




CITY OF PHILADELPHIA
DEPARTMENT OF STREETS

Regulation Amending the Complete Streets Policy
Under Section 11-901 of The Philadelphia Code

Amending the regulation entitled "**Regulations Implementing The Complete Streets Policy Under Section 11-901 of The Philadelphia Code**" by amending certain changes to the Complete Streets Policy as contained in the updated Handbook, and making certain changes to the checklists. The updated sections and amended checklists are attached as exhibits to this Regulation.

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Carlton Williams
Commissioner

DEPARTMENT OF RECORDS
2017 OCT -6 AM 10:30

**CITY OF PHILADELPHIA
DEPARTMENT OF STREETS**

AMENDMENTS TO THE COMPLETE STREETS POLICY HANDBOOK

Table of Contents: Page 5 – The Section “Implementation and Enforcement” includes two subsections.

5.1 Complete Streets Checklist

5.2 Parking Curb Definition and Enforcement

Page 156

The heading “Implementation” changed to “Implementation and Enforcement” to be consistent with the existing table of contents in the Complete Streets Handbook.

Page 159 – adds a new “Section 5.2”

5.2 Parking Curb Definition and Enforcement

Definition. “Parking Curb”- On street segments designated by regulation of the Philadelphia Department of Streets a painted and/or delineated edge which separates a bicycle facility from a 7-foot or 8-foot parking lane shall be defined as the parking curb. This parking curb exists solely to establish the physical position of legal parking for the enforcement of parking regulations as established in the Pennsylvania Motor Vehicle Code (75 Pa.C.S. 3354) and the Philadelphia Municipal Code (12-914.54). The parking curb does not alter or confer any rights or responsibilities with respect to maintenance requirements, property boundaries or city plan limits. The parking curb does not alter the regulation of legal parking with respect to the distance from driveways or intersections or on the basis of any other legal regulations. The location of the parking curb is established by the approved design plans maintained by the Philadelphia Department Streets.

Parking Curbs are designated on:

Ryan Avenue (North Side) from Rowland Avenue to Sandyford Avenue

Chestnut Street (North Side) from 33rd Street to 45th Street

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COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



INSTRUCTIONS

This Checklist is an implementation tool of the *Philadelphia Complete Streets Handbook* (the "Handbook") and enables City engineers and planners to review projects for their compliance with the Handbook's policies. The handbook provides design guidance and does not supersede or replace language, standards or policies established in the City Code, City Plan, or Manual on Uniform Traffic Control Devices (MUTCD).

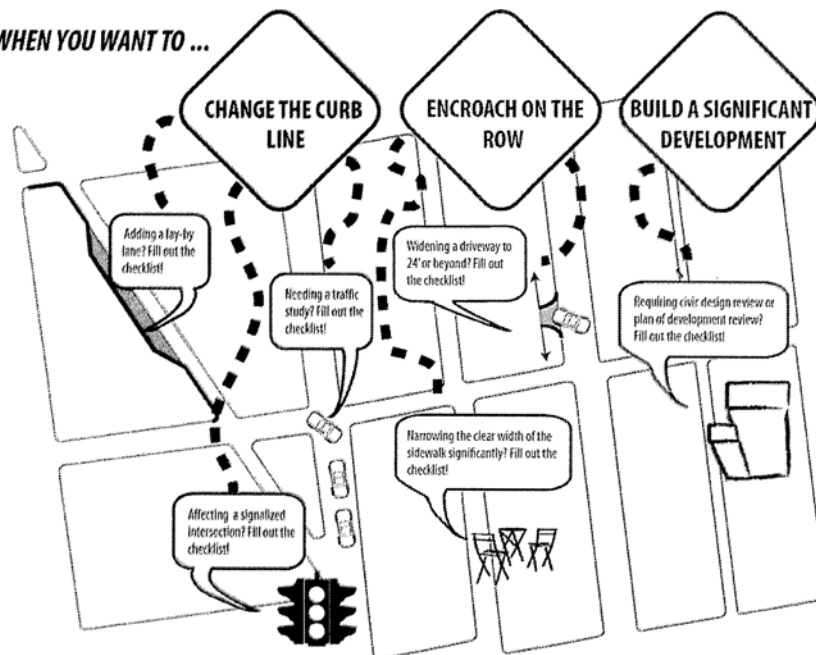
The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects affecting public rights-of-way. Departmental reviewers will use this checklist to confirm that submitted designs incorporate complete streets considerations (see §11-901 of The Philadelphia Code). Applicants for projects that require Civic Design Review shall complete this checklist and attach it to plans submitted to the Philadelphia City Planning Commission for review, along with an electronic version.

