


FOR INTERNAL USE ONLY

 <p>Regional Transportation District 1900 31st Street, ATTN: DO-M6 Denver, CO 80202</p> <hr style="border: 0.5px solid blue;"/>	Tracking #	
	Bus Stop Request/Modification Form	
	<p><i>This form is intended to standardize the request for the addition, subtraction, modification, or relocation of a bus stop. This request will be evaluated by several departments to ensure all of the Districts qualifications and requirements are met.</i></p>	
Date of Request:	Requestor Contact Information: Name: Title: Phone: Email:	
Location or Proposed Location (Include direction of travel): <p style="color: red; font-weight: bold;">If current stop - provide bus stop number:</p>	Type of Request: <input type="checkbox"/> New Bus Stop <input type="checkbox"/> Relocate/Modify Bus Stop <input type="checkbox"/> Remove/Close Bus Stop <input type="checkbox"/> Temporary Bus Stop	Reason for Request: <input type="checkbox"/> New or relocated Route <input type="checkbox"/> Accessibility/Reliability <input type="checkbox"/> Construction/Development
Provide GPS Coordinates Longitude: Latitude:	Explain in detail the reasons that prompted this bus stop request:	
If new bus stop list requested amenities (request must meet RTD design/service criteria): <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle	If requesting removal or relocation of current stop - list current amenities: <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle	If requesting temporary closure of bus stop list amenities currently present: <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle
If new stop request is related to service change or routing change: <input type="checkbox"/> Requires removal or relocation of previous route stops <input type="checkbox"/> Requires re-labeling of other stops due to route name change. <input type="checkbox"/> Requires accessibility assessment	If removal or relocation of stops is related to service change or routing change: <input type="checkbox"/> Requires notification signage <input type="checkbox"/> Requires re-labeling other stops due to name change. <input type="checkbox"/> Requires accessibility assessment	If temporary closure of stops is related to service change or routing change: <input type="checkbox"/> Requires notification signage <input type="checkbox"/> Requires identification of alternate stop location <input type="checkbox"/> Requires accessibility assessment

ADA BUS STOP CHECKLIST – All bus stops must be accessible for all our patrons.
Please complete as much as possible sign shop will access and confirm accuracy.

Pedestrian Access Route:		Comments
Connects public sidewalk to bus pad?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Connects to street?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Connects public sidewalk to shelter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Connects shelter to bus pad?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
48"wide minimum; or 36" ; If site is constrained 36" wide is acceptable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is continuous for entire block segment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Walking Surface - Pad, Shelter, Sidewalk:		
Surface material? (concrete/asphalt/other)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Stable, firm, and slip resistant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Height vertical clearance 80 inches minimum?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Cross slope is 2% maximum?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Running slope is 5% maximum?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Any level changes > 1/4 inch?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Any Level changes between 1/4 & 1/2 inch?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Beveled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Any gaps 1/2 inch or wider?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Direction of gaps? (running/cross)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Steps between sidewalks, shelter, or pad?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Bus Boarding & Alighting Area (Pad):		
96 inches minimum, perpendicular to back of curb?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
60 inches wide minimum, parallel to curb/street?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Slope is 2% maximum, perpendicular to curb?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Slope is ___ % maximum, parallel to curb?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
General grade of adjacent street is ___ %?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Parallel slope of pad is no higher than street grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ADA BUS STOP CHECKLIST (continued) – All bus stops must be accessible for all our patrons. Please complete as much as possible - sign shop will coordinate access, investigate, and ensure compliance.

Shelter:		Comments
Is there a shelter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Clear floor space within shelter is ___ inches long.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Clear floor space within shelter is ___ inches wide.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Clear floor space (48 x 30) is provided within shelter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Slope within shelter is 2% maximum in any direction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Protrusions in Circulation Path:		
Protrusions (signs, street furniture, etc.) between 27 and 80 inches?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, does it protrude more than 4 inches into path?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Route Identification Signs:		
Finish is non-glare?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Characters and background contrast in color?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Characters are conventional/san serif?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Character height is 5/8-inch (0.625) minimum?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Width of uppercase "O" is 55% minimum & 110% maximum of height of uppercase "I"?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Minimum space between characters is 10% minimum and 35% maximum of character height?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Please provide other items of note or comments that may impact accessibility.		

