

# Complete Streets Checklist

## Transit Agency Review Form

Project Sponsors and Transit Agencies use this form to document the transit review requirements of the Transit Priority Policy for Roadways. Transit Agency must finish this high-level review and provide comments to Project Sponsors within 20 business days of receipt of project information. For complex projects or extenuating circumstances, transit agencies may request an additional 10 business days to complete the review.

**PROJECT SPONSOR COMPLETES TABLE PRIOR TO SUBMITTING TO TRANSIT AGENCY:**

Project Name	Sunnyvale Avenue Caltrain Grade Separation
Project Sponsor Agency	City of Sunnyvale
Project Location <i>(attach map)</i>	South of Sunnyvale Avenue and Hendy Avenue
Project Scope Summary <i>(attach details as appropriate)</i>	The project will grade a public roadway Sunnyvale Avenue from the Caltrain railroad tracks. Located on the south side of the intersection of Sunnyvale Avenue and Hendy Avenue (parallel to the tracks). Sunnyvale Avenue will be depressed and closed to vehicular traffic and converted to a pedestrian and bicycle undercrossing while Hendy Avenue and Caltrain stay at the existing elevation.
Project Sponsor Contact	Name: Kevin Chen Title: Principal Transportation Engineer Email address: kchen@sunnyvale.ca.gov
Transit Agency Name	Valley Transportation Authority

**TO BE COMPLETED BY TRANSIT AGENCY:**

Transit Agency Project Reviewer	Name: Tamiko Percell Title: Senior Transportation Planner Email address: tamiko.percell@vta.org
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**Transit Agency has reviewed the project and confirms that:**

- Project is located on street without any transit service.**  
*(Policy does not apply, and no further Transit Agency review is required)*
  
- Project is located on street with non-revenue scheduled route<sup>1</sup>, recurring detour route<sup>2</sup>, and/or planned budgeted route<sup>3</sup>.** *(Non-recurring special event services, demand-responsive services, and paratransit services are excluded from Policy.)*
  - Proposed project accommodates basic bus movements (e.g., turns) of non-revenue scheduled, recurring detour, and/or planned budgeted route.
  - Proposed project does not accommodate basic bus movements (see below).

Suggested changes to accommodate basic bus movements:

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<sup>1</sup> “Non-revenue scheduled” routes include deadhead movements and pull-in routes where buses operate when they are not carrying passengers.

<sup>2</sup> “Recurring detour” routes include locations with regular special events and conditions that require transit service to detour to an alternate street.

<sup>3</sup> “Planned budgeted” routes include transit service that is included budgeted service changes or an approved Comprehensive Operations Analysis (short-term service plan). It does not include long-range plans, unless they are budgeted.

**Project is located on street with published, scheduled transit route.**

Transit Agency does not suggest any transit-impact mitigation measures.

Transit Agency suggests transit-impact mitigation measures (see below).

Suggested mitigation measures:

Removing vehicle access across tracks would impact VTA Route 55 and its ability to connect to Caltrain, downtown Sunnyvale, and *may limit VTA's ability to provide existing service along Sunnyvale Ave altogether*. VTA will need to perform a comprehensive bus route evaluation of all routes serving DTSV to identify rerouting opportunities to fulfill the transit connection. This is estimated to cost \$25K in professional services. **We request Sunnyvale fund the \$25K analysis cost by adding it to the grant application budget.**

Additionally, we request that the construction project budget include funding for any capital improvements needed to support the rerouting. Specific capital needs would be identified through the comprehensive route evaluation and may include improvements such as new bus stops, bus pads, and related transit infrastructure.

**As the project advances, Transit Agency requests the following coordination:**

No additional involvement required.

Provide Transit Agency with the opportunity to review and comment on draft designs prior to finalization. Transit Agency requests two-week review period. Prefer review at early design phase. Email [Tamiko.percell@vta.org](mailto:Tamiko.percell@vta.org).

Closely coordinate with Transit Agency to develop designs and/or implement project (e.g., field visits, involvement in technical advisory committee or similar groups).

Notify Transit Agency *72 hours to 3 weeks* in advance of road work (the wide range is dependent on what the notification is for. Feel free to send inquiries) at [bus.stop@vta.org](mailto:bus.stop@vta.org). Transit Agency will coordinate bus stop closures, permitting, and/or re-routing as needed.

California Public Utilities Commission (CPUC) General Order (GO) GO88b permit likely required.

Construction Access Permit and/or 811USA Alert likely required.

Other specific involvement (see below).

Additional comments:

- The earlier VTA can review project deliverables, the better. Given the potential impacts to transit service, we request ongoing coordination throughout all phases of the project, including early review of draft designs and key decisions affecting transit operations, access, speed, and reliability. One effective approach is to include a VTA transit planner on the project TAC, if one is established.
- Include Caltrain and VTA in coordination meetings for the undercrossing
- We'd appreciate knowing if grant funding is awarded, along with the anticipated project start date and schedule. This will allow VTA staff to plan for the comprehensive bus route evaluation and ongoing project coordination

Good luck!

Tamiko Percell	Senior Transportation Planner	5.12.26
Print Name	Title	Date

  
Signature