


# FOR INTERNAL USE ONLY

 <p>Regional Transportation District 1900 31<sup>st</sup> Street, ATTN: DO-M6 Denver, CO 80202</p> <hr style="border: 0.5px solid blue;"/>	Tracking #	
	Bus Stop Request/Modification Form	
	<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>	
Date of Request:	<b>Requestor Contact Information:</b> <b>Name:</b> <b>Title:</b> <b>Phone:</b> <b>Email:</b>	
<b>Location or Proposed Location (Include direction of travel):</b>  <span style="color: red; font-weight: bold;">If current stop - provide bus stop number:</span>	<b>Type of Request:</b> <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	<b>Reason for Request:</b> <input type="checkbox"/> New or relocated Route <input type="checkbox"/> Accessibility/Reliability <input type="checkbox"/> Construction/Development
<b>Provide GPS Coordinates</b>  Longitude:  Latitude:	<b>Explain in detail the reasons that prompted this bus stop request:</b>	
<b>If new bus stop list requested amenities (request must meet RTD design/service criteria):</b>  <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle	<b>If requesting removal or relocation of current stop - list current amenities:</b>  <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle	<b>If requesting temporary closure of bus stop list amenities currently present:</b>  <input type="checkbox"/> Shelter <input type="checkbox"/> Bench <input type="checkbox"/> Schedule Board <input type="checkbox"/> Trash Receptacle
<b>If new stop request is related to service change or routing change:</b> <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	<b>If removal or relocation of stops is related to service change or routing change:</b> <input type="checkbox"/> Requires notification signage <input type="checkbox"/> Requires re-labeling other stops due to name change. <input type="checkbox"/> Requires accessibility assessment	<b>If temporary closure of stops is related to service change or routing change:</b> <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.

<b>Pedestrian Access Route:</b>		<b>Comments</b>
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	
<b>Walking Surface - Pad, Shelter, Sidewalk:</b>		
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	
<b>Bus Boarding &amp; Alighting Area (Pad):</b>		
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.

<b>Shelter:</b>		<b>Comments</b>
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	
<b>Protrusions in Circulation Path:</b>		
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	
<b>Route Identification Signs:</b>		
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	
<b>Please provide other items of note or comments that may impact accessibility.</b>		

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

Figure 810.2.2 - Dimensions of Bus Boarding and Alighting Areas

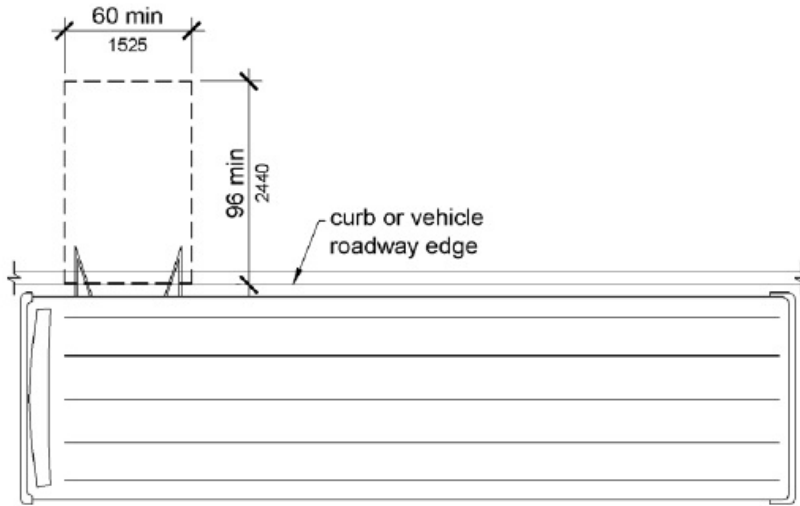


Figure 810.3 Bus Shelters

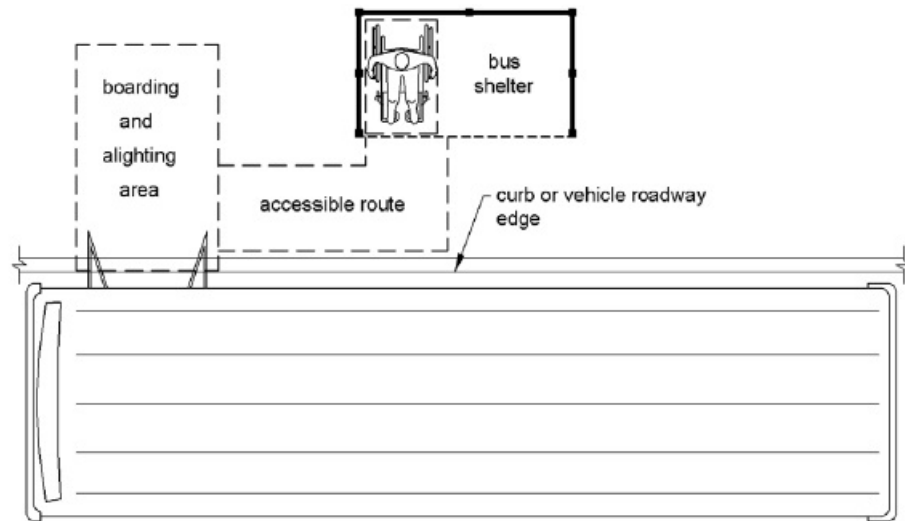


Figure 305.3 Clear Floor or Ground Space

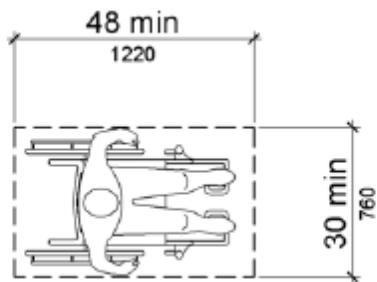
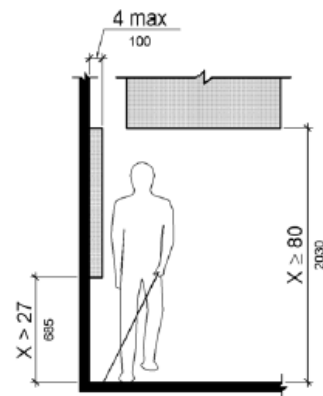


Figure 307.2 Limits of Protruding Objects

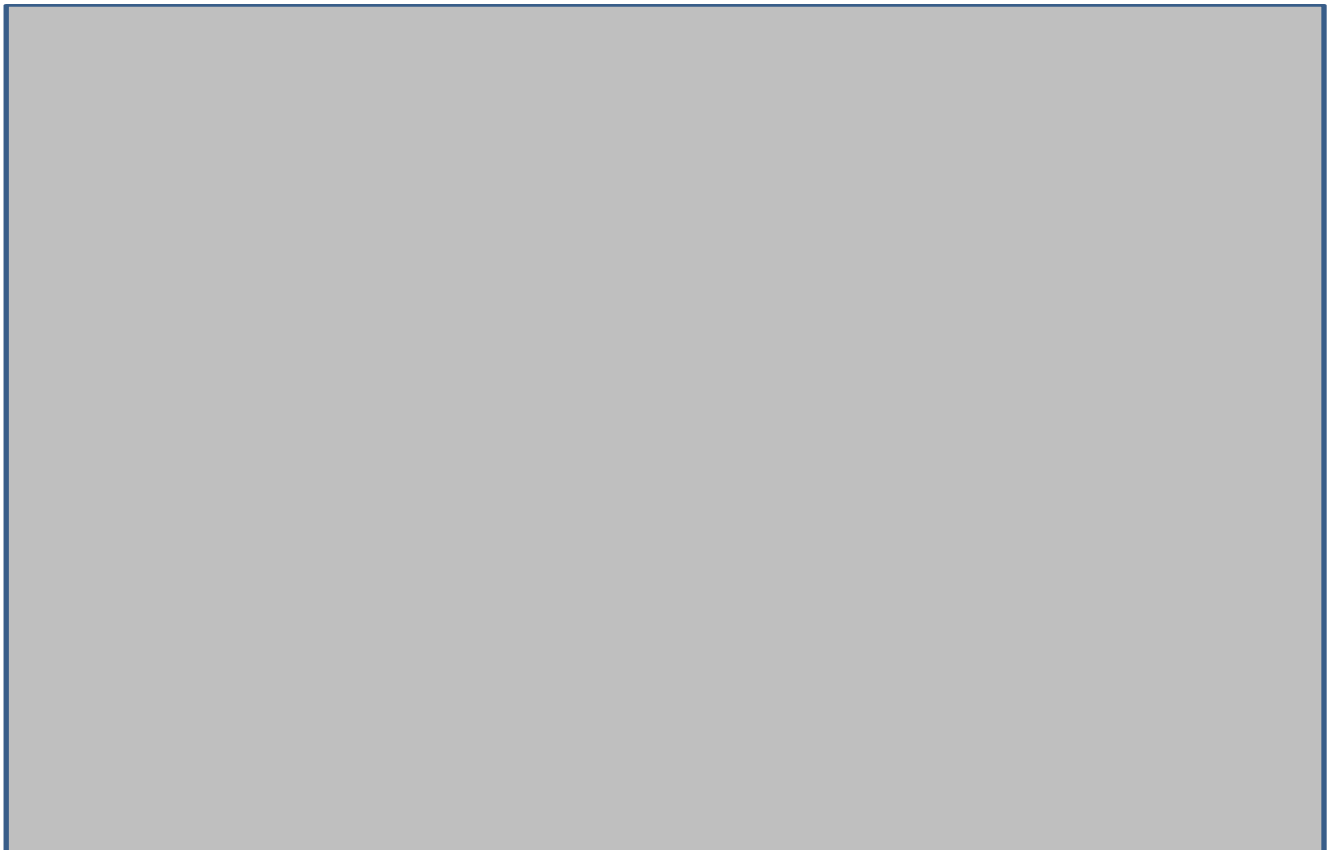


# ADA diagrams related to information in check list and per requirements:

Figure: Bus Pad Dimensions



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



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

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