

Appendix C: Project Scoping Checklist

Planning and scoping process: as projects are brought forward either by the department or by a municipality, MPO or outside agency, early scoping and planning of the project will provide information that will help determine the feasibility, and cost implications of any complete streets project elements and scope items to be designed within the project.

This checklist will provide information that will help the department determine if certain complete streets project elements are appropriate based on need, scope, and roadway context. It will also ensure that complete streets elements are considered in engagement with the municipality and stakeholders. Utilize appendix a to determine if the project must consider complete streets elements, if so, this checklist shall be completed.

Project/Candidate Name/Bridge Number:

Municipality:

Proposed Scope:

Completed By:

Date:

Roadway Context:

Review The MaineDOT context classification map to determine the official context classifications within project limits

☐ Completed

☐ Not Applicable/Off-System

List Context(S) Of Project Location:

If Rural, complete page 2. If not Rural, skip to page 3 and complete entire form.

Rural Project Scoping Consideration:

1. Is the project along a High Priority Active Transportation (HPAT) segment?
☐ Yes
☐ No
2. Are there destinations within, or nearby the project area that attract Active Transportation users that would utilize the project's facility?
☐ Yes
☐ No
3. Based on Map Viewer, are High Crash Locations, Safety Reviewed Locations, or a concentration of Bicycle, Pedestrian, or serious injury/fatal crashes present in the project area?
☐ Yes, please list, and discuss with Office of Safety:
☐ No

Decision Point: If any of the 3 above questions are answered "Yes," complete entire checklist.

1. Do you agree with the current context classification?

- ☐ Not Applicable
☐ Yes
☐ No (If No, Explain Below)

2. Determine Roadway Federal Functional Class

- ☐ Completed
☐ Not Applicable

Functional Class Choose an item.

Notes:

3. Determine MaineDOT Highway Corridor Priority:

Dropdown

4. Obtain Current Traffic Volumes

- ☐ Completed
☐ Not Applicable

Current Traffic Volume:

5. Does The Current Posted Speed Align with The Appropriate Speed Range For That Roadway Context?

- ☐ Not Applicable
☐ Yes
☐ No (If No, Explain Speed Discrepancy)

Speed Limit Maximums by Expanded Functional Classification (MPH)t

Type/Context	Rural	Rural Town	Village	Suburban	Urban
Principal Arterial	55	40	30	45	30
Minor Arterial	55	40	30	45	30
Major Collector	55	35	30	40	30
Minor Collector	50	35	30	35	30
Local	45	30	25	30	25

- Existing high-speed control of access roads (such as bypasses) which cut through any context may be posted as high as 55 MPH.

6. Review The Safety Review Locations (Nodes and Segments) Layers in Map Viewer

- ☐ Completed, No Reviewed Locations In/Near Project
☐ Completed, Location Identified (List Safety Concern Below After Consulting Safety Office)
☐ Not Applicable
-

7. Identify any funded project candidates, past projects, or paving in/near the project area for potential synergy and coordination:

8. Identify Current Road Users Including All Permitted Road Users as Listed in The Complete Streets Policy.

- ☐ Completed
☐ Not Applicable

List Road Users Expected In This Location:

9. Identify The General Condition of Any Existing Complete Streets Elements or Facilities:

- ☐ Completed. List Condition:
☐ Not Applicable

10. Identify Any ADA Compliance Concerns With Any Existing Complete Streets Elements Or Facilities:

- ☐ Completed. List Condition(S):
- ☐ Not Applicable

11. Identify Bike/Ped Traffic Or Transit Traffic Generators (Schools, Recreation Facilities, Trails, Stores, Tourist Destinations, Etc.)

- ☐ Completed, List Locations:
- ☐ Not Applicable

12. Identify Any Bicycle Facilities (Bike Lanes, Sidepaths, Shoulder) Recommended To Be Scoped In The Project. Include Detail Such As Type, Width, Location, Which Side Of The Roadway Or Any Other Relevant Information:

- ☐ Completed
- ☐ Not Applicable

List Recommended Facilities:

13. Identify Any Pedestrian Facilities (Sidewalk, Sidepath) Recommended To Be Scoped In The Project. Include Detail Such As Type, Width, Location, Which Side Of The Roadway Or Any Other Relevant Information:

- ☐ Completed
- ☐ Not Applicable

List Recommended Facilities:

14. Identify Any Transit Routes, Facilities, Or Stops Near The Project Location

- ☐ Completed
- ☐ Not Applicable

List Any Identified Facilities:

15. Obtain Existing Crash Data (Vehicular (5 year), Pedestrian and Bicycle (10 year)), and note any High Crash Locations.

- ☐ Completed
- ☐ Not Applicable

List Any Concerns Based on Crash History:

16. Identify Any Potential Environmental Constraints (Wetlands, Historic Properties, 4f Properties):

- ☐ Completed
- ☐ Unknown

List:

17. Identify Existing Right of Way Information (If Available):

- ☐ Completed
- ☐ Unknown

18. Obtain Municipal Plans, Comprehensive Plans or Other Relevant Local Documents. Is Development or Additional Active Transportation Facilities Mentioned in or Near, the Project Area?

- ☐ Completed
 - ☐ Not Applicable
- List:

19. Notify Relevant Metropolitan Planning Organization (MPO) Or Regional Planning Organization (RPO) of Potential Project and Record any Comments:

- ☐ Completed
 - ☐ Not Applicable
- List:

20. Obtain Existing Land Use Type Adjacent To The Project

- ☐ Completed
 - ☐ Not Applicable
- List: Drop Down List

21. Identify Future Land Use Type if Referenced In Local Plans

- ☐ Completed
 - ☐ Not Applicable
- List:

22. Discuss Possible Complete Streets Improvements with The Community (Recommended to Start With Municipal Staff. May Include Public Engagement If Necessary)

List All Engagement Performed And Any Desired Scope Items:

23. Generate Cost Estimate Related To The Complete Streets Improvements (Including Pe, Row, Con & Ce)

24. Analyze The Costs Relative To Needs To Determine If The Project Should Proceed (May Include Additional Discussion With The Municipality To Increase Local Share Or Reduction In Scope Or Limits In Scope).

25. Complete This Form And Submit To The Program For Concurrence

26. Tedoc All Materials Once A Scoping Decision Is Made

- ☐ Completed
- ☐ Not Applicable

List Any Project Notes, Additional Concerns, Or Notes That May Be Beneficial for Project Handoff: