



## Complete Streets Form

### Using this form

This form is required for projects in or impacting the Right of Way in the City of Troy to ensure proposed changes comply with the Complete Streets Ordinance (City Code, Chapter 271). Failure to complete this form can prevent cases from being heard by the Zoning Board of Appeals and Planning Commission.

**Complete Streets** refers to designing streets 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) or to projects without any impact on public access (like adding a shed to a private yard)

If this is a City or a privately funded project, continue with the form below. If you are unsure if this form applies to your project or need help completing the form, please contact [james.rath@troyny.gov](mailto:james.rath@troyny.gov)

Applicant Name: \_\_\_\_\_ Location of Proposal: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Existing use: \_\_\_\_\_

Description of Work & Proposed Use: \_\_\_\_\_

### Audit of Existing Conditions (can be completed with a site visit and online mapping tools)

1. Total width of the Right-of-Way (Property line to Property line): \_\_\_\_\_ feet \_\_\_\_\_ inches

2. Road Width (Curb to Curb): \_\_\_\_\_ feet \_\_\_\_\_ inches

3. Sidewalk

• Material (concrete, slate, asphalt, no sidewalk) & condition: \_\_\_\_\_

• Width: \_\_\_\_\_ feet \_\_\_\_\_ inches \_\_\_\_\_

- Curb height/material/condition: \_\_\_ ft \_\_\_ in / \_\_\_\_\_ / \_\_\_\_\_
- Utility strip width (area between curb & sidewalk): \_\_\_ ft \_\_\_ in / material: \_\_\_\_\_ / None
- Describe staircases, driveways, or other encroachments: \_\_\_\_\_
- Are there any proposed curb cuts?: Yes: \_\_\_\_\_/No

4. Parking

- Existing off-street parking: \_\_\_\_\_
- Number of off-street parking spaces required: \_\_\_\_\_
- Describe new predicted usage/demand: \_\_\_\_\_

5. Bicycle Facilities - Reference the Troy Bicycle Plan (see page 24) as needed:

[www.ptny.org/application/files/8915/1854/0738/Troy Bicycle Connections FINAL.pdf](http://www.ptny.org/application/files/8915/1854/0738/Troy_Bicycle_Connections_FINAL.pdf)

- Is this project on the Troy Bikeway Network? Primary/Secondary/Neighborhood/No
- Do bike lanes or trails exist within a ¼ mile of the project area? Yes: \_\_\_\_\_/No
- Is there existing bicycle infrastructure nearby? Yes: \_\_\_\_\_/No
- Is bicycle parking and storage considered in your proposal?: Yes: \_\_\_\_\_/No

6. Transit - Reference CDTA as needed: <https://www.cdt.org>

- Is this project located on a bus route? Yes: \_\_\_\_\_/No
- Are there bus stops within a quarter mile? Yes: \_\_\_\_\_/No

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

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

8. Miscellaneous

- Are there schools, hospitals, senior centers, community centers, or centers for persons with disabilities within ¼ mile of the project area? Yes: \_\_\_\_\_/No
- Describe any existing or future traffic concerns: \_\_\_\_\_

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• Does this site require regular truck deliveries? Yes: \_\_\_\_\_/No

• Does this proposal include green infrastructure? Yes: \_\_\_\_\_/No

• Additional Notes: \_\_\_\_\_

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Please contact [james.rath@troyny.gov](mailto:james.rath@troyny.gov) or call 518-279-7169 if you have any questions

**THE SECTION BELOW IS 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:**

Approved by: \_\_\_\_\_

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