INSTRUCTIONS

- Use this form for capital projects that receive 2016 Measure B funding and congestion relief projects funded through 2016 Local Streets and Roads funds.
- Pavement programs funded by 2016 Measure B Local Streets and Roads should use the Pavement Program Self-Declaration Form.
- Submit form to VTA when requesting funding. Submit an updated form with each new funding request.
- Transit operations and education/encouragement programs funded by 2016 Measure B are not required to fill out this form.
- If requesting a project-level exception (Part 3), only fill in Parts 1, 2, and 3.
- VTA will post this form online.

PART 1: SPONSOR INFORMATION

<table>
<thead>
<tr>
<th>Project Sponsor(s)</th>
<th>VTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person to contact</td>
<td></td>
</tr>
<tr>
<td>regarding this form</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Title</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

PART 2: PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Project name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project limits</td>
<td></td>
</tr>
<tr>
<td>☐ map is attached</td>
<td></td>
</tr>
<tr>
<td>Project purpose &amp; need (why?)</td>
<td>Be brief.</td>
</tr>
<tr>
<td>Project description (what?)</td>
<td>Be brief.</td>
</tr>
<tr>
<td>Phase(s) covered by this complete streets checklist</td>
<td>Check all that apply:</td>
</tr>
<tr>
<td>☐ Planning Study</td>
<td>☐ Preliminary Engineering</td>
</tr>
<tr>
<td>☐ Final Design</td>
<td>☐ Construction</td>
</tr>
<tr>
<td>Checklist status</td>
<td>○ first submittal for this project</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

PART 3: PROJECT-LEVEL EXCEPTION

Skip Part 3 if you are not requesting a project-level exception.

Project sponsor requests that the project not be required to fill out the Complete Streets checklist under the following exceptions(s):

☐ Funding will be used for a freeway mainline project that does not impact or modify the local transportation network (e.g. local roadways, shared use paths, bicycle/pedestrian bridges, etc.)
   *If checked, include project map that clearly shows project limits.*

☐ Funding will be used for emergency maintenance, repair, or reconstruction.

**Signature**  **Name/Title**  **Date**

*Must be signed by Public Works Director, Agency Manager or equivalent senior level staff or his/her designee. If project sponsor requests a project-level exception, the remainder of this checklist does not need to be completed.*

**VTA Staff Use Only**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name/Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ □ VTA concurs with project level exception.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VTA Staff Use Only**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name/Title</th>
<th>Date</th>
</tr>
</thead>
</table>
PART 4: PROJECT USERS

Purpose of this section is to document the existing and future users of the project.

How do people travel through the project limits, now or in the future?

<table>
<thead>
<tr>
<th>Mode of Travel</th>
<th>Travels through project limits now</th>
<th>Will travel through project limits in the future</th>
<th>Have counts been conducted?</th>
<th>Provide volumes, if available, &amp; data source. Estimates or range of volumes is OK.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Pedestrian</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Heavy Rail Transit (BART, ACE, Caltrain)</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Light Rail Transit (VTA)</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Bus Transit</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Motorist</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
<tr>
<td>Heavy Vehicles</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Some user groups require special accommodations. Which user groups are anticipated to travel through the project frequently, now or in the future?

**NOTE:** While all projects must accommodate children, seniors, and people with disabilities, this question is intended to identify if there are unusual circumstances that may warrant accommodations above legal mandates.

<table>
<thead>
<tr>
<th>User Groups</th>
<th>Frequently travels through project limits now</th>
<th>Will frequently travel through project limits in the future</th>
<th>Notes and Comments (e.g. nearby schools, senior centers, services for people with disabilities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>People 18 Years or Younger</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
<tr>
<td>People 65 Years or Older</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
<tr>
<td>People with Visual Impairments</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
<tr>
<td>People with Auditory Impairments</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
<tr>
<td>People with Mobility Impairments</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

Describe how the proposed design addresses the needs of those with increased access or mobility requirements such as the disabled, elderly, and children.
PART 5: EXISTING INFRASTRUCTURE AND PROPOSED MODIFICATIONS

For projects that construct new infrastructure in an undeveloped area (e.g. new trail, new bridge, roadway extension) provide answers for the location(s) where the new infrastructure will connect to the existing network.

A: Pedestrian Infrastructure

What pedestrian infrastructure exists within the project limits now?

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>provided throughout project limits, on both sides of all roads</th>
<th>provided, but with gaps in coverage</th>
<th>not provided</th>
<th>not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Paths or Sidewalks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscaped or other Buffers Adjacent to Sidewalks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedestrian Scale Lighting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curb Ramps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marked Crosswalks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>provided at all signalized intersections</th>
<th>provided at most signalized intersections</th>
<th>provided at less than half of signalized intersections</th>
<th>not provided at any signalized intersections</th>
<th>not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Countdown Signals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audible Pedestrian Signals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pedestrian Crossing Restrictions

- Pedestrians may cross at all legs of all intersections within the project limits
- Pedestrians are restricted from crossing at one or more intersection legs within the project limits
- Not applicable

Briefly describe the improvements to pedestrian infrastructure that are anticipated with the project.

