

Community Streets Project Submission Process



1 – Develop project idea and project team

2 – Submit Community Streets application along with letters of support

More information and online application found at smtcmpo.org/communitystreets

Project approval / rejection

Community Streets Committee review

3 – Project designs refined

Meet with SMTC staff and Adapt CNY volunteers to receive feedback on initial designs and discuss traffic control plans

4 – Present project in public forum (such as a TNT or neighborhood association meeting)

Additional demonstrations of support may be requested at this time.

5 – Pre-Development Meeting

Meeting includes representatives from all relevant City agencies

Additional discussions with SMTC and Adapt CNY

Design and installation details agreed upon with City

No

Yes
Design approved

6 – Submit standard City liability waiver application for the street closure

Project sponsors must select an installation date (and rain date) as well as recruit volunteers prior to this submission.

Project installation permit issued

9 – Evaluate your work

8 – Install your project!

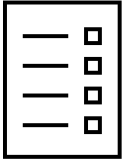
7 – Meet with SMTC and Adapt CNY one week prior to installation

This meeting will discuss installation day logistics. Notify neighbors.

Overall Project Guidance

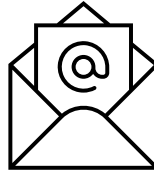


Applications



Applications will be accepted on a rolling basis **from September 1st to April 1st**

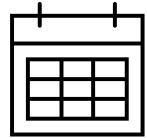
Projects will be reviewed as they come in by a staff committee to determine the feasibility of each project. Project sponsors may be contacted to clarify details or resubmit certain aspects of the application



Project sponsors will be notified **whether their project is approved or rejected.**

Rejections will include a brief description of the concerns identified by staff. Approved projects will be prompted to set up a meeting with staff to review the designs in detail and address any potential edits requested by the review committee.

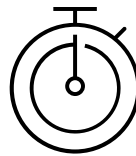
Project Installation



Projects must **be installed between April and September** each year.

Projects with moveable objects, including flex posts, bike racks, etc., will need to **remove those objects by October 31st.**

The City of Syracuse reserves the right to delay a project installation until the following construction season if too many projects are received in one program year.



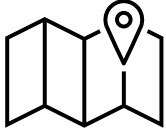
Please note that it **will likely take 3 to 4 months after an application is submitted** for a project to be ready to be installed.

This time will be spent refining the project design and performing the required community outreach.

Overall Project Guidance



Project Location



It is strongly recommended that projects are completed on streets with vehicle **volumes below 5,000 vehicles per day**

To check this information, please visit the NYSDOT Traffic Data Viewer Map. Streets that do not have a volume measurement can be assumed to be below this volume.

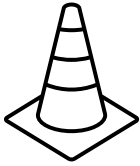
It is encouraged to select streets with a **“local” functional classification.**

To check this information, please visit the SMTC Functional Classification Map.



Projects located near commercial properties should include a **letter of support from the businesses** within their application.

Project Design

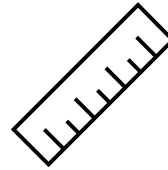


Projects must maintain travel lanes of at least **10 ft in width.**

Estimate measurements using the measuring tool on Google Maps. Temporary plazas and street murals are exempt from this rule.

Projects must adhere to MUTCD guidance on color selections where possible.

While most colors will be allowed in street murals and bump outs, projects should not use colors with existing uses, such as bike lanes and hospital markings. Color choices for temporary crosswalks can be found on its project page.



Any project that redefines the right-of-way must include **4” white edge lines** to delineate the new boundary.

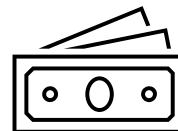
This includes bump outs and mini roundabouts.

Project Costs



To estimate paint volumes assume **1 gallon = 75 square feet of painted surface.**

You can roughly calculate the area of your design by using the measuring tool on Google Maps. Freshly paved streets may require more paint.



Project sponsors are **responsible for acquiring funding** for their installations.

Funds may be available through your local TNT sector or other community organizations to purchase materials, food, etc.

Temporary Traffic Control Plan

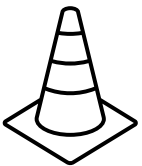


All selected projects will need to create a temporary traffic control plan prior to submitting their liability waiver application to the City of Syracuse.

Traffic control plans should NOT be submitted as part of the initial Community Streets application process.

SMTC staff will work with selected projects to develop their traffic control plan.

What is a temporary traffic control plan?



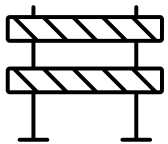
The temporary traffic control plan describes how vehicle travel may be altered during the installation of your Community Streets Project.

This may include narrowing the roadway through the use of cones (typically used for painted curb extensions) or the complete closure of a block or intersection (typically for anything affecting the entirety of a street's width, such as a street mural).



Road work signs will be provided by Adapt CNY and will need to be placed at least 100 ft before the project area in all directions.

If a block or intersection is being closed to traffic, signs should be placed at the nearest intersection to inform drivers before they turn onto the impacted street.



Barricades, provided by DPW, will be required for all street closures. At least two barricades will be needed for each approaching street.

In addition, your traffic control plan should request at least two extra barricade legs for each approaching street. These legs will be used to hold the road work signs. Please note on your traffic control plan exactly how many barricades will be needed. **Barricades must be staffed by volunteers during the project installation.**

