

Appendix B

Plan Review Checklist for Better Bus Stops

Introduction

This Plan Review Checklist provides a quick guide for planners, engineers, and other design reviewers to reference when evaluating design plans that may incorporate bus stops. It can be used to evaluate whether a land development plan and proposed bus stop complies with the requirements included in the zoning ordinance and/or Subdivision and Land Development Ordinance (SALDO). Additionally, it can be used to confirm that preliminary engineering plans for a transportation improvement project include appropriate bus stop infrastructure. Determination of a bus stop location and bus stop design should be closely coordinated with the transit agency and municipality.

This Plan Review Checklist is intended to be a tool and resource and can be customized based on the needs and context of a specific transit agency, municipality, or other reviewing agency.

For all projects

	Yes	No	Comments
Is the proposed project located adjacent to an existing or planned bus stop?			
Does the proposed project include bus stop infrastructure?			
Is the proposed land development project located adjacent to or within 3/4 mile of an existing or planned bus route?			
Is the proposed land development project considered a development of regional significance and impact? (Does the proposed project meet PennDOT's criteria for a Transportation Impact Study?)			
Is there public and community support for a new, relocated, or improved bus stop?			
If the answer to any of the above questions is "Yes," has the applicant contacted and coordinated with the transit agency? (Request documentation of coordination.)			
Has the transit agency reviewed and approved the bus stop location?			
If it is determined that a bus stop is not necessary based on current conditions, but could be needed in the future, can an easement be dedicated or right-of-way reserved for future bus stop infrastructure or connecting sidewalks?			



Bus Stop Information

It may be helpful to gather the following basic information about the existing and/or proposed bus stop.

Basic Information	
Municipality	
Bus Route(s) Served	
Bus Route Direction	
Street Name/Intersection	
Stop Name/Location	
Stop ID # (Publicly available or provided by the transit agency)	

Placement	
Near Side	
Far Side	
Mid-Block	
Off-Street / Within a Site	

Location	
Travel Lane	
Parking Lane	
Right-Turn Lane	
Shoulder	
Bus Bay	
Within a Site/Off-Street	

Bus Stop Sketch

A bus stop sketch should be developed to illustrate the features of an existing or new bus stop. When a new stop is proposed, the sketch may simply include a note to refer to the land development plan. The sketch should include any relevant details such as: primary street name, secondary street name(s), other driveways, number of travel lanes, turning lanes, on-street parking, bike lanes, fire hydrants, sidewalks, street furniture, etc.



For proposed projects where the transit agency approves the bus stop location

If the transit agency approves the bus stop location and it is determined that bus stop infrastructure should be provided as part of the proposed project, the following questions can be used to review the design of the proposed bus stop infrastructure. The General, ADA Loading Pad, and Bus Stop Signs questions apply to all bus stops. The Bus Stop Street Furniture and Bus Shelter questions apply only when those bus stop elements are determined to be appropriate for the location.

General	Yes	No	Comments
Has the location and design of the bus stop been reviewed and approved by the transit agency?			
Are adjacent property owners and the public aware of the proposed bus stop infrastructure?			
Are on-street parking and loading zones prohibited or limited at the bus stop?			
If the bus stop infrastructure is located within the public right-of-way, is there a permit or agreement from the governmental entity responsible for the right-of-way?			
If the bus stop infrastructure is located outside of public right-of-way, is there an agreement with the property owner?			
Is there a written agreement regarding maintenance of all bus stop infrastructure?			

ADA Loading Pad	Yes	No	Comment
Is an ADA loading pad provided adjacent to the curb or roadway edge where the front doors of the bus open?			
If required by the transit agency, is a longer or wider loading pad or a second loading pad provided at the rear door of the bus?			
Is a minimum clear area of 5' measured parallel to the roadway and 8' measured perpendicular to the roadway provided?			
Is the minimum clear area for the ADA loading pad free of all obstructions?			
Is the ADA loading pad at curb-height?			
Is the loading pad connected via an ADA accessible route to adjacent pedestrian infrastructure?			
Is the slope of the loading pad less than or equal to 1:48, measured perpendicular to the roadway?			
Is the loading pad to be constructed of a firm, stable, slip resistant surface? (preferably concrete)			



Bus Stop Signs	Yes	No	Comment
Is a bus stop location or information sign to be provided by the public transportation agency? If Yes, complete the following checklist to confirm that it can be installed at an appropriate location.			
Will the bus stop location sign be located at least 2' from the curb or roadway edge?			
Will the vertical clearance from the ground to the bottom of the bus stop location sign be a minimum of seven 7' and maximum of 8'?			
Will the bus stop location sign be visible to pedestrians, passengers, transit vehicle operators, and other roadway users?			
Will the bus stop location sign be clear of any obstructions that may now or in the future affect the visibility of the sign?			
Will the bus stop location sign be mounted on a dedicated post or another pole without a traffic control sign or device?			
Are all bus stop signs located to prevent obstruction of the pedestrian access route or the clear			

Bus Stop Street Furniture (Optional)	Yes	No	Comment
Will bus stop street furniture (i.e. bench, leaning rail, waste receptacle, bicycle rack) be provided? If Yes, complete the following checklist.			
Will street furniture be located to prevent obstruction of the clear area for the ADA accessible loading pad?			
Will street furniture be located to prevent obstruction of pedestrian access to, around, or through the bus stop area?			
Will street furniture be located to prevent obstruction of clear sight lines for pedestrians, waiting passengers, transit operators, and other road users?			
Will street furniture be securely anchored?			
Bus Stop Passenger Bench			
Will the bench be ADA compliant in terms of dimensions and construction, including installation on a firm, stable, and slip resistant surface?			
Will the bench face the roadway?			
Will the bench be located at least 4' from the curb or roadway edge?			



Bus Shelter (Optional)	Yes	No	Comment
Will a bus shelter be provided? If Yes, complete the following checklist.			
Will the bus shelter be ADA compliant?			
Will the bus shelter be integrated or connected to the ADA loading pad via an ADA accessible route?			
Will the bus shelter be constructed with clear, shatter resistant material?			
Is the bus shelter design/installation consistent with the manufacturer's specifications?			
Will the bus shelter be located in a way to prevent obstruction of the pedestrian access route or the clear area for the ADA loading pad?			
Will the bus shelter be located near the front end of the bus stop zone and within at least 50' of the ADA loading pad?			
Will the bus shelter be located with a minimum of 4' clearance around the shelter or at least 2' for the distance between the back of the shelter and building or wall?			
Will the bus shelter be located at least 4' from the curb or roadway edge?			
Will the bus shelter located in a way to prevent obstruction of clear sight triangles from driveways and intersections?			
Will the bus shelter be located to provide a clear view of the roadway and approaching bus?			
Will a minimum clear floor area of 30" by 48" be provided within the bus shelter?			
Will the bus shelter opening be at least 36"?			
Will the slope of the bus shelter foundation be less than or equal to 1:48, measured perpendicular to the roadway?			
Will advertisements be installed on any shelter panels? If Yes, will the advertisements be located to prevent obstruction of sight lines for pedestrians, waiting passengers, transit operators, and other road users?			
Will lighting be installed with the shelter? If Yes, will it be create conflicts with any abutting residential properties or traffic control devices?			



Additional Design Considerations

Below are additional items that should be considered and evaluated as part of the bus stop design and review process, particularly in terms of pedestrian access and potential traffic hazards.

General	Yes	No	Comment
Will the bus stop be located in an area with sidewalks that provide clear path of travel to desirable destinations and are a minimum of 4' wide?			
Will there be a companion bus stop for service in the opposite direction?			
Will there be a sidewalk (or trail) and crosswalk with ADA compliant curb ramps to provide a connection to the companion bus stop or other nearby destinations?			
Will there be a traffic signal and pedestrian signal located at the crosswalk to provide a connection to the companion bus stop or other nearby destinations?			
Will the bus stop be located near an at-grade railroad crossing?			
Will the bus stop be located on a high speed roadway (> 40 mph speed limit)?			
Will the bus stop be located just over the crest of a hill?			
Will the bus stop be located just after a curve in the road?			
Will pedestrian scale lighting be provided at the bus stop?			
If the bus stop is located off-street and within a site, is the driveway and access road adequate for bus maneuvering?			

