

COMPLETE STREETS CHECKLIST
For projects over \$500,000

Project Name:

Project Developer:

Phone Number:

Project Manager:

Phone Number:

Opportunity Statement (See Project Roadmap for instructions):

How does your project support SDOT departmental goals (mobility, sustainability, safety, equity, livability and stewardship)?

Project Location:

Description of Scope from Originating Project (List associated Modal Elements if applicable):

Project Budget and Funding Source(s):

If you have existing or potential grant funds, please list the grantor, amount, and grant-related schedule or milestones. Consult with Grant Financial Analyst from Capital Projects for existing grants or Grant Coordinator from Policy and Planning for potential grant opportunities:

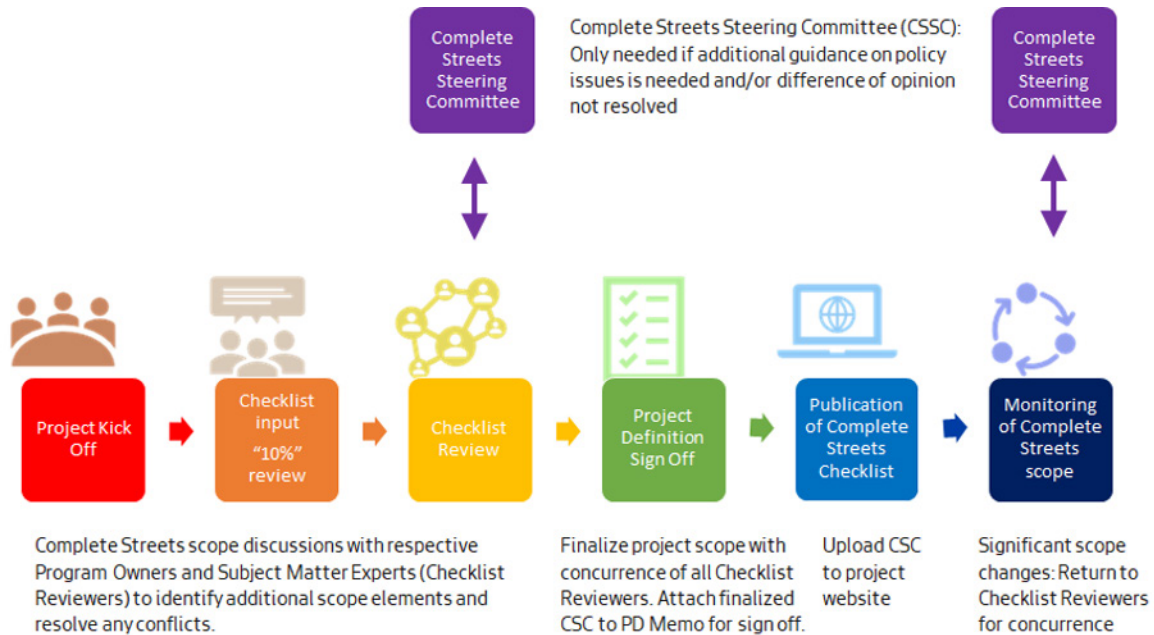
1 Purpose of the Complete Streets Checklist

Seattle’s Complete Streets policy is about creating and maintaining safe streets for everyone. In 2007, the Seattle City Council passed [Ordinance 122386](#), known as the Complete Streets ordinance, which directs Seattle Department of Transportation (SDOT) to design streets for people who walk, bike, ride transit and people of all ages and abilities while promoting safe operation for all people. This is the lens through which SDOT views all of our projects.

SDOT uses a rigorous, data-driven process to develop complete streets. [Streets Illustrated](#) provides the roadmap of how SDOT administers the [Complete Streets program](#). The Complete Streets checklist (CSC) is the tool SDOT uses to collect data and information about the status of the street and surroundings, as well as the details of the project during a project’s complete streets assessment in the early stages of the 0-30% design phase, with a goal of identifying specific improvements that can be incorporated into the project to balance the needs of all people.

