

Cambridge Parking and Transportation Demand Management Plan Checklist

Please include the following elements in your PTDM Plan. These are general categories, so you will need to develop the detailed descriptions based on the site context and specific land use you are proposing.

- Project information
 - Project name
 - Project address
 - Owner
 - Contact person
 - Contact address, phone number, fax number, email
 - Project description
 - Summary table:
 - Number of previously registered parking spaces
 - Number of new parking spaces listed by parking type (categories listed in the Ordinance are: residential, commercial, non-commercial, customer, employee, patient, student, client, or guest)
 - Square footage of building with breakdown of uses
 - