on *Complete Streets, Bicycle Streets*

- ☐ 5' minimum
- ☐ 6' minimum next to parking lane
- ☐ green bike lane for complex areas
- ☐ bike safe drain grates
- ☐ 30' two-way street with parking: widen street by 5' for single-direction bike lane
- ☐ 30' two-way street without parking: two single-direction bike lanes (in each direction)
- ☐ 30' one-way street with parking: two single-direction bike lanes (in each direction)
- ☐ 40' two-way street with parking: two single-direction bike lanes (in each direction)
- ☐ at intersections with right turn lane, stripe through bike lane to the left of the turn lane

NOTES:

Feature 11: Vehicle lanes should be considered on *Complete Streets:* 10' – 11'

- ☐ *Transit Streets* and *Truck Routes:* 10' – 12'
- ☐ *Bicycle Streets:* 10'
- ☐ *Slow Streets:* 10' – 12', greater for higher mix of uses

NOTES:

Feature 12: Two-way left turn lane should be considered on *Complete Streets*
NOTES:

Feature 13: Crosswalks should be considered on *Complete Streets, Transit Streets, Slow Streets*
- ☐ at each intersection
- ☐ special pavement treatment at high volume crossings (if textured, only smooth)
- ☐ every 300' – 400'

NOTES:

Feature 14: Medians or refuge islands should be considered on *Complete Streets, Transit Streets*
- ☐ at mid-block location: 6' x 20' minimum with 5' pedestrian path
- ☐ landscaped refuge island (not paved)

NOTES:

Feature 15: Mid-block Crosswalks should be considered on *Complete Streets, Transit Streets, Slow Streets*
- ☐ warranted by pedestrian volumes
- ☐ 6' – 10' wide
- ☐ ladder, zebra, fully painted, or colored and textured bounded by white
- ☐ raised crossing
- ☐ Z-crossing if median or refuge provided
- ☐ Signage and/or signage with warning lights

NOTES:

Feature 16: Curb radii should be considered on *Complete Streets, Transit Streets, Slow Streets*
- ☐ 10' – 15'

NOTES:

Feature 17: Curb Extensions should be considered on *Transit Streets, Slow Streets*
NOTES:

Feature 18: Stormwater Planter should be considered on *Complete Streets, Slow Streets*
- ☐ in place of greenbelt on level streets

NOTES:

Feature 19: Porous Paving should be considered on *Complete Streets, Slow Streets*
- ☐ within on-street parking lane

NOTES:

Feature 20: Enhanced Intersection should be considered on *Slow Streets*
- ☐ raised
- ☐ special paving treatments and/or colors
- ☐ curb extensions with bollards

NOTES:

Feature 21: Neighborhood Center Transitions are located at…
- o *North Avenue* at Plattsburg Avenue

- o *North Avenue* from Ethan Allen Shopping Center to Ethan Allen Parkway
- o *Riverside Avenue / Colchester Avenue* intersection
- o *Shelburne Street* from Birchcliff Parkway to Lyman Avenue
- o *Shelburne Street* from Home Avenue to the South Burlington town line
- o *North Street* from North Avenue to North Winooski Avenue
- o *North Winooski Avenue* from North Street to Riverside Avenue
- o *Riverside Avenue / Colchester Avenue* intersection

…and should consider

- ☐ curb extensions
- ☐ shared lane markings replace bike lanes
- ☐ signs and pavement markings
- ☐ pedestrian-scale lighting, furniture, plantings, and sidewalk patterns

NOTES:

Feature 22: Traffic Calming should be included on all streets with existing traffic calming features or on streets with an assessed need for traffic calming

- ☐ speed tables and raised crosswalks at mid-block locations
- ☐ raised intersections, calming two streets at once
- ☐ colored / textured pavement for prominent pedestrian zones
- ☐ neighborhood traffic circles / intersection island, calming two streets at once
- ☐ chicanes
- ☐ pedestrian refuges or center islands, for refuge or gateway treatment
- ☐ curb extensions or chokers, at intersections or mid-block

NOTES:

DOCUMENTING COST DISPROPORTIONATE TO NEED

Project Name	
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This worksheet shall be used to make a written determination that the cost of incorporating complete streets principles is disproportionate to the need or probable use, resulting in a project that does not incorporate complete streets principles. This determination shall be approved by the Public Works Commission.

Is the cost of incorporating complete streets principles disproportionate to the need or probable use as determined by...

Current and future land use?

Traffic, bicycle, pedestrian and transit volumes?

Population density?

Crash data for vehicles, bicycles, and pedestrians?

Resource constraints?

Right-of-way constraints identified?

Maintenance constraints identified?

Local plans were referenced to support

Which local and regional plans were consulted to assess the factors described above?

- ☐ Transportation Plan
- ☐ Municipal Development Plan
- ☐ Regional Pedestrian and Bicycle Plan
- ☐ Chittenden County Regional Plan
- ☐ Metropolitan Transportation Plan
- ☐ Scoping, Feasibility, Corridor or other project reports
- ☐ Other: