

MTC Complete Streets Checklist Procedure for VTA Review

1. Purpose

This document outlines specific procedures for VTA Member Agencies to navigate Metropolitan Transportation Commission's (MTC) Complete Streets Checklist Procedure with VTA.

2. Background

In March 2022, MTC adopted an updated Complete Streets (CS) Policy ([Resolution 4493](#)). All projects subject to MTC's CS policy must implement CS elements as recommended in adopted local plans, countywide plans, and other plans (e.g. transit plans, Community Based Transportation Plans). The implemented CS elements must include design principles around "All Ages and Abilities."

In January 2026, MTC adopted the Transit Priority Policy for Roadways (TPPR) ([Resolution 4739](#)). The policy requires project sponsors and transit agencies to coordinate and collaborate early and often to minimize unintended impacts to transit and enhance transit priority infrastructure and policies. The transit agency review requirements of the TPPR are incorporated into the existing MTC Complete Streets Checklist (CS Checklist) procedure.

3. Applicability

The CS Policy applies to any projects that meet all three conditions listed below. If a project meets one or two of the requirements, but not all, it is **not** subject to the CS Policy.

1. The project is within the public right-of-way, **AND**
2. The project is requesting \$250,000 or more in regional discretionary funding, **AND**
3. The project is requesting funding from MTC **OR** requesting an MTC endorsement for a grant managed by another agency.

Projects that meet these conditions must abide by both MTC policies. (1) the [Complete Streets Policy](#) and (2) the [Transit Priority Policy for Roadways](#) (TPPR).¹

¹ In special circumstances, projects may be exempt from following the Complete Streets Policy and/or the Transit Priority Policy. There are four exception conditions for Complete Streets listed in the [CS Checklist User Guide](#), and the [Guidance for Implementing Agencies](#) includes conditions for transit review exception.

4. Policy Compliance

Applicable projects must submit a completed Complete Streets Checklist on the [CS Checklist Portal](#).

The CS Checklist review process includes four components:

1. Drafting the Complete Streets Checklist
2. Transit agency review
3. Bicycle Pedestrian Advisory Committee (BPAC) review
4. Submission on the MTC CS Checklist portal

These four steps should be taken in sequence so that the BPAC can also review comments from the transit agency review. MTC allows for transit review and BPAC review to take place concurrently.

4.1 Drafting Complete Streets Checklist

The following are steps to draft a CS Checklist on MTC's CS Checklist portal.

1. Review [MTC Complete Streets Checklist User Guide](#) for complete instructions.
2. Create an account on [MTC's Complete Streets Checklist Portal](#). You must register for an account that MTC staff will review and approve. It will take a few days for MTC to approve, so please do this in advance. **The system will not provide an email notifying you that your account is approved, so try logging in periodically after registering.**
3. After your account is approved, create a draft CS Checklist and fill out the project information.
 - a. Determine whether the CS Checklist requires transit agency review and whether it will be reviewed by a local BPAC (or equivalent body) or be requested for VTA BPAC review.
4. Download the completed draft CS Checklist for transit agency review and BPAC review and email it to mtc-cs-checklist@vta.org.
5. One project checklist should be submitted by email. Email must include the following information for each CS Checklist.
 - **Email Subject:** [Project Name] CS Checklist Review
 - **Project Sponsor:**
 - **Project Name:**
 - **Applicable Program(s):** OBAG, CARE, TDA 3, or Other

- **Grant or letter of endorsement deadline:**
- **(If applicable) VTA Transit Agency Review:**
 - Completed Transit Agency Review Form
 - Purpose, Goals, Objectives
 - Project Scope or scope description that includes enough detail to understand how the ROW will change, including signal operations if applicable
 - Conceptual designs, plan sets, maps, analysis, and/or any other details that will help with review depending on the stage of the project
- **(If applicable) VTA BPAC Review:**
 - *It is preferred for a local BPAC to review for cities and towns. The VTA BPAC reviews for VTA and County.*
 - If requesting VTA BPAC review, name the requested VTA BPAC month and explain the why the local BPAC (or equivalent body) is unable to review.
 - Project sponsors must submit the following materials in advance of the BPAC meeting. VTA staff will confirm the deadline.
 - Copy of the Draft MTC CS Checklist
 - Project description, project map, and other salient information
 - Slide deck (2-4 slides max), if applicable
- Any other information that would be relevant, that VTA should be aware of.