ADA diagrams related to information in check list and per requirements:

Figure 810.2.2 - Dimensions of Bus Boarding and Alighting Areas

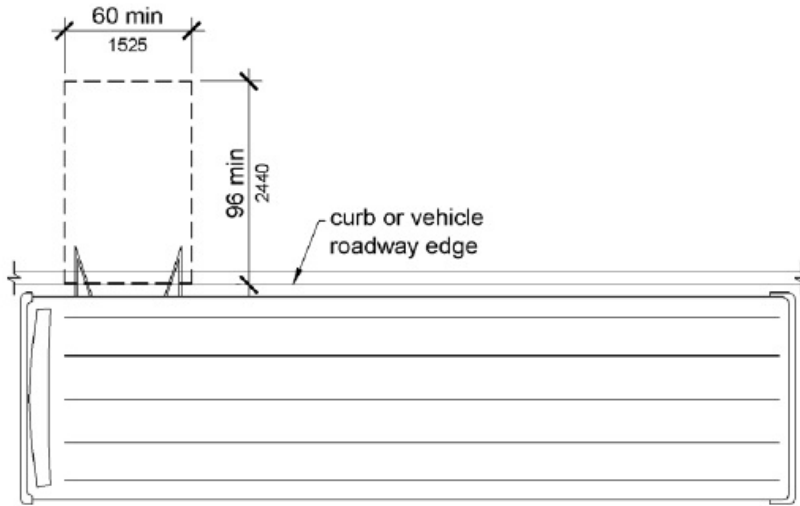


Figure 810.3 Bus Shelters

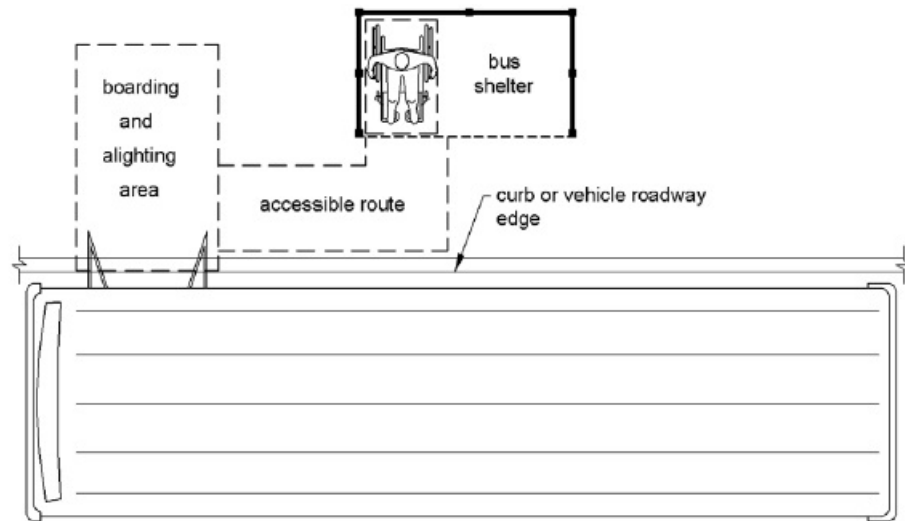


Figure 305.3 Clear Floor or Ground Space

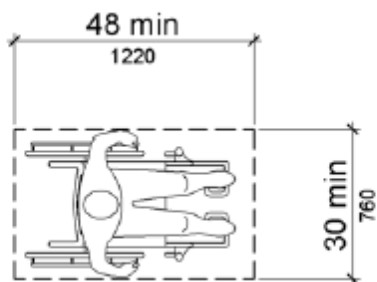
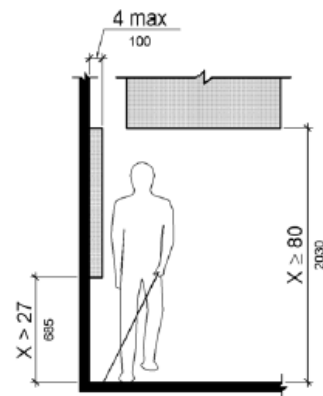


