



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

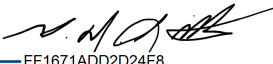
ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

June 22, 2020

TO: Project Managers
NCDOT

FROM: Tim Little, PE
Chief Engineer

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SUBJECT: Complete Streets Project Sheet Procedure Update

The purpose of the memorandum is to inform staff of the updated Complete Streets Policy and Project Sheet process. The Complete Streets Policy was updated in August 2019 by the NCDOT Board. The policy, implementation guide, project sheet, FAQ's, and a two-page informational sheet can all be found on the NCDOT Complete Streets Connect webpage here: [Complete Streets Site](#).

The policy update applies to all highway projects that did not have a final signed environmental document before August 30, 2019. Projects with environmental documents completed before August 30, 2019 are to adhere to the policy as it was prior to the update.

As part of the new policy, all projects without signed environmental documents, or with documents signed after August 30, 2019 must complete a Complete Streets Project Sheet. This does not apply however to projects that have already been advertised for let or are in construction. For those projects that currently have preliminary engineering on hold, the Complete Streets Project Sheet should be completed once the project resumes.

The Complete Streets Project Sheet should be uploaded to the ATLAS Workbench for the associated project. The ATLAS application will automatically write the Complete Streets Project Sheet into the Connect Preconstruction project site and place a link to the document under the Human Environment discipline folder. Complete Street Project Sheets must also be emailed directly to the Integrated Mobility Division at completestreets@ncdot.gov.

Effective immediately all projects subject to the updated Complete Streets Policy need to complete a Complete Streets Project Sheet. Any questions concerning Complete Streets should be directed to Mr. Joseph Furstenberg and Mr. John Vine-Hodge at jcfurstenberg@ncdot.gov and jvinehodge@ncdot.gov with the Integrated Mobility Division.

cc: Julie White, Deputy Secretary for Multi-Modal Transportation
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John Vine-Hodge, Deputy Director of Planning and Programming IMD
Aldea Coleman Policy Director
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