2 Complete Streets Checklist Process

1. Project Kick-off - Invite all Program Owners and Subject Matter Experts (Checklist Reviewers)
2. Checklist input "10%" Review - Circulate 10% design with draft CSC for initial review by Checklist Reviewers
3. Checklist Final Review - Projects may be escalated to [Complete Streets Steering Committee](#) (CSCS) for additional policy guidance / resolution of difference of opinion
4. Project Definition Sign Off at 30% baselining/handover (from Project Developer to Project Manager) - Attach signed Complete Streets Checklist to Project Definition Memo
5. Upload CSC to the project website (if any) and Project Portfolio Management (PPM)
6. Monitor CSC scope - Project Manager to return to Checklist Reviewers when significant scope changes occur



Complete Streets Review Story Map - Getting Started

Data pertaining to questions in this checklist can be found in the [Complete Streets Review Story Map](#). Please note that **some data layers will only display at a distinct scale. You will need to zoom in or out on the maps to find and view all the layers you need for each topic.**

Questions or comments about the checklist template?

Please email Gabriel Seo (gabriel.seo@seattle.gov) for more information.

3 Demographics / Equity

1. Review Neighborhood Profiles relevant to your project - [Demographic Data](#).

2. Which quintile does your project fall into on the [Racial Equity Index \(REI\) map](#)?

3. Are you completing a Racial Equity Toolkit (RET) for this project?

Yes

No

4. What are key take aways from the programmatic level RET outcomes relevant to this project? Are there any [Transportation Equity Framework tactics](#) being advanced through this project? If yes, list the relevant tactics.

4 Multi Modal Level of Service

Level of Service (LOS) can serve as a tool to understand intersection operations and potential degradation (delay) of “service” based on operational changes. However, vehicular LOS impacts should not be used as the primary decision-making metric when evaluating transit, pedestrian, bike, or freight projects - refer to [LOS Policy](#) for more detail.

Based on your scope of work, please work with your Transportation Operations staff to determine which metrics you agree to use to evaluate multi-modal intersection and corridor delay associated with your project (NB: This approach is an interim measure while a department-wide approach for MMLoS is developed & adopted). Suggested metrics per mode include:

- People Walking and Rolling: travel time, max wait time, avg wait time, pedestrian volumes, pedestrian LOS, pedestrian safety
- Transit: reliability - see travel time reference ratio in the [draft Transit Performance Plan](#) (TPP), travel time, passenger delay, ridership and route frequency by time of day, person throughput, intersection delay/LOS by transit movement
- Bikes: travel time, bike wait time, topographical delay/LOS, bike safety, protected bike movement, concurrent with vehicle movements, projected volume of bikes
- Freight: travel time, queues, delay/LOS, hourly freight volumes and percent, changes to available truck turning radius within ROW
- General Purpose: travel time, queues, delay/LOS (include an off-peak analysis), hourly volumes, potential mode shift or diversion

5 Project Coordination

Review [DOTMaps](#), the [Complete Streets Review Story Map](#) and associated links.

1. Are there any opportunities to coordinate/resolve conflicts with relevant City projects/initiatives within the project area? Yes No

Coordinate with SCL on opportunities to underground overhead utilities to preserve sidewalk space and unclutter sky views; and SPU storm water projects that might impact drainage or cause detours.

Coordinate with Transit & Mobility, Transit Service and Corridors Teams to discuss [draft Transit Performance Policy](#).

List project (location and timeframe) and contact information.

Describe final decision:

2. Are there any opportunities to coordinate/resolve conflicts with relevant [active private development](#) within the project area? List project (location and timeframe) and contact information. Yes No

6

Arterial Classification & Street Type

<u>Arterial Classification:</u> (listed in descending order of crash severity)	Principal	Minor	Collector
	Boulevard	SFD Non-Arterial	Non-Arterial

NB: Collision rates and severity directly correlate with arterial classification

If project area has multiple arterial classifications, describe:

Street Types:

Other Facilities:

Downtown	Urban Village Main	Parks Boulevard
Downtown Neighborhood	Urban Village Neighborhood	Trails
Downtown Neighborhood Access	Urban Village Neighborhood Access	Unopened Right of Way
Industrial Access	Urban Center Connector	Non-SDOT Property
Minor Industrial Access	Neighborhood Corridor	
Alley	Neighborhood Yield	

If project area has multiple street types, please list which segments per type:

List Transit Classification
(if applicable):

Right-of-Way (ROW) Width:

List all types of lanes/facilities (e.g., general purpose lanes, transit only lanes, bicycle facilities, sidewalks, etc.) and provide the range of widths along the corridor (e.g., bike lane 4' - 6'; transit only lane 10.5' - 11'; GP lane 9' - 15', etc.)

