



ROUTINE ACCOMMODATION CHECKLIST

Project title:
 County:
 Jurisdiction/agency:
 Project location:
 Contact name:
 Contact phone:
 Contact e-mail:

Preamble

Recent federal, state and regional policies call for the routine consideration of bicyclists and pedestrians in the planning, design and construction of all transportation projects. These policies—known as “Routine Accommodation” guidelines—are included in the federal surface transportation act (SAFETEA-LU), Caltrans Deputy Directive 64, and MTC Resolution 3765, which calls for the creation of this checklist.

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete this checklist to document how the needs of bicyclists *and* pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. For projects that do not accommodate bicyclists *and* pedestrians, project sponsors must document why not. According to the resolution, the checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

I. Existing Conditions

1 PROJECT AREA

- a. What accommodations for bicycles and pedestrians are included on the current facility and on facilities that it intersects or crosses?
- b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?
- c. Please describe any particular pedestrian or bicycle uses or needs along the project corridor which you have observed or of which you have been informed.
- d. What existing challenges could the proposed project address for bicycle and pedestrian travel in the vicinity of the proposed project?

2 DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

3 COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, what resources have you consulted?

II. Plans, Policies and Process

4 PLANS

- a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project? If yes, list the applicable plan(s).

- b. Is the proposed project consistent with these plans?

5 POLICIES, DESIGN STANDARDS & GUIDELINES

- a. Are there any local, statewide or federal *policies* that call for incorporating bicycle and/or pedestrian facilities into this project? If so, have these policies been followed?

- b. If this project includes a bicycle and/or pedestrian facility, have all applicable *design standards* or *guidelines* been followed?

6 REVIEW

If there have been BPAC, stakeholder and/or public meetings at which the proposed project has been discussed, what comments have been made regarding bicycle and pedestrian accommodations?

III. The Project

7 PROJECT SCOPE

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

8 HINDERING BICYCLISTS/PEDESTRIANS

- a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

- b. If the proposed project does not incorporate both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project is being proposed as designed.

- Cost (What would be the cost of the bicycle and/or pedestrian facility and the proportion of the total project cost?)

- Right-of-way (Did an analysis lead to this conclusion?)

- Other (Please explain.)

9 CONSTRUCTION PERIOD

How will access for bicyclists and pedestrians be maintained during project construction?

10 ONGOING MAINTENANCE

What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted?