

Complete Streets Checklist

Transit Agency Review Form

Project Sponsors and Transit Agencies use this form to document the transit review requirements of the Transit Priority Policy for Roadways. Transit Agency must finish this high-level review and provide comments to Project Sponsors within 20 business days of receipt of project information. For complex projects or extenuating circumstances, transit agencies may request an additional 10 business days to complete the review.

PROJECT SPONSOR COMPLETES TABLE PRIOR TO SUBMITTING TO TRANSIT AGENCY:

Project Name	
Project Sponsor Agency	
Project Location <i>(attach map)</i>	
Project Scope Summary <i>(attach details as appropriate)</i>	
Project Sponsor Contact	Name: Title: Email address:
Transit Agency Name	

TO BE COMPLETED BY TRANSIT AGENCY:

Transit Agency Project Reviewer	Name: Title: Email address:
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Transit Agency has reviewed the project and confirms that:

- Project is located on street without any transit service.**
(Policy does not apply, and no further Transit Agency review is required)

- Project is located on street with non-revenue scheduled route¹, recurring detour route², and/or planned budgeted route³.** *(Non-recurring special event services, demand-responsive services, and paratransit services are excluded from Policy.)*
 - Proposed project accommodates basic bus movements (e.g., turns) of non-revenue scheduled, recurring detour, and/or planned budgeted route.
 - Proposed project does not accommodate basic bus movements (see below).

Suggested changes to accommodate basic bus movements:

¹ “Non-revenue scheduled” routes include deadhead movements and pull-in routes where buses operate when they are not carrying passengers.

² “Recurring detour” routes include locations with regular special events and conditions that require transit service to detour to an alternate street.

³ “Planned budgeted” routes include transit service that is included budgeted service changes or an approved Comprehensive Operations Analysis (short-term service plan). It does not include long-range plans, unless they are budgeted.

- Project is located on street with published, scheduled transit route.**
 - Transit Agency is not suggesting any transit-impact mitigation measures.
 - Transit Agency suggests transit-impact mitigation measures (see below).

Suggested mitigation measures:

As the project advances, Transit Agency requests the following coordination:

- No additional involvement required.
- Provide Transit Agency opportunity to review and comment on draft designs prior to finalization. Transit Agency requests two-week review period. Prefer review at early design phase. Email *[insert email address]*.
- Closely coordinate with Transit Agency to develop designs and/or implement project (e.g., field visits, involvement in technical advisory committee or similar group).
- Notify Transit Agency *XX* business days in advance of road work at *[insert email address]*. Transit Agency will coordinate bus stop closures and/or re-routing as needed.
- California Public Utilities Commission (CPUC) General Order (GO) GO88b permit likely required.
- Construction Access Permit and/or 811USA Alert likely required.
- Other specific involvement (see below).

Additional comments:

Print Name

Title

Date

Signature