- Sidewalk - range of widths
- Bike Facility - range of widths
- Transit Only Lane - range of widths
- General Purpose Lane - range of widths
- Other (specify) - range of widths

Are there any existing lanes/facilities and/or other existing ROW features that do not comply with the current Streets Illustrated standards? If yes, describe deficiencies and feasibility of correcting deficiencies. Yes No

Describe relevant standards from Streets Illustrated that you anticipate to request deviations for new installations in your project (if any):

7 Safety

To achieve Vision Zero's goal to end traffic deaths and serious injuries by 2030, projects should take a [Safe System Approach](#) and should aim to reduce vehicular speeds (by design changes) and to reduce or eliminate conflict points, especially for vulnerable travelers.

- | | | |
|---|-----|----|
| 1. Does any part of your project overlap with a location designated within: | | |
| High Collision Locations (HCL): | Yes | No |
| Bicycle and Pedestrian Safety Analysis (BPSA): | Yes | No |
| High Injury Network (HIN): | Yes | No |

If yes, please provide a 5-year output of collisions for each intersection and segment and identify opportunities to address collision patterns within the project limits. Reach out to VZ for guidance.

Proactive Approach

2. Are any of the following proactive safety treatments currently missing or incomplete from your project area - intersection daylighting, leading pedestrian intervals, "no turn on red" restrictions, 12" signal heads and reflective signal backplates, street lighting? *If yes, include any missing proactive safety treatments or explain why they aren't being incorporated. Reach out to TOD Review for lighting recommendations.*
- Yes No

3. *What is the posted speed limit?
What are 85th percentile speeds (data should be <3 years old)*

When 85th percentile speed is 5mph over posted speed limit, incorporate traffic calming measures, such as lane narrowing, speed humps/cushions, median islands and horizontal deflection, addition of full-time or peak-restricted parking, roundabouts/traffic circles, or explain why those measures are not being incorporated.

If the project location is along a non-arterial neighborhood street, reach out to the Home Zones Program owner to review traffic calming priorities within the project area.

Responsive Approach

4. *How many lives have been lost or serious injury crashes have occurred in your project area in the last 5 years? If more than 0, describe feasibility of adding mitigating treatments, and reach out to Vision Zero for guidance.*
5. *Are there right or left turn crashes documented in the last 5 years at any of the intersections in your project area? If so, describe the feasibility of adding treatments such as curb bulbs, protected signal phasing, signage, roundabouts, hardened centerlines, or other treatments to address this crash pattern.*
6. *Have there been crashes in the last 5 years involving people walking, rolling or biking that may have been susceptible to correction by crosswalk enhancements or other pedestrian and bike improvements?*
- Yes No

Describe recommendations:

For any recommendations identified within this section, is there an opportunity for early crew-implementation to address safety, while the larger capital project is in design? If yes, list improvements below: Yes No

Describe final decision:

8 Operations

1. What is the [Commuter Trip Reduction \(CTR\) goal](#) for your project area?
How does your project scope help support these goals?

Describe recommendations:

2. Are there any locations with [Average Weekday Traffic \(AWDT\) under 25K and lane configuration that includes 4 or more vehicular travel lanes](#) in your project area? Yes No

If yes, is this project proposing a roadway reconfiguration to improve safety and prioritize movement of pedestrians, bicycles, transit, and freight? If no, please explain why. Yes No

If yes, contact Transportation Operations to discuss potential rechannelization opportunities. If along RapidRide (existing or future), Frequent Transit Network, [Transit Performance Policy maps](#), or Major Truck Route, include Transit & Mobility, Transit Services and Corridors Teams or TOD Freight Team in these discussions.

NOTE: If you are changing these roadway parameters, [speed limit, lane configuration, addition of bike facilities, change to on-street parking], please list TOD Review's recommendation for corridor lighting analysis needs. [CP PM would develop MOA to track costs and get reimbursement from SCL].

3. Do any of the existing corner radii or the existing non-arterial street widths exceed the current [Streets Illustrated standards](#)? Yes No

Can corner radii be further reduced below SI standards while still accommodating the design vehicle? Yes No

If so, describe the feasibility of reducing corner radii and/or the widths of non-arterial streets at intersections.

4. Are there opportunities to incorporate protected intersection elements, such as corner islands, pedestrian islands, truck aprons, etc.? See [NAC-TO Design Guidance for protected intersections](#) for reference. Yes No

Are there opportunities to reduce conflict through new or updated signal timing and phasing? Consult with Transportation Operations. Yes No

If yes, list out and describe design changes:

Describe final decision:

9 Urban Design, People Streets, Public Spaces

Reach out to the Urban Design Manager to complete this section.