The Handbook and the checklist can be accessed at

<http://www.phila.gov/CityPlanning/projectreviews/Pages/CivicDesignReview.aspx>

WHEN DO I NEED TO FILL OUT THE COMPLETE STREETS CHECKLIST?

WHEN YOU WANT TO ...



PRELIMINARY PCPC REVIEW AND COMMENT:

DATE

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

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COMPLETE STREETS HANDBOOK CHECKLIST

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INSTRUCTIONS (continued)

APPLICANTS SHOULD MAKE SURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS:

This checklist is designed to be filled out electronically in Microsoft Word format. Please submit the Word version of the checklist. Text fields will expand automatically as you type.

All plans submitted for review must clearly dimension the widths of the Furnishing, Walking, and Building Zones (as defined in Section 1 of the Handbook). "High Priority" Complete Streets treatments (identified in Table 1 and subsequent sections of the Handbook) should be identified and dimensioned on plans.

All plans submitted for review must clearly identify and site all street furniture, including but not limited to bus shelters, street signs and hydrants.

Any project that calls for the development and installation of medians, bio-swales and other such features in the right-of-way may require a maintenance agreement with the Streets Department.

ADA curb-ramp designs must be submitted to Streets Department for review

Any project that significantly changes the curb line may require a City Plan Action. The City Plan Action Application is available at <http://www.philadelphiastreet.com/survey-and-design-bureau/city-plans-unit>. An application to the Streets Department for a City Plan Action is required when a project plan proposes the:

- Placing of a new street;
- Removal of an existing street;
- Changes to roadway grades, curb lines, or widths; or
- Placing or striking a city utility right-of-way.

Complete Streets Review Submission Requirement*:

- EXISTING CONDITIONS SITE PLAN, should be at an identified standard engineering scale
 - FULLY DIMENSIONED
 - CURB CUTS/DRIVEWAYS/LAYBY LANES
 - TREE PITS/LANDSCAPING
 - BICYCLE RACKS/STATIONS/STORAGE AREAS
 - TRANSIT SHELTERS/STAIRWAYS
- PROPOSED CONDITIONS SITE PLAN, should be at an identified standard engineering scale
 - FULLY DIMENSIONED, INCLUDING DELINEATION OF WALKING, FURNISHING, AND BUILDING ZONES AND PINCH POINTS
 - PROPOSED CURB CUTS/DRIVEWAYS/LAYBY LANES
 - PROPOSED TREE PITS/LANDSCAPING
 - BICYCLE RACKS/STATIONS/STORAGE AREAS
 - TRANSIT SHELTERS/STAIRWAYS

***APPLICANTS PLEASE NOTE: ONLY FULL-SIZE, READABLE SITE PLANS WILL BE ACCEPTED. ADDITIONAL PLANS MAY BE REQUIRED AND WILL BE REQUESTED IF NECESSARY**

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COMPLETE STREETS HANDBOOK CHECKLIST

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GENERAL PROJECT INFORMATION

1. PROJECT NAME _____
2. DATE _____
3. APPLICANT NAME _____
5. PROJECT AREA: list precise street limits and scope _____
4. APPLICANT CONTACT INFORMATION _____
6. OWNER NAME _____
7. OWNER CONTACT INFORMATION _____
8. ENGINEER / ARCHITECT NAME _____
9. ENGINEER / ARCHITECT CONTACT INFORMATION _____

10. STREETS: List the streets associated with the project. Complete Streets Types can be found at www.phila.gov/map under the "Complete Street Types" field. Complete Streets Types are also identified in Section 3 of the Handbook.

STREET	FROM	TO	COMPLETE STREET TYPE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Does the **Existing Conditions** site survey clearly identify the following existing conditions with dimensions?

