

Design Review Cover Sheet

Introduction

The following cover sheet can be attached to all street designs submitted to NYC DOT for review or approval*. The description of the history, scope, context, overall project goals, and the major recommendations provided by the submitter via this form allows NYC DOT or other reviewing agencies to provide a more expeditious evaluation, potentially reducing review time and minimizing requests for revisions late in the project development process.

This version included as part of the *Street Design Manual* is provided for reference only—readers should use the digital version available for download on NYC DOT’s website at: nyc.gov/streetsdesignmanual.

***Note:** DDC projects should be submitted to NYC DOT Office of Capital Program Management for review coordination. All other projects should be submitted to the appropriate NYC DOT Borough Commissioner office for review coordination.

A. PROJECT INFO**1. Project Name****2. Project/Budget ID(s) (if applicable)****3. Design Completion (%)****4. Lead Agency/Entity****5. Contact(s)****6. Partner Agencies/Entities****7. Project Location**

Borough

Community District

Council District

Assembly District

Senate District

Congressional District

8. Project Area (precise street limits and scope)**9. Project History & Impetus****10. Project Goals****11. Project Budget****12. Funding Sources****13. Project Scope****14. Dates Started/Anticipated to Start:**

Planning

Preliminary Design

Final Design

Construction

B. CONTEXT

1. History & Character:

Describe the history and character of the project area and how the proposed design responds to these.

2. Land Use:

Describe the predominant land uses and densities within the project area, including any historic districts or special zoning districts, and the compatibility of the proposed design with these.

3. Major Sites:

Major Sites: Describe any major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, commercial, cultural and civic institutions, and public spaces, and how the proposed design can support these sites.

C. OPERATIONS

1. Walking:

Describe existing walking conditions within the project area, desired future conditions, and how the proposed design addresses walking conditions, including pedestrian safety, volumes, comfort and convenience of movement, important walking connections, and quality of the walking environment.

2. Bicycling:

Describe existing bicycling conditions within the project area, desired future conditions, and how the proposed design addresses bicycling conditions, including bicyclist safety, volumes, comfort and convenience of movement, existing or proposed bike routes and other important bicycling connections, and bicycle parking.

C. OPERATIONS**3. Motor Vehicles:**

Describe existing motor vehicle conditions within the project area, desired future conditions, and how the proposed design addresses motor vehicle conditions, including motor vehicle safety, volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and reducing the negative impacts of motor vehicle traffic.

4. Transit:

Describe existing transit conditions within the project area, desired anticipated future conditions, and how the proposed design addresses transit conditions, including bus routes and operations, subway or other transit station access, and supportiveness of transit usage and users.

5. Trucks/Freight:

Describe existing truck conditions within the project area, desired future conditions, and how the proposed design addresses truck conditions, including truck routes, safety, volumes, access, mobility and reducing the negative impacts of truck traffic.

6. Access:

Describe how the proposed design addresses the needs of those with increased access or mobility requirements such as the disabled, elderly, and children, including ADA compliance and any school or senior safety zones within the project area, if applicable.

7. Curbside Conditions:

Describe existing curbside demand and usage patterns within the project area, desired future conditions, and how the proposed design addresses curbside conditions, including allocation of space for parking, loading, and drop-off, and pedestrian space.

8. Public Space:

Describe existing public space conditions within the project area and how the proposed design affects public space, including any proposed new public space and any new pedestrian seating or other enhancements to the public realm.

C. OPERATIONS

9. Drainage:

Describe potential disturbance to existing stormwater flow patterns or existing catch basins, and/or the need for new sewer connections.

10. Street Cuts:

Describe observed frequency of utility "cuts" into the roadway within the project area and how the proposed design addresses street cut conditions, including improvement or consolidation of utility infrastructure.

D. GREENING

1. Street Trees:

Describe existing street tree coverage within the project area and how street trees are included in the proposed design.

2. Greenstreets & Plantings:

Describe any existing Greenstreets and Greenstreet opportunities within the project area and any Greenstreets or other planted areas that are included in the proposed design.

3. Stormwater Control:

Describe stormwater runoff conditions including the infiltration ability of underlying soil within the project area and what, if any, stormwater source controls are included in the proposed design.

4. Flooding:

Describe any flooding conditions within the project area and how the proposed design addresses flooding.

D. GREENING**5. Maintenance Partner(s):**

Describe any potential and/or committed maintenance partners (e.g., DPR) and level of commitment (e.g., watering, weeding, pruning, litter removal, replacements).

6. Permits:

Describe whether any wetlands or coastline areas are within 100 feet of the project area and whether permits from the New York State Department of Environmental Conservation or the Army Corps of Engineers are necessary.

E. STREET DESIGN MANUAL**1. Materials, Lighting & Furniture:**

Describe existing and proposed street materials, lighting and furniture, including paving materials; lighting poles, fixtures and levels; and street furniture.

2. Application:

Describe how the proposed design follows the guidelines of the *New York City Street Design Manual* in regards to overall policies and principles, street geometry, materials, lighting, and street furniture.

3. Major Deviations from Guidelines:

Where the design deviates from the guidelines or policies and principles of the Manual, provide explanation.

4. Pilot Treatments:

Describe any pilot treatments being proposed, whether geometric or material treatments.