1. What are the big picture public realm / liveability improvements, opportunities, or issues this project could help advance or resolve?

These would typically relate to the quality of experience of the travelling public in your project area. They could also relate to the level of pedestrian stress, poor air quality, flooding, extreme heat, noise pollution, sidewalk clutter, maintenance, universal design, and public realm activation.

2. Are there **People Street and Public Space** priorities or opportunities in the project area? These could range from:

	Yes	No
- Spot improvements (e.g., tidy up, declutter, adding street furniture to sidewalks)		
- Pilots and Tactical Redesign (testing out bold ideas for design and use of the street for community input)		
- Transformational Placemaking (permanent redesign or reallocation of right of way to create opportunities for new plazas, shared streets, pedestrianized areas, landscaped medians)		

3. Is there an adopted, draft or in-progress [Street Design Concept Plan](#) for the project area?

	Yes	No
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4. Is there a city or community led urban design study, public life action plan, public life data, or transportation plan for the project area (completed or in progress)?

	Yes	No
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5. List any plan(s) that overlap with project area and relevant plan boundaries:

6. What are the community-identified priorities for the project area (either through a planning effort or through ongoing community engagement), including (CPTED) safety improvements?

7. Does your project intersect with a [growth area](#), including Urban Centers, Urban Villages, Pedestrian Zones, or a 10-minute walkshed of an existing or proposed **Link light rail station** or Rapid Ride stop?

	Yes	No
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8. Is your project within the [Age-Friendly Prioritization Area](#)? If yes, refer to the [SDOT Age Friendly Design Toolkit](#) for project ideas to improve the transportation experience for older adults and youths with [Universal Design outcomes](#).

	Yes	No
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9. Is new pedestrian scale lighting needed or requested in the project area? If yes, how will it be incorporated?

	Yes	No
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10. Is new pedestrian wayfinding ([Seamless Seattle](#)), including [accessible wayfinding elements](#), needed or requested in the project area?

	Yes	No
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11. Is new seating needed or requested in the project area?

	Yes	No
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Describe recommendations:

Please provide planning level cost estimates:

Describe final decision:

10 Art & Enhancements

Seattle was one of the first cities in the United States to adopt a percent-for-art ordinance in 1973. The program specifies that 1% of eligible city capital improvement project funds be set aside for the commission, purchase and installation of artworks in a variety of settings.

Reach out to the SDOT Art Coordinator to discuss opportunities for Public Art (funded through 1% for Arts Program) or Enhancements (funded through project budget).

1. How can your project contribute to the sense of place or better reflect the local community identity in this project area?
Are there gateways or important nodes that could be celebrated with art or enhancements? If there are people streets or public spaces in your project area, could they be enhanced? Yes No

The SDOT Art Coordinator will be your liaison with Office of Art & Culture (OAC) and SDOT Public Art Committee (SPArC).

Share the following information when you reach out:

1. Name of program (official CIP name if applicable)
2. Approximate project scope and budget
3. Timing/schedule
4. Potential locations for art within project area (if identified).

2. **Public Art:** Is there an opportunity to implement the [SDOT Art Plan](#) and [SPArC priorities](#) through the 1% for the Arts program? Yes No

3. **Enhancements:** Is there an opportunity to implement the [SDOT Art Plan](#) toolbox or [SPArC priorities](#) through the project budget? Yes No

4. How can your project improve the transportation experience for children? Refer to the [SDOT Age Friendly Design Toolkit](#) for project ideas that artfully infuse play, learning, color, and interaction into your project area.

5. Are there historic features or enhancements of value that should be preserved in the project area? For example: bronze inlays, painted crossings, sidewalk art, pavers, or other elements with cultural importance, etc.

Describe final decisions:

11A Flex Zone / Curbspace

Please consult with the Curbspace Management Team to document and understand building access needs along the project area/corridor.