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| a. Parking and loading regulations in curb lanes adjacent to the site | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| b. Street Furniture such as bus shelters, honor boxes, etc. | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c. Street Direction | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| d. Curb Cuts | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| e. Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc. | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |
| f. Building Extensions into the sidewalk, such as stairs and stoops | YES <input type="checkbox"/> | NO <input type="checkbox"/> | N/A <input type="checkbox"/> |

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APPLICANT: General Project Information

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: General Project Information

Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

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PEDESTRIAN COMPONENT (Handbook Section 4.3)

12. SIDEWALK: list Sidewalk widths for each street frontage. Required Sidewalk widths are listed in Section 4.3 of the Handbook.

STREET FRONTAGE	TYPICAL SIDEWALK WIDTH (BUILDING LINE TO CURB)	CITY PLAN SIDEWALK WIDTH
	Required / Existing / Proposed	Existing / Proposed
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____
_____	____ / ____ / ____	____ / ____

13. WALKING ZONE: list Walking Zone widths for each street frontage. The Walking Zone is defined in Section 4.3 of the Handbook, including required widths.

STREET FRONTAGE	WALKING ZONE
	Required / Existing / Proposed
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____
_____	____ / ____ / ____

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14. VEHICULAR INTRUSIONS: list Vehicular Intrusions into the sidewalk. Examples include but are not limited to; driveways, lay-by lanes, etc. Driveways and lay-by lanes are addressed in sections 4.8.1 and 4.6.3, respectively, of the Handbook.

EXISTING VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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PEDESTRIAN COMPONENT (continued)

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15. When considering the overall design, does it create or enhance a pedestrian environment that provides safe and comfortable access for all pedestrians at all times of the day?

YES ☐ NO ☐

YES ☐ NO ☐

APPLICANT: Pedestrian Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments: _____

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BUILDING & FURNISHING COMPONENT (Handbook Section 4.4)

16. BUILDING ZONE: list the MAXIMUM, existing and proposed Building Zone width on each street frontage. The Building Zone is defined as the area of the sidewalk immediately adjacent to the building face, wall, or fence marking the property line, or a lawn in lower density residential neighborhoods. The Building Zone is further defined in section 4.4.1 of the Handbook.

STREET FRONTAGE	MAXIMUM BUILDING ZONE WIDTH	
	Existing / Proposed	
_____	_____ / _____	
_____	_____ / _____	
_____	_____ / _____	
_____	_____ / _____	

17. FURNISHING ZONE: list the MINIMUM, recommended, existing, and proposed Furnishing Zone widths on each street frontage. The Furnishing Zone is further defined in section 4.4.2 of the Handbook.

STREET FRONTAGE	MINIMUM FURNISHING ZONE WIDTH		
	Recommended / Existing / Proposed		
_____	_____ / _____ / _____		
_____	_____ / _____ / _____		
_____	_____ / _____ / _____		
_____	_____ / _____ / _____		

18. Identify proposed "high priority" building and furnishing zone design treatments that are incorporated into the design plan, where width permits (see Handbook Table 1). Are the following treatments identified and dimensioned on the plan?

- Bicycle Parking
- Lighting
- Benches
- Street Trees
- Street Furniture

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐ N/A ☐

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YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

19. Does the design avoid tripping hazards?

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐

20. Does the design avoid pinch points? Pinch points are locations where the Walking Zone width is less than the required width identified in item 13, or requires an exception

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐

COMPLETE STREETS HANDBOOK CHECKLIST

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BUILDING & FURNISHING COMPONENT (continued)

21. Do street trees and/or plants comply with street installation requirements (see sections 4.4.7 & 4.4.8) YES ☐ NO ☐ N/A ☐ YES ☐ NO ☐
22. Does the design maintain adequate visibility for all roadway users at intersections? YES ☐ NO ☐ N/A ☐ YES ☐ NO ☐

APPLICANT: Building & Furnishing Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Building & Furnishing Component

Reviewer Comments: _____

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BICYCLE COMPONENT (Handbook Section 4.5)

23. List elements of the project that incorporate recommendations of the Pedestrian and Bicycle Plan, located online at <http://phila2035.org/wp-content/uploads/2012/06/bikePedfinal2.pdf>

24. List the existing and proposed number of bicycle parking spaces, on- and off-street. Bicycle parking requirements are provided in The Philadelphia Code, Section 14-804.

BUILDING / ADDRESS	REQUIRED SPACES	ON-STREET Existing / Proposed	ON SIDEWALK Existing / Proposed	OFF-STREET Existing / Proposed
_____	_____	____/____	____/____	____/____
_____	_____	____/____	____/____	____/____
_____	_____	____/____	____/____	____/____
_____	_____	____/____	____/____	____/____

25. Identify proposed "high priority" bicycle design treatments (see Handbook Table 1) that are incorporated into the design plan, where width permits. Are the following "High Priority" elements identified and dimensioned on the plan?