4.2 Transit Agency Review

Transit agency review must be completed for projects that include roadways where public transit operates (e.g. transit routes, stops, stations, and facilities) on public rights-of-way included in the project definition. All affected transit agencies must conduct transit agency review of the project.

See the following [Guidance for Implementing Agencies](#) for more information. Please see [Transit Agency Contact List](#) (current as of March 9, 2026) for a list of other transit agency contacts.

In certain circumstances, project sponsors may claim an exception (i.e. exemption) from transit review by uploading a [Transit Review Exception Form](#) on the CS Checklist Portal.

VTA Transit Agency Review Procedure

- As best practice, project sponsors should submit **45 business days in advance of BPAC review (local or VTA)**. This is to incorporate sufficient time for the transit

review, discussion on transit elements, and revisions to project as needed. Per MTC policy, VTA has up to 30 business days for review. Please align your checklist submittal with [VTA's BPAC schedule](#) and workback from the proposed BPAC review date.

- See 4.1.5 for submission instructions.
- VTA staff conduct an internal review of project. If necessary, a meeting will be scheduled with the project sponsor to review the transit agency findings.
- VTA staff will provide a written summary of the transit agency review, or the completed transit review form, for inclusion in the CS Checklist.

4.3 BPAC Review

A draft CS Checklist must be reviewed by the applicable BPAC or equivalent body. The BPAC reviews and provides comments. MTC does not require the BPAC to approve the checklist. It is preferred for a local BPAC to review for cities and towns. The VTA BPAC reviews for VTA and County. In special circumstances a local jurisdiction can request the VTA BPAC complete the BPAC review and explain the circumstances.

VTA BPAC Review Procedure

1. Project Sponsor submits checklist review request to mtc-cs-checklist@vta.org.
(See 4.1.5 for submission instructions.)
 - a. Provide the grant deadlines and preferred target date for VTA BPAC review.
The list of VTA BPAC meeting dates can be found [here](#). BPAC typically does not meet in June, July, or December.
2. The BPAC Staff Liaison will confirm the date of BPAC review.
3. Project Sponsor must submit the following materials for the BPAC item in advance of the Board Office's deadline, typically 10+ days in advance:
 - a. Copy of the Draft MTC CS Checklist
 - b. Project description, project map, and other salient information
 - c. Slide deck, if applicable
4. Project Sponsor must attend the VTA BPAC meeting and be ready to present on the project and answer any questions from the BPAC.
5. The BPAC Staff Liaison will notify Project Sponsor of the date by which VTA will return comments from the BPAC review. (This may be combined with the transit agency review response.)

4.4 Final CS Checklist Submission

After receiving the BPAC review notes and Transit Agency Review letter(s) (if applicable), the Project Sponsor uploads the letters to the MTC CS Checklist Portal and submits the checklist to MTC.

5. Important Links

Complete Streets Policy

[MTC Resolution No. 4493](#), adopted March 2022

[Complete Streets Checklist User Guide](#)

[Complete Streets Checklist Portal](#) (New as of 2026)

Transit Priority Policy for Roadways

[MTC Resolution No. 4739](#), adopted January 2026

[Guidance for Implementing Agencies](#)

[Transit Agency Contact List](#), as of March 9, 2026

[Transit Priority Policy for Roadways: Guidance for Implementing Agencies](#): Project sponsors can use this guide to determine Policy requirements for their roadway projects.

[Transit Route Identification Tool](#): Project sponsors can use this tool to identify transit routes within the project area and within 1/2 mile of the project, to inform the transit coordination and review process.

[Transit Agency Contact List](#): Project sponsors can use this list to contact and coordinate with transit agencies serving their project area.

[Transit Review Exception Form](#): Project sponsors can use this form to claim exception from the Transit Priority Policy for Roadways.

[Guidance on Optional Local Transit Priority Resolution or Policy](#): Local jurisdictions are encouraged to adopt their own local transit priority policy or resolution and can use this template as a starting point.