1. Will project impact existing curb space / flex zone use(s)? Yes No

If Yes, describe proposed impacts, including how the project will impact critical building access needs i.e., whether retail businesses, restaurants, offices, apartment buildings, etc. will continue to have loading areas, including solid waste staging and collection. Describe [ROW Allocation Framework Prioritized Functions](#) for the flex zone for specified land use(s) [in your project area](#):

2. Describe businesses and other properties where their critical curbside access needs will be impacted. Broadly describe properties along project route that have critical access needs that will be impacted.
- a. Residential - terraced houses, apartment buildings?
 - b. Commercial/Mixed Use - restaurant, retail, tavern/bar, brewery, medical access, nursing homes?
 - c. Industrial
3. Are there critical building access needs that don't seem to be met by existing regulations? (e.g., this could be via seeing trucks using the center left turn lane, which is not legal, and an indication of insufficient curb loading area). If Yes, please describe areas / locations. Yes No
4. Identify any Street Use Public Space Management (PSM) permits in your project area (e.g., temporary or permanent street cafes, food truck permits, or merchandise vending, either via field work or contact PSM).
5. Identify any transportation network signage in your project area (e.g., car share, bus layover and bus zones, charter - shuttle bus zones, bike corrals - if impacted.)

Describe recommendations

- a. How will the project mitigate or maintain curb access? Please include items from internal and external stakeholders e.g., a creative street design or adding off-peak loading in lane.
- b. If extensive impacts to the curb lane, Curbside Management Team will work with the Project Team to address detailed Curbspace solutions, including identifying, outreach for, and designing new loading and other curbspace needed to meet building access needs.

11B Flex Zone / Curbspace - continued

6. What is the utilization of existing street parking (e.g., peak parking occupancy)? Broadly assess whether street parking seems full during peak times and whether a parking study may be needed for environmental review or for community discussions. The Curbside Team can provide guidance on parking study scope and completion.

7. Have businesses or residents raised questions about parking loss? If Yes, what are their primary concerns and are there any off-street parking facilities in project area?

	Yes	No
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8. Contact Seattle Public Utilities (SPU) Solid Waste to discuss any impacts to solid waste collection routes and pick-ups. If there are impacts, please describe.

9. Will your project impact on-street parking? If yes, how many new or additional accessible on-street parking spaces is your project required to install? ([per Streets Illustrated section 3.14](#)) Will any existing accessible or designated disabled parking signed spaces be impacted? If Yes, please describe plan to add new or maintain existing spaces.

	Yes	No
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10. Will the project create new or impact existing dedicated PLZs and/or rideshare curbspaces? If yes, ensure accessible passenger loading zones are provided. Please contact ADA Program/Coordinator for guidance.

	Yes	No
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11. Will the project install new or impact existing pay stations or EV charging stations? If yes, ensure they are ADA accessible. Please contact ADA Program/Coordinator for guidance.

	Yes	No
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12. Are parking/loading setbacks designed in accordance with [RCW 46.61.570 Sections 1.b.ii through 1.b.v](#) (20' from every marked or unmarked crosswalk as defined by [RCW 46.04.160](#), or 30' when certain traffic control devices are present at the side of a roadway)? If No, indicate your plan for including intersection daylighting treatments within the project area. Consult with Vision Zero in TOD, Bike Element Implementation team in PDD and Micro-Mobility Services in T&M to discuss opportunities to include micro-mobility/ bike parking in this daylighted area as part of the your project.

	Yes	No
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Describe final decisions:

12 Pavement Condition

1. Is the Pavement Condition Index 65 or below at any point in the project area? Yes No

2. Describe any visible areas of disrepair in the roadway, including surface conditions of crosswalks (Contact ADA Program Team for guidance on PROWAG crossing surface requirements, if applicable) and any visible or potential drainage issues due to a lack of grade or underground stormwater inlets:

3. Describe any [areaways](#) in the project area, including their potential impact on full compliance of various ADA elements (e.g., curb ramps, sidewalks, APS, etc.):

4. Will your project include channelization changes that would put wheel paths onto concrete panel joint lines (i.e., accelerate pavement deterioration and asset maintenance issues)? If yes, consult with the PEM Manager. Yes No

Please provide planning level cost estimates for recommendations:

Describe final decision:

Describe recommendations:

13 Signals & Intelligent Transportation Systems (ITS)

Consult with New Traffic Signal and Signal Major Maintenance Program Manager to answer the following questions 1-4.