Figure 307.2 Limits of Protruding Objects

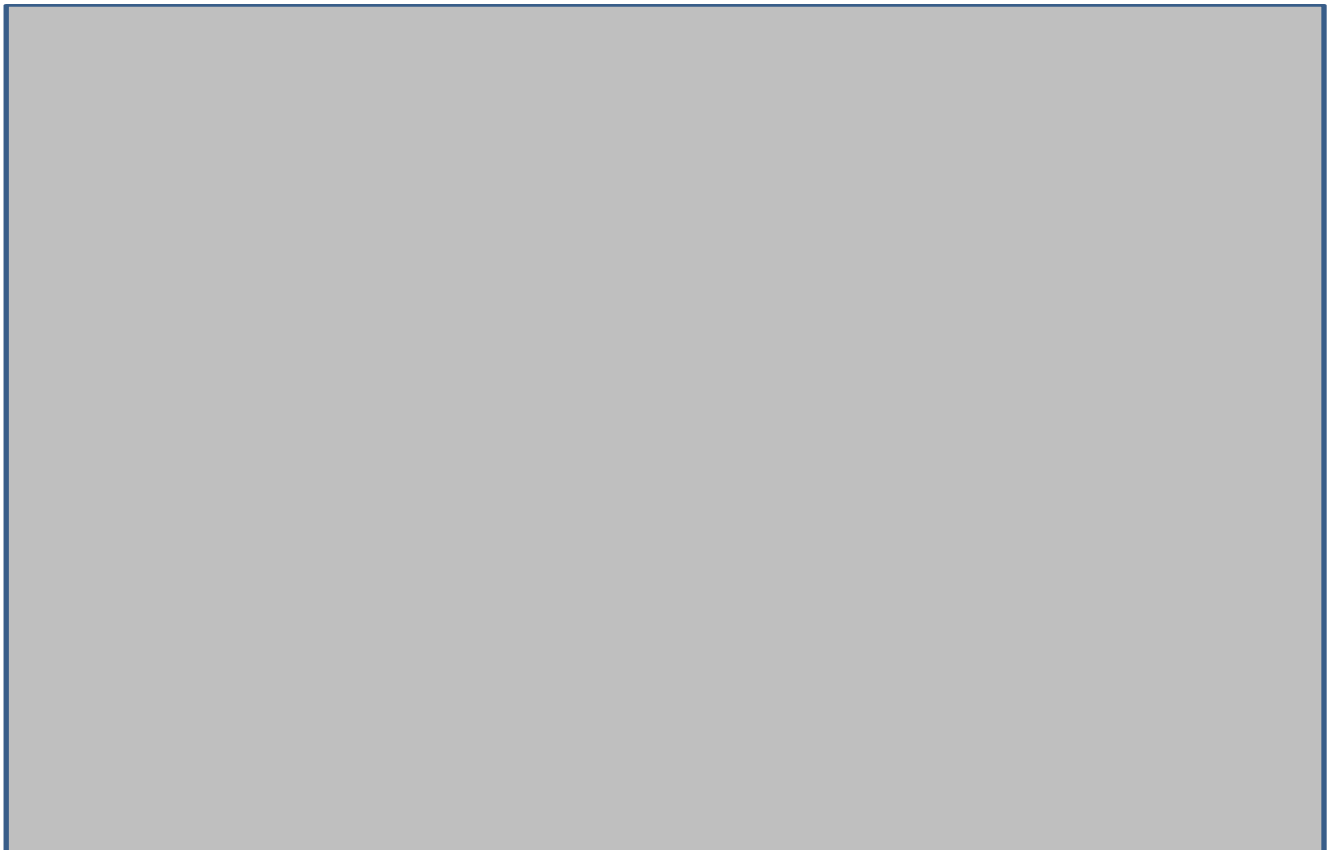


ADA diagrams related to information in check list and per requirements:

Figure: Bus Pad Dimensions



Please include GIS/GOOGLE map of the area – photographs also acceptable
(click box below to upload file):



Review/Comments:		
Sign Shop, Bus Operations	<input type="checkbox"/> Initial Assessment	<input type="checkbox"/> Forward for review
Comments:		
General Superintendent Maintenance:	Yes	No
Comments:		
General Superintendent Street Operations:	Yes	No
Comments:		
General Superintendent Rail Operations:	Yes	No
Comments:		
Service Planning & Scheduling	Yes	No
Comments:		
ADA/Civil Rights:	Yes	No
Comments:		
Title VI – Planning:	Yes	No
Comments:		
Engineering	Yes	No
Comments:		

Review/Comments:		
Facilities Maintenance	Yes	No
Comments:		
Public Facilities, FM	Yes	No
Comments:		
Safety/Security	Yes	No
Comments:		
FOR SIGN SHOP USE:		
Bus stop location meets below criteria: <input type="checkbox"/> ADA Accessibility <input type="checkbox"/> Proper Curbing <input type="checkbox"/> Bus Clearance <input type="checkbox"/> Sidewalk connectivity <input type="checkbox"/> City and RTD Requirements	Next Steps Appropriate information entered in Maximus Communication of final disposition to appropriate personnel.	
Request Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved If approved with conditions provide details: If disapproved provide reasons:		