- Conventional Bike Lane
- Buffered Bike Lane
- Bicycle-Friendly Street

YES ☐ NO ☐ N/A ☐
 YES ☐ NO ☐ N/A ☐
 YES ☐ NO ☐ N/A ☐
 YES ☐ NO ☐ N/A ☐

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YES ☐ NO ☐
 YES ☐ NO ☐
 YES ☐ NO ☐
 YES ☐ NO ☐

26. Does the design provide bicycle connections to local bicycle, trail, and transit networks?

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐

27. Does the design provide convenient bicycle connections to residences, work places, and other destinations?

YES ☐ NO ☐ N/A ☐

YES ☐ NO ☐

APPLICANT: Bicycle Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments: _____

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CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

			DEPARTMENTAL APPROVAL	
			YES <input type="checkbox"/>	NO <input type="checkbox"/>
28.	Does the design limit conflict among transportation modes along the curb?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
29.	Does the design connect transit stops to the surrounding pedestrian network and destinations?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
30.	Does the design provide a buffer between the roadway and pedestrian traffic?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
31.	How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Curbside Management Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Curbside Management Component

Reviewer Comments: _____

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VEHICLE / CARTWAY COMPONENT (Handbook Section 4.7)

32. If lane changes are proposed, , identify existing and proposed lane widths and the design speed for each street frontage; If not, go to question No. 35

STREET	FROM	TO	LANE WIDTHS Existing / Proposed	DESIGN SPEED
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____
_____	_____	_____	____/____	_____

33. What is the maximum AASHTO design vehicle being accommodated by the design? _____
34. Will the project affect a historically certified street? An inventory of historic streets⁽¹⁾ is maintained by the Philadelphia Historical Commission. YES ☐ NO ☐
35. Will the public right-of-way be used for loading and unloading activities? YES ☐ NO ☐
36. Does the design maintain emergency vehicle access? YES ☐ NO ☐
37. Where new streets are being developed, does the design connect and extend the street grid? YES ☐ NO ☐ N/A ☐
38. Does the design support multiple alternative routes to and from destinations as well as within the site? YES ☐ NO ☐ N/A ☐
39. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users? YES ☐ NO ☐

DEPARTMENTAL
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YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

YES ☐ NO ☐

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: _____

(1) http://www.philadelphiastreet.com/images/uploads/documents/Historical_Street_Paving.pdf

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COMPLETE STREETS HANDBOOK CHECKLIST

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

				DEPARTMENTAL APPROVAL	
40. Does the design incorporate windows, storefronts, and other active uses facing the street?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
42. Does the design provide direct, safe, and accessible connections between transit stops/stations and building access points and destinations within the site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Urban Design Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component

Reviewer Comments: _____

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COMPLETE STREETS HANDBOOK CHECKLIST

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INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

43. If signal cycle changes are proposed, please identify Existing and Proposed Signal Cycle lengths; if not, go to question No. 48.

SIGNAL LOCATION	EXISTING CYCLE LENGTH	PROPOSED CYCLE LENGTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

44. Does the design minimize the signal cycle length to reduce pedestrian wait time? YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☒ NO ☐
45. Does the design provide adequate clearance time for pedestrians to cross streets? YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☒ NO ☐
46. Does the design 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 ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
- If yes, City Plan Action may be required.*
47. Identify "High Priority" intersection and crossing design treatments (see Handbook Table 1) that will be incorporated into the design, where width permits. Are the following "High Priority" design treatments identified and dimensioned on the plan? YES ☐ NO ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
- Marked Crosswalks YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
 - Pedestrian Refuge Islands YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
 - Signal Timing and Operation YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
 - Bike Boxes YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
48. Does the design reduce vehicle speeds and increase visibility for all modes at intersections? YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐
49. Overall, do intersection designs limit conflicts between all modes and promote pedestrian and bicycle safety? YES ☐ NO ☐ N/A ☐ DEPARTMENTAL APPROVAL YES ☐ NO ☐

APPLICANT: Intersections & Crossings Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Intersections & Crossings Component

Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

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ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____

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