Describe recommendations:

1. Does the project include or impact traffic signals that are on the High Priority (new) Signal List, or the Major Maintenance (rebuild) List?
Describe details below: Yes No

2. Is a signal warranted in the project area? List the locations that a signal is warranted. Yes No

3. Does the project area include any signals with a Condition Index read as the worst 10% of all signals? Describe details below: Yes No

4. Is the project on the ITS Key Arterial Network? Yes No
If so, list segments:

5. Does the project area contain signals that are part of the Transit Signal Priority (TSP) system, or is the corridor in a High Priority transit corridor and have performance issues? If yes, contact the Transit & Mobility, Transit Service and Corridors Teams. Yes No

6. Is your project area in an Urban Center or Urban Village? If Yes, consult with *Signal Operations Supervisor* to discuss if there is an opportunity to adjust signal timing to better serve people walking and biking in accordance with [Ped Signal Policy](#). Consider the average wait times for people walking, rolling and biking at each intersection. Yes No

7. Are there any basic signal treatments missing along your project extents e.g., countdown pedestrian signal heads, yellow reflective tape, back-plates, traffic signal lens 12", etc.? Yes No

8. Are any intersections missing Accessible Pedestrian Signal (APS)? If Yes, list any intersections without APS, and describe feasibility of adding APS. Yes No

9. Are any intersections missing leading pedestrian interval (LPI)? If Yes, list intersections without LPIs and describe feasibility of adding LPIs. Refer to the [LPI map](#) (at the bottom of the webpage). Yes No

10. Is there an opportunity to bring fiberoptic connection to signal infrastructure? Consult with the ITS program manager regarding opportunities.
For questions 6-10 above, provide details below. Yes No

Please provide planning level cost estimates:

Describe final decisions:

14 Pedestrian Infrastructure

1. Is sidewalk repair needed in the project area? If yes, contact the Sidewalk Safety Repair Program (SSRP) Manager. Yes No
2. Will sidewalk repair impact trees? If yes, summarize recommendations from Urban Forestry: Yes No
3. Are there missing or deficient sidewalks (i.e., check [Pedestrian Clear Zone and Landscape/Furniture Zone](#) widths) in the project area? If yes, contact the Pedestrian Element Implementation Coordinator. Yes No
4. Is the project within [ADA Transition Plan](#) priority area? If yes, contact ADA Program Team. Yes No
5. Are all curb ramps in the project area compliant with the ADA and PROWAG to the maximum extent feasible? If no, contact ADA Program Team. Yes No
6. Are there any requests for [ADA](#) elements, including APS in the project area? Contact ADA Program Team for guidance. Yes No
7. Is there a school within 1/2 mile of the project area? If so, evaluate student walking and biking desire lines and review the SRTS Toolkit to determine what elements should be added to enhance student safety and discuss your findings with the Safe Routes to School Program Owner. Yes No
8. What are the pedestrian desire lines in the project area? Are there any additional crossings that should be incorporated in the design? Refer to [SDOT Ped Crossing Policy](#), and list them here (if any):
9. Are there existing enhanced crossings within the project limits, and are they in alignment with the [draft Pedestrian Crossing Design Guide](#)? If not, incorporate improvements as needed. If the needed improvements are not being implemented, explain why: Yes No
10. Is there any legal but not enhanced crossing of arterials within the project footprint? If yes, contact the Pedestrian Crossing Program Manager to identify which require enhancements, and describe enhanced crossing improvement recommendations: Yes No
11. Describe (if any) adverse impacts to pedestrian travel triggered by your project (e.g., removal/reduction of pedestrian buffer, degraded pedestrian wait times, etc.).
12. Are there existing paint/post facilities that can be upgraded to permanent (concrete) design? If Yes, describe feasibility of upgrading. Yes No

Describe recommendations:

Please provide planning level cost estimates:

Describe final decisions:

