# Dutchess County Complete Streets Checklist

**Dutchess County Complete Streets Policy**
*Dutchess County shall strive to plan, design, construct, operate, and maintain its streets, bridges, bus system, parks, trails, and buildings to promote safe, comfortable, efficient and convenient travel for people of all ages and abilities and for all types of transportation, including walking, bicycling, riding the bus, and driving, to the greatest extent possible. Over time, these facilities will be integrated into a countywide network that promotes the health, safety, environment, and economic vitality of Dutchess County and makes it a more desirable place to live, work and visit.*

This checklist is intended to assist the County in achieving its vision for complete streets. It shall be completed for all projects involving County roads and property, as well as public and private projects over which the County Department of Public Works has permitting authority, either by the County's project manager or the project applicant.

**Project Name**_____
**Date:** _____
**Project Location/Limits:** _____
**Tax Parcel Lot #:** _____
**Project Description:** _____
**Street Classification** (street/streets within the project area, or County access road)

| | | | |
|---|---|---|---|
| Rural Principal Arterial | ☐ | Urban Principal Arterial | ☐ |
| Rural Minor Arterial | ☐ | Urban Minor Arterial | ☐ |
| Rural Major Collector | ☐ | Urban Major Collector | ☐ |
| Rural Minor Collector | ☐ | Urban Minor Collector | ☐ |
| Rural Local Road | ☐ | Urban Local Road | ☐ |

| | |
|---|---|
| Annual Average Daily Traffic: | Posted Speed Limit: |
| 85th Percentile Speed: | % Heavy Vehicles (classes F4-F13): |
| 5-yr total pedestrian crashes: | 5-yr total bicycle crashes: |
| Pedestrian count (if available): | Bicycle count (if available): |

**Instructions: For each box checked, please briefly describe how the item is addressed, not addressed, or not applicable and include supporting documentation.**
Refer to best practice design standards as needed, including from the American Association of State Highway Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), the New York State Department of Transportation (NYSDOT), the Institute of Transportation Engineers (ITE), the National Association of City Transportation Officials (NACTO), the Americans with Disabilities Act (ADA), and the US Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG).

## EXISTING CONDITIONS

| Item to Be Addressed/Considered | YES | NO | N/A | Required Description |
|---|---|---|---|---|
| ***Existing Walking & Bicycling Facilities*** | | | | |
| Do walking or bicycling facilities exist within 300 feet of the project area? (see page 3 for examples) | ☐ | ☐ | ☐ | |
| Is there bicycle parking within 300 feet of the project area? | ☐ | ☐ | ☐ | |
| ***Existing Roadway Facilities*** | | | | |
| Are road shoulder widths adequate for walking and bicycling? If not, please specify travel lane and road shoulder widths. | ☐ | ☐ | ☐ | |
| Are road shoulder surfaces in good condition for walking and bicycling? If not, please specify. | ☐ | ☐ | ☐ | |
| Is on-street parking present on the road? | ☐ | ☐ | ☐ | |
| ***Existing Transit Facilities*** | | | | |
| Is the project area on a transit route? (Dutchess County Public Transit routes, Metro-North, or other) | ☐ | ☐ | ☐ | |
| Are there bus stops or train stations within a quarter-mile of the project area? | ☐ | ☐ | ☐ | |

| EXISTING CONDITIONS | | | | |
|---|---|---|---|---|
| **Item to Be Addressed/Considered** | **YES** | **NO** | **N/A** | **Required Description** |
| ***Existing Access and Mobility/ADA*** | | | | |
| Do all sidewalks, ramps, signals, and other facilities within the project area meet ADA standards? | ☐ | ☐ | ☐ | |
| ***Existing Walking/Bicycling Issues*** | | | | |
| Have local leaders, residents, or organizations been contacted to discuss issues related to walking, bicycling, or transit? | ☐ | ☐ | ☐ | |
| ***Existing Safety Issues*** | | | | |
| Has the local law enforcement agency (County Sheriff's Office and local police) and/or road owner been contacted to discuss any safety issues in the project area? | ☐ | ☐ | ☐ | |
| ***Key Destinations*** | | | | |
| Are there shopping, employment centers, cultural centers, historic sites, landmarks, recreation areas, or other key destinations that could be connected to the project area? | ☐ | ☐ | ☐ | |
| Are there schools, hospitals, senior centers, community centers or centers for persons with disabilities within a half-mile of the project area? | ☐ | ☐ | ☐ | |
| ***Planned Facilities*** | | | | |
| Is there a planned walking, bicycling, or transit facility within a radius of 300 feet around the project area? | ☐ | ☐ | ☐ | |
| ***Centers & Greenspaces*** | | | | |
| Is this facility located within an identified center as per the County's Centers & Greenspaces Plan? If yes, which center? | ☐ | ☐ | ☐ | |

***Plans & Policies***

Briefly describe relevant recommendations from County & municipal planning or policy documents addressing walking, bicycling, transit, or truck/freight travel in or near the project area and how the project incorporates them, or if not, why not.

Examples include: Metropolitan Transportation Plan (County-wide long-range transportation plan); Walk Bike Dutchess (County-wide Pedestrian & Bicycle Plan); municipal Comprehensive Plan, trail or open space plan, sidewalk or pedestrian plan, or bicycle plan. Also see Walk Bike Dutchess Chapter 2 for an overview of County & local policies and plans. Contact the Transportation Council if you need assistance.

***Attach a project plan & map of the surrounding context, including existing & planned facilities and destinations.***

## PROPOSED DESIGN

### Complete Streets Elements: what will be included in the Proposed Design?

| **Bicycling Facilities:** | |
|---|---|
| Off-roadway path/trail | ☐ Yes ☐ No ☐ NA |
| Dedicated on-street bike lane | ☐ Yes ☐ No ☐ NA |
| Shared-lane markings (sharrows) | ☐ Yes ☐ No ☐ NA |
| Paved Shoulders (4 feet minimum; 5+ feet preferred) | ☐ Yes ☐ No ☐ NA |
| Bike detection at actuated traffic signals, including at turn lanes | ☐ Yes ☐ No ☐ NA |
| Signals with adequate minimum green time for bicyclists to cross the intersection | ☐ Yes ☐ No ☐ NA |
| Bicycle-safe inlet grates | ☐ Yes ☐ No ☐ NA |
| Bicycle parking (racks, lockers) | ☐ Yes ☐ No ☐ NA |
| **Transit Facilities:** | |
| Transit vehicle access into site | ☐ Yes ☐ No ☐ NA |
| Bus pull-offs or curb extensions | ☐ Yes ☐ No ☐ NA |
| Bus stop signs/marked stops | ☐ Yes ☐ No ☐ NA |
| Bus stop shelters | ☐ Yes ☐ No ☐ NA |
| Has transit agency/ies been contacted to discuss options? | ☐ Yes ☐ No ☐ NA |
| **Access and Mobility/ADA Facilities:** | |
| ADA-compliant sidewalk/path | ☐ Yes ☐ No ☐ NA |
| Accessible pedestrian traffic signals (push-buttons with audible tones) | ☐ Yes ☐ No ☐ NA |
| Curb ramps with detectable warning surface | ☐ Yes ☐ No ☐ NA |
| ADA-compliant slopes and cross-slopes for driveway ramps, sidewalks, & crossings | ☐ Yes ☐ No ☐ NA |
| Access management: reduce conflict points between pedestrians, bicyclists, and vehicles | ☐ Yes ☐ No ☐ NA |
| **Freight & Emergency Vehicles:** | |
| Loading/unloading zones | ☐ Yes ☐ No ☐ NA |
| Emergency vehicle access | ☐ Yes ☐ No ☐ NA |

| **Walking Facilities:** | |
|---|---|
| Sidewalks (preferred on both sides of the street) or path | ☐ Yes ☐ No ☐ NA |
| Paved Shoulders (4 feet minimum; 5+ feet preferred) | ☐ Yes ☐ No ☐ NA |
| High-visibility crosswalks | ☐ Yes ☐ No ☐ NA |
| Curb extensions to reduce crossing distance | ☐ Yes ☐ No ☐ NA |
| Pedestrian traffic signals with adequate crossing time | ☐ Yes ☐ No ☐ NA |
| Signal timing: protected left turn phases, leading pedestrian interval, no right turn on red, etc. | ☐ Yes ☐ No ☐ NA |
| Raised median with refuge islands (especially on roads with 2 or more lanes in each direction) | ☐ Yes ☐ No ☐ NA |
| Traffic calming elements, lighting & signage, especially at uncontrolled crossings | ☐ Yes ☐ No ☐ NA |
| **Connectivity:** | |
| Connections to bicycling, walking, or transit facilities | ☐ Yes ☐ No ☐ NA |
| Connections to key destinations (see page 2) | ☐ Yes ☐ No ☐ NA |
| Connections to neighborhoods | ☐ Yes ☐ No ☐ NA |
| **Streetscape Elements:** | |
| Landscaping, street trees, planters, buffer strips, etc. | ☐ Yes ☐ No ☐ NA |
| Pedestrian-scale lighting | ☐ Yes ☐ No ☐ NA |
| Public seating or benches | ☐ Yes ☐ No ☐ NA |
| Wayfinding signage for walking, bicycling, & transit | ☐ Yes ☐ No ☐ NA |
| Utilities: relocate poles or wires | ☐ Yes ☐ No ☐ NA |
| **Responsible Agencies:** | |
| Construction-period pedestrian/bicycle access: | |
| Ongoing facility maintenance: | |
| Law Enforcement: | |
| Road Owner: | |

## PROPOSED DESIGN

***Diminished Access***

Will the proposed project remove an existing walking or bicycling facility or hinder pedestrian or bicycle access?

☐ Yes, Temporary ☐ Yes, Permanent ☐ No

If yes, describe why this is necessary and how access will be provided.

**Reviewer Notes:**

Prepared by:_____
Title: _____ Date: _____
Email: _____ Phone: _____

Public Works Dept Reviewer: _____
Title: _____ Date: _____
Email: _____ Phone: _____

Public Works Dept Approval: _____

Planning Dept Consulted: _____

Others Consulted: _____

**Exception Requested:** ☐ Yes ☐ No **Exception Granted:** ☐ Yes ☐ No
**Justification Attached:** ☐ Yes ☐ No

*(exception required only if checklist is not to be completed; otherwise not required)*

If you have feedback on this checklist, please email dctc@dutchessny.gov

*Thanks to the City of Saratoga Springs for sharing their Complete Streets checklist for use as a model.*