

**GENERAL PROJECT INFORMATION**

Project Name _____	Design % Complete/Date: _____
Station Name _____	Metra Project Manager _____
Railroad Line _____	Consultant Project Manager _____
Metra Project Number _____	Consulting Firm _____
Contract/Task Number _____	Approved Constr. Budget _____
Project Description _____	Current ____ % Cost Est. _____
Related Work by Others _____	
Schedule Updates _____	
List Building Codes and Zoning Ordinances being used on project:	
Zoning _____	Electrical _____
Other _____	

**PROJECT COORDINATION (check the applicable box; otherwise, write N/A)**

	Yes	No
1. Has the Consultant Project Manager read Metra's Parking Design Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the design follow the project scope of work?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have previous review comments been addressed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have "Resolution of Comments" documents been sent to Metra?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the plans meet Metra's Parking Design Guidelines as follows:		
Civil Design Elements?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Design Elements?	<input type="checkbox"/>	<input type="checkbox"/>
Stall/Geometric Design Elements?	<input type="checkbox"/>	<input type="checkbox"/>
Signage Design Elements, including signage for the accessible route?	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Design Elements?	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater & Other Design Elements?	<input type="checkbox"/>	<input type="checkbox"/>
5a. If no to the above, why not? _____		
<hr/>		
6. Have the needed municipal standards been included in the project design?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does local zoning allow Metra parking stall dimensions, such as 8'-6" width?	<input type="checkbox"/>	<input type="checkbox"/>
7a. If not, has the completed local zoning variance application been submitted to Metra for signatures?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have the host railroad comments been included in the set?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have all reviewing agencies been given drawing sets?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have these agencies responded with comments?	<input type="checkbox"/>	<input type="checkbox"/>
11. Were review agency comments/modifications completed?	<input type="checkbox"/>	<input type="checkbox"/>

**DESIGN INFORMATION**

	Required	Provided
1. Parking Lot (if not required write "N/A" in the box)		
Number of Spaces	<input type="text"/>	<input type="text"/>
Number of ADA Spaces	<input type="text"/>	<input type="text"/>
Number of Kiss 'N Ride Spaces	<input type="text"/>	<input type="text"/>
Number of bikes (in racks)	<input type="text"/>	<input type="text"/>
Perimeter fencing length	<input type="text"/>	<input type="text"/>
Parking lot Entrance Monument sign(s)	<input type="text"/>	<input type="text"/>

**PARKING LOT LANDSCAPING/PAVING**

	Yes	No
1. Does the landscaping create unsafe blind areas for pedestrians now & future?	<input type="text"/>	<input type="text"/>
2. Has low-maintenance and salt tolerant landscaping been provided?	<input type="text"/>	<input type="text"/>
3. Does the landscaping create line-of-sight problems at drive aisles, sidewalks, and intersections?	<input type="text"/>	<input type="text"/>
4. Have areas been designated for snow storage?	<input type="text"/>	<input type="text"/>
5. Are snow storage areas clear of landscaping which may be affected by salt?	<input type="text"/>	<input type="text"/>
	Required	Provided
6. How wide are the landscaping and fencing areas provided?	<input type="text"/>	<input type="text"/>
7. How far have trees been placed from curbs and sidewalks?	<input type="text"/>	<input type="text"/>

**PARKING LOT PAY BOX SHELTERS**

- How many pay boxes are provided with shelter? \_\_\_\_\_
- How many shelters are provided? \_\_\_\_\_
- What size is each shelter? \_\_\_\_\_
- Are paybox slots, or electronic buttons/controls) for accessible parking stall numbers within 48" of finished grade? \_\_\_\_\_
- What type of shelter lighting fixture is used? \_\_\_\_\_
- Are the proposed lighting fixtures vandal resistant? \_\_\_\_\_

**UTILITIES**

	Yes	No
1. Has utility information been incorporated from:		
Host Railroad?	<input type="text"/>	<input type="text"/>
Utility Companies?	<input type="text"/>	<input type="text"/>
Highway Departments?	<input type="text"/>	<input type="text"/>
Municipalities?	<input type="text"/>	<input type="text"/>

	Yes	No
2. Are all utility easements shown on the plans?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the minimum depth of cover for all utilities been shown in the drawings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the minimum horizontal and vertical clearance between utilities and structures been shown on the drawings?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all utility conflicts been resolved?	<input type="checkbox"/>	<input type="checkbox"/>

**SURVEY**

	Yes	No
1. Has a topographic survey been included in the plan set?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the topographic survey been tied to Illinois State Plane Coordinates?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the permanent bench mark location provided in the drawings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all public and railroad rights-of-way shown on all plan sheets?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the Plat-of-Survey been included in the plan set?	<input type="checkbox"/>	<input type="checkbox"/>
6. What is the design baseline location and what sheet is it on? _____		

**GEOTECHNICAL & HAZARDOUS MATERIALS**

	Yes	No
1. Has a soils report been prepared?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the soils report complete with:		
Boring Log Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Boring Logs?	<input type="checkbox"/>	<input type="checkbox"/>
Groundwater Information?	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Design Recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Foundation Design Recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Special Soil Treatment/Hazardous Materials?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the soils report been included in specifications with the proper disclaimer?	<input type="checkbox"/>	<input type="checkbox"/>

**PARKING LOT LIGHTING**

	Yes	No
1. Has a proposed photometric plan been submitted for Metra approval?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is lamp recessed in fixture housing?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the fixtures full cut-off?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are side shields provided in fixtures adjacent to residential properties?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the sidewalks connecting the parking lot to the station facility and the adjacent street sidewalk have proper illumination?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a timer/clock been provided?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the photocell facing away from the train?	<input type="checkbox"/>	<input type="checkbox"/>
8. Where is photocell located? _____		
9. What type of lighting controller has been provided? _____		
10. Footcandle Minimum/Location _____		
11. Footcandle Average/Uniformity Ratio _____		

**STORMWATER/WETLANDS DESIGN & PERMITTING**

1. Does the project require stormwater drainage/detention arrangements per local water regulating agency?
2. Have all of the required environmental reviews been approved?
3. Has Metra received all applicable permits?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**PARKING LOT TRAFFIC/ACCESS**

1. Was a traffic analysis done for this project?
  - 1a. If yes, were the recommendations incorporated into the design?
2. Do vehicular and pedestrian surfaces meet accessibility requirements?
3. Do the proposed driveway locations provide drivers with the best sightlines, grades, and alignment conditions?
4. Are modifications to the adjacent road(s) necessary at the parking lot entrances?
5. Does the parking lot have a convenient and direct ADA sidewalk path to the station facility?
6. Does the parking lot have a convenient and direct ADA sidewalk path to the community street sidewalk?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**PARKING SIGNS**

1. Has consultant read Metra's Station Sign Program Specifications?
2. Have all MUCTD and trailblazer signs been located on the plans?
3. Have pedestrian wayfinding signs been located on the plans?
4. Have the paybox information and parking fee signs been placed at or on the paybox shelter?
5. Have the International Symbol of Accessibility and Accessible Parking Only fee signs been placed on the plans?
6. Are the stall number signs on aerial cables or post-mounted and NOT painted on the pavement?
7. Have the Kiss 'N Ride and/or short term parking signs been placed on the plans?
8. Is the parking lot identifier monument sign included in the design?
9. Is the accessible route from the parking lot to the station properly signed at all decision points?
10. Have the bus stop and related information signs (of applicable) been placed on the plans?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)**

1. Have all of the mitigation commitments from the NEPA documents and Mitigation Tracking Logs been incorporated into the project design?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>