15 Bicycle Infrastructure

1. Does the project area contain/intersect locations on the STP Bike+ Networks? Yes No
2. Is there an existing bike facility along or across the project area? If yes, list street segments: Yes No
3. Does your project cross any existing or proposed bike facilities, including Non-Arterial Bike+? If Yes, how will your project plan for these crossings? Yes No
4. *Review STP guide for AAA Bike+ facility design:*
Do existing Bike+ facilities (along the project roadway or crossing the project) meet the design standard for this street type? Yes No
If not, review [Street Illustrated](#) and the Bike Facility Design Guide to determine the recommended design improvements. Review the design improvements with the Bicycle Master Plan, Urban Trails & Bikeways and Neighborhood Greenway Program Owners, respectively. On existing facilities, are there opportunities to include safety upgrades, such as green pavement markings at intersections and driveways, bicycle signal heads, turn boxes, or opportunities to expand the width of existing bike facilities to allow larger cargo bikes or trailers? For existing Bike+ non-arterial facilities that cross the project area, contact the Neighborhood Active Transportation Manager to consult on opportunities to enhance the crossings to meet current standards.
5. Is a flexi-post and paint protected bike lane present in your project area? If Yes, describe feasibility of replacing with a concrete buffer, a sidewalk-level facility or other permanent design treatments with drainage, trash collection and driveway impacts in consideration. Yes No
6. Describe any adverse impacts to bicycle travel triggered by your project (e.g., bike lane closure during construction, pavement seam in bike lane, etc.). Review impacts of construction traffic detours to non-arterial Bike+ routes and ability for continued Bike+ non arterial to cross during construction.
7. Does your project come within 0.1 miles of any existing or planned bike facilities? If, Yes describe opportunities to fill these network gaps with your project. Yes No
8. Are there any trail crossings that do not meet the current standards in your project extent? If Yes, upgrade to meet current standards and consult with the Urban Trails & Bikeways Program Owner. Yes No
9. Are there any tactile walking surface indicator (TWSI) treatments, including separations between sidewalk and bike lane/cycletrack at the same grade? If yes, contact ADA Program Team for guidance on TWSI application. Yes No

Describe recommendations:

Please provide planning level cost estimates:

Describe final decision:

16

Transit Infrastructure

1. Is there a current or future [bus route/bus stop/bus layover](#) within the project area? If Yes, describe potential improvements. Consult Streets Illustrated for transit design standards and guidance. Yes No

2. Does the project area overlap with one of the primary transit network or performance maps (Seattle Transportation Plan (STP) Capital Corridors, Frequent Transit Network, or [Transit Performance Policy maps](#))? If Yes, describe which bus routes and the category of each map layer. Consult with Transit & Mobility, Transit Service and Corridors Teams and list recommendations here. Yes No

3. If Yes to either of the below, consult with Transit Services who will connect you with the appropriate Metro contact, if necessary.
 - a. Is there overhead catenary wire for trolley buses within the project area? Yes No
 - b. Is a change to channelization proposed with this project? Yes No

4. Are there transit stops in the project area that are more than 500 ft from an enhanced crossing in the project area? Is there an opportunity to consolidate bus stops? List recommendations here and consult with the Transit Services who will connect you with the appropriate Metro contact, if necessary. Yes No

5. Describe any impacts to transit operations triggered by your project (e.g., any anticipated operational impacts or improvements to bus travel times, rechannelization, bus stop impacts, etc.)

6. What are the pedestrian desire lines near transit stops? Are the transit stops accessible (per PROWAG requirements)? Are there bicycle facilities nearby that could provide connections to transit stops? Consult with Ped/Bike/ADA teams for guidance. Describe opportunities to facilitate these connections.

7. Do the existing and planned transit stops have adequate [lighting and overhead coverage shelters](#)? If No, consult with Transit Services who will connect you with the appropriate Metro contact, if necessary.

Describe recommendations:

Please provide planning level cost estimates:

Describe final decision:

17 Freight Infrastructure

Reach out to TOD Freight Team for guidance.

- | | | | | | | | | |
|---|-----------------------|-----------------------|--------------------|------------------|-----------------------------|------------|--|--|
| 1. Is the project on the Recommended Freight Network? | Yes | No | | | | | | |
| <table border="0" style="margin-left: 40px;"> <tr> <td>Major Truck Street</td> <td>Limited Access Street</td> </tr> <tr> <td>Minor Truck Street</td> <td>Over-Legal Route</td> </tr> <tr> <td>First / Last Mile Connector</td> <td>Heavy Haul</td> </tr> </table> | Major Truck Street | Limited Access Street | Minor Truck Street | Over-Legal Route | First / Last Mile Connector | Heavy Haul | | |
| Major Truck Street | Limited Access Street | | | | | | | |
| Minor Truck Street | Over-Legal Route | | | | | | | |
| First / Last Mile Connector | Heavy Haul | | | | | | | |
| 2. If your project is in or crosses a designated freight route, does project design meet curb radius and clearance standards ? | Yes | No | | | | | | |
| 3. Are there identified freight projects in project area? (Freight Master Plan (FMP)) | Yes | No | | | | | | |
| 4. Is this project in the downtown traffic control zone ? | Yes | No | | | | | | |
| 5. Are there any major freight destinations in your project area? If yes, list them below. | Yes | No | | | | | | |

Describe recommendations:

Please provide planning level cost estimates:

Describe final decision:

6. What are the highest use times for freight deliveries in your project area? (Gather vehicle data by classification)
7. Is there any anticipated impacts to freight operations triggered by your project. If yes, describe potential impacts and identify potential mitigation.