Will the project eliminate an existing pedestrian facility, sever an existing pedestrian connection, lengthen an existing pedestrian route or crossing, increase the time it takes for a pedestrian to cross a roadway, or otherwise result in lower quality pedestrian conditions?

- No
- Yes
- Unable to answer at this time

If selected, please explain why:

If “Yes” briefly describe the situation, and indicate why this alternative was chosen.
B: Bicycle Infrastructure

What bicycle infrastructure exists within the project limits now?

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>provided, with no gaps in the bikeway</th>
<th>provided, but with gaps in the bikeway</th>
<th>not provided</th>
<th>not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle Lanes (Class II)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bicycle Lanes with Painted Buffers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Physically Separated Bikeways (Class IV)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shared Use Paths (Class I)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Bicycle Bridges or Undercrossings

- ☐ Provided within project limits.
- ☐ Not provided within project limits.
- ☐ Not applicable.

Bicycle/Vehicle Interactions

- ☐ Bicyclists must merge with or weave through vehicular traffic at one or more locations
- ☐ Bicyclists do not need to merge with or weave through vehicular traffic

Briefly describe the improvements to bicycle infrastructure that are anticipated with the project.

Will the project eliminate an existing bicycle facility, sever an existing bicycle connection, lengthen an existing bicycle route or crossing, increase the time it takes for a bicyclist to cross a roadway, or otherwise result in lower quality bicycle conditions?

☐ No  ☐ Yes  ☐ Unable to answer at this time.

If selected, please explain why:

If “Yes” briefly describe the situation, and indicate why this alternative was chosen.
### C: Transit Service

**What transit service currently runs through or immediately adjacent to the project limits?**
*Check all that apply.*

- ☐ There is no transit located within the project limits
- ☐ VTA Bus  
  - **Which line(s) and stops?**
- ☐ Caltrain/ACE/BART  
  - **Which line(s) and station(s)?**
- ☐ Other transit.  
  - **Please describe:**

**Will the project improve transit within the project area?**
*Check all that apply.*

- ☐ Unable to answer at this time. Project design has not yet been developed.
- ☐ Not applicable, no transit runs through project limits.
- ☐ No. Transit runs through project limits, but the project will not provide improvements.
- ☐ Yes, project includes the following improvements:
  - ☐ Improved transit vehicle speeds/travel time
  - ☐ Improved transit vehicle travel time reliability
  - ☐ Improved bus stops or rail stations
  - ☐ Improved access to transit stops or stations
  - ☐ Other improvements  
  - *Briefly describe transit improvements that will be provided as part of this project.*

**Will the proposed project result in delays to transit service, increase the distance or time a transit customer must travel to access a stop/station, or otherwise result in lower quality conditions for transit customers?**

- ☐ No
- ☐ Yes
- ☐ Unable to answer at this time.
  - **If selected, please explain why:**

  **If “Yes” briefly describe the situation, and indicate why this alternative was chosen.**
D: Motor Vehicles and Trucks/Freight

☐ Check here if there are no roads within the project limits and skip to section F.

Are there truck routes within the project limits?

☐ No truck routes
☐ California truck route
☐ Local or County truck route

*Please list any truck routes.*

What are the posted speeds within project limits?  
*Check all that apply.*

☐ less than 25 mph
☐ 25 mph
☐ 30-35 mph
☐ 40-45 mph
☐ 45-50 mph
☐ greater than 50 mph

Briefly describe the improvements to motor vehicle and truck/freight infrastructure that are anticipated with the project.

E: Traffic Operations and Lighting Systems

☐ Check here if there are no signals within the project limits and skip to section F.

What traffic operations and lighting systems currently exist within the project limits?

<table>
<thead>
<tr>
<th>Item</th>
<th>Provided at all approaches to all signalized intersections</th>
<th>Provided at most approaches</th>
<th>Provided at fewer than half of the approaches</th>
<th>Not provided at any signalized intersections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passive Bicycle Detection (to actuate signals)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Passive Pedestrian Detection (to actuate signals)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bicycle Adaptive Signals (to extend signals)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pedestrian Adaptive Signals (to extend walk phase)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Transit Signal Priority</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Briefly describe the improvements to traffic operations and lighting systems infrastructure that may be anticipated with the project.

F: Green Infrastructure and Storm Water Management Systems

What green infrastructure and storm water management systems exist within the project limits?

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>Provided throughout project limits</th>
<th>Provided in portions of project limits</th>
<th>Not provided</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permeable Pavement</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Bioswales</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Street Trees/ Landscaping</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

Briefly describe the improvements to green infrastructure and storm water management systems that may be anticipated with the project.

G: Planning Guides and Design Manuals

What design standards, guidelines, and manuals have you/will you consult when designing the project?

