



## City of Troy – Complete Streets Form

For questions, please email the Zoning Department at [James.Rath@troyny.gov](mailto:James.Rath@troyny.gov) or call (518) 279-7169

Location of Proposal: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Using this form

The Complete Streets Checklist is to be filled out by the applicant and submitted before the application deadline. It will be used during Zoning and Planning meetings to ensure the proposed changes comply with the Complete Streets Ordinance. Details on the Complete Streets policy can be found in the Troy City Code, Chapter 271 (Adopted 6/5/14 - Ord. No. 35. Amendments noted where applicable). If the applicant needs help completing this form, please contact the Planning Department before the application deadline. Failure to complete this form may result in delaying your case.

**Definition** "Complete Streets" refers to designing for all people, regardless of mode of transportation or physical ability. This ensures pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely and comfortably navigate the City of Troy.

**Applicability** All transportation facilities in the public right-of-way, including streets, bridges and other connecting pathways. All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy. This includes private projects involving garages, driveways, sidewalks, curb cuts, staircases, etc. All projects projected to increase the number of roadway users.

This form does not apply to:

- Projects consisting solely of minor maintenance (Example: Replacing the roof on a single family home)
- Projects without any impact on public access (Example: Adding an accessory structure in a private yard)
- If this is a City project or a privately funded project, continue with the form below.
- If you are unsure if this form applies to you/your proposal or need help completing the form, please contact the Planning Department before the application deadline.

Description of Work:

Current Use:

Proposed Use:

Additional Notes:

## Existing Conditions

1. Total Right-of-Way (ROW) width: \_\_\_\_\_ feet \_\_\_\_\_ inches
2. Width of roadway (curb to curb): \_\_\_\_\_ feet \_\_\_\_\_ inches
3. Number of lanes: \_\_\_\_\_ driving lanes, \_\_\_\_\_ parking lanes, \_\_\_\_\_ bike lanes
4. Sidewalk material: (concrete, slate, asphalt, no sidewalk, other: \_\_\_\_\_)
5. Sidewalk width: \_\_\_\_\_ feet \_\_\_\_\_ inches
6. Sidewalk condition (new, smooth, cracked, uneven?):
7. Curb height, material, condition:
8. Utility strip width (section between curb and sidewalk): \_\_\_\_\_ feet \_\_\_\_\_ inches
9. Distance between property line and ROW: \_\_\_\_\_ feet \_\_\_\_\_ inches
10. Describe any steps, driveways, or other encroachments:

11. Describe on-street parking (parallel, diagonal, etc.) and estimated usage:

Bicycle Facilities Reference page 24 of the Troy Bicycle Plan as needed:

[https://www.ptny.org/application/files/8915/1854/0738/Troy\\_Bicycle\\_Connections\\_FINAL.pdf](https://www.ptny.org/application/files/8915/1854/0738/Troy_Bicycle_Connections_FINAL.pdf)

12. Is this project on the Troy Bikeway Network? Yes/No – If yes, where?
13. Do bike lanes or trails exist within a ¼ mile of the project area? Yes/No – If yes, where?
14. Are there pavement markings or signs indicating shared use of the road? Yes/No – If yes, where?
15. Is there bicycle parking within 50 ft. of the project area? Yes/No – If yes, where?

Transit Reference CDTA as needed: <https://www.cdta.org/routes-and-schedules/troy>

16. Is this project located on a bus route? Yes/No – If yes, which route?
17. Are there bus stops within a quarter mile? Yes/No – If yes, where?

Accessibility Reference FWHHA's ADA guidelines as needed: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards>

18. Will the site be wheelchair accessible? Yes/No
19. Are the existing sidewalks universally accessible for people with disabilities? Yes/No
20. Are there adequate ramps at the adjacent corners/intersections? Yes/No

### Other

21. Are there schools, hospitals, senior centers, community centers, or centers for persons with disabilities within ¼ mile of the project area? Yes/No – If yes, where?
22. Are there any existing or proposed driveways? Yes/No
23. Are there any noticeable traffic conflicts nearby? Yes/No – If yes, please explain:

24. Does this site require regular truck deliveries? Yes/No – If yes, how often?  
 25. Does this proposal include green infrastructure? Yes/No – If yes, please explain:

**For Official Use Only**

**Suggested improvements that should be incorporated into the project:**

❖ Signs and Lines

- Wayfinding Signage
- Crosswalks
- Informational Signage
- Pavement Striping

❖ Geometry / Hardware / Infrastructure

- Sidewalk Width
- Bicycle Lanes
- Curb Ramps
- Bicycle parking
- Traffic Calming
- ADA compliance
- Bus Stops/Shelters

❖ Operations

- Bike/Ped Connections
- Transit Facilities
- Consolidated Driveways
- Loading/Unloading
- Pedestrian Safety Improvements

❖ Greening / Aesthetics

- Lighting
- Sidewalk Furniture/Accessories
- Utility/Planting Strip
- Street Trees

**Describe suggested improvements:**

Per Troy City Code Chapter 271-4, the City Engineer can issue a documented exception concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive or inappropriate because it would be contrary to public safety or if other available means or factors indicate an absence of need, including future need.

**Which suggestions will be incorporated into the project?**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_