18 Urban Forestry

1. Describe any existing street trees, landscape areas, or irrigated landscapes within the project limits that need to be protected during construction:

2. Is your project in a low [tree coverage](#) area i.e., a census tract that has [25% or less tree canopy](#) (see under [Urban Tree Canopy](#) tab), or is it in [an area impacted by frequent flooding or urban heat island effects](#)? If Yes, describe feasibility of adding additional trees in consultation with Urban Forestry.

Yes No

Consult Urban Forestry if your answer is 'yes' to any of the following:

3. Are there [Heritage Trees](#) (see under [Explore Seattle's Trees](#) tab) in the project area?

Yes No

4. Does your project propose planting trees, modifying tree pits (e.g., expanding tree pits, changing the shape, etc.), or expanding the ground plane landscape?

Yes No

5. Does the project include landscape areas or irrigation to be maintained by SDOT?

Yes No

6. Does your project propose to remove trees? If so, new requirements are to replace trees at a 3 to 1 ratio. Note locations of mitigation trees within the project area and confirm locations meet the soil volume and planting strip width requirements.

Yes No

7. Will the project's landscape work impact any sidewalk infrastructure, including curb ramps (e.g., narrowing of sidewalks, saw cutting, etc.)? If yes, contact SSRP Manager and/or ADA Program Team to develop a solution to remediate any pedestrian infrastructure / accessibility issues:

Yes No

Describe recommendations:

Please provide planning level cost estimates:

Describe final decision:

19 Stormwater Management

<p>1. Is there an opportunity to remove impervious surface and/or incorporate GSI or natural drainage features as part of this project in accordance with the 2013 Executive Order, which urges all City departments to incorporate GSI/natural drainage features into capital projects?</p>	Yes	No	<i>Describe recommendations:</i>
<p>2. Have the minimum requirements of the 2021 Stormwater Code been evaluated? Do an early draft of drainage memo to better understand requirements if your project creates or replaces 2,000 SF of hard surface, or disturbs 7,000 SF of land.</p>	Yes	No	
<p>i. Is this project in an area identified as suitable for infiltrating GSI approaches (per SPU GIS data)?</p>	Yes	No	
<p>ii. Does project area require infiltration investigation? If investigation has been done, include findings in description of BMPs below.</p>	Yes	No	
<p>iii. Are there opportunities in the project limits to accommodate On-Site Stormwater Management BMPs?</p>	Yes	No	<i>Please provide planning level cost estimates:</i>
<i>Please describe opportunities:</i>			
<i>Please provide approximate cost estimates:</i>			Describe final decision:
<p>3. Is this project on a street identified as potentially eligible for SPU partnership opportunities (per SPU GIS data)? If yes, please contact SPU GSI Projects team.</p>	Yes	No	
<p>4. Does your project have federal funding or may apply for federal funding, and will create net new pollution-generating impervious surfaces? If yes, please contact SDOT Environmental Services as there may be additional on-site stormwater management requirements.</p>	Yes	No	

Based on the initial project information provided, the above noted Complete Streets elements are recommended to be incorporated into the project scope. The program owners and subject matter experts (collectively the Complete Streets Checklist Reviewers), who provided input through the Complete Streets Checklist process, will collectively make decisions regarding project scope, based on these preliminary Complete Streets recommendations. If at any time, resolution between the team members cannot be reached regarding a scope item or additional department-wide policy guidance is needed, the project team should present the issue to the Complete Streets Steering Committee (CSSC).

In addition to these broad preliminary scope recommendations, ongoing urban design review is required for 30%, 60%, and 90% design drawings to review consistency with these preliminary recommendations, as well as ongoing design details and urban design opportunities. To the greatest extent possible, all major scope recommendations will be made during the Project Definition phase.

Should any scope changes be proposed post the Project Definition phase, the Project Manager is to inform the Complete Streets Checklist Reviewers (or CSSC if applicable) and obtain consensus for the revised scope. The Complete Streets Checklist and Project Definition Memo will need to be updated accordingly.

Project Developer _____
name (please print) *date*

signature

Project Manager _____
name (please print) *date*

signature

CS Program Coordinator _____
name (please print) *date*

signature