Caltrans

☐ Caltrans Highway Design Manual and associated Deputy Directives and Design Information Bulletins
☐ California Manual of Uniform Traffic Control Devices

American Association of State Highway Transportation Officials (AASHTO)

☐ AASHTO Policy on Geometric Design of Streets and Highways
☐ AASHTO Guide for the Development of Bicycle Facilities
☐ AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
☐ Highway Safety Manual

Institute of Traffic Engineers (ITE)

☐ ITE Recommended Design Guidelines to Accommodate Pedestrians and Bicyclists at Interchanges

Continued on next page.
North American City Traffic Officials (NACTO)

☐ NACTO Urban Bikeway Design Guide
☐ NACTO Urban Streetscape Design Guide
☐ NACTO Transit Street Design Guide
☐ NACTO Urban Street Stormwater Guide

Local

☐ Local street standards
☐ Handbooks from the Santa Clara Valley Urban Runoff Pollution Prevention Program
☐ VTA Bicycle Technical Guidelines
☐ VTA Pedestrian Technical Guidelines
☐ VTA Community Design and Transportation Manual

Please list other design standards, guidelines, and manuals not listed above that you have/will consult when designing this project:

PART 6: SAFETY

How many reported pedestrian, bicycle, and vehicle collisions have occurred within the project limits within the most recent available 3-year timeframe?

<table>
<thead>
<tr>
<th>Type of Collision</th>
<th>Total Number</th>
<th>Total Injury</th>
<th>Total Fatal</th>
<th>Timeframe</th>
<th>Data Source(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian-Involved Collisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bicycle-Involved Collisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle-Only Collisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How does the project address, if at all, the safety of users within the project limits?

PART 7: PLANNING CONTEXT

Is the project design consistent with planning documents, locally adopted pedestrian, bicycle, transit, or other transportation plan or study that overlap the project limits?

☐ Yes  ☐ No  ☐ Not applicable

List relevant plan(s) and note consistency. If project is not consistent, please describe below:
Please indicate if the project limits fall within the area covered by any of the following VTA planning documents. 

*Link brings you to the study.*

☐ I-680 Corridor Study
☐ I-280 Corridor Study
☐ Pedestrian Access to Transit Plan
☐ Countywide Bicycle Plan
☐ Other VTA Plan (List below)

Community Based Transportation Plans (CBTP)
☐ Alviso CBTP
☐ East San Jose CBTP
☐ Gilroy CBTP
☐ Milpitas CBTP

If you checked any plans above, describe how the project supports VTA's plans.

PART 8: PUBLIC INPUT

Has input from existing/future bicycle, pedestrian, or transit users of the project been solicited?

☐ Yes  ☐ No

*Please list planned outreach activities, below, and skip to Part 9.*

Briefly list how input was solicited. Include key user groups that were involved:

Briefly list the major comment themes and describe how the project scope addresses these comments:

How was input from the Bicycle and Pedestrian Advisory Committee or equivalent committee solicited?

Consider involvement from local, neighboring, or VTA BPAC.

☐ Presentation(s) at BPAC
☐ Invitation for BPAC members to participate in public outreach meetings, surveys, other outreach activities related to the project
☐ BPAC member(s) participated in working group, subcommittee or other group to provide input
☐ Other

*Please describe.*
PART 9: BUILT ENVIRONMENT

Briefly describe the predominant land uses within the project limits. In lieu of a description, a map of land use designations may be attached.

List major sites, destinations, and trip generators within or immediately adjacent to the project limits. In lieu of a list, a map of destinations may be attached.

PART 10: EXCEPTIONS TO PROVIDING COMPLETE STREETS

The expectation is that pedestrian, bicycle, and transit infrastructure or information technology systems identified in local, regional, or countywide planning documents will be incorporated into transportation projects receiving funding if they fall within the project limits. However, exceptions will be considered where exceptional circumstances prohibit adherence to this policy. Infrastructure or technology that is identified in a local, regional, or county planning document may be excluded from a transportation project in circumstances where:

- The cost of providing the Complete Streets element is disproportionate to the overall cost of the project, as set forth in the Federal Highway Administration Accommodating Bicycle and Pedestrian Travel.
- A roadway user is legally prohibited from using the transportation facility.
- There is an absence of existing and future need.
- Detrimental environmental or social impacts outweigh the need for the infrastructure or technology.

➔ NOTE: Declaring an exception does not automatically disqualify a project from receiving 2016 Measure B funding. The purpose of the declaration is to publicly document the rationale behind design decisions.

Check one:

☐ Project sponsor has no exceptions to declare.
☐ Project sponsor has determined that there is at least one exception where pedestrian, bicycle, or transit infrastructure, or information technology systems identified in local, regional, or countywide plan and falling within the project limits is not being incorporated in this project.

Please describe the exception, explain the justification for the exception, and provide supporting documents, if needed.

PART 11: SIGNATURES

Form must be signed by Public Works Director or equivalent senior staff or his/her designee. Signature indicates that the signee has reviewed the document and approved the content.

____________________________________________________________________________________
Signature                           Name/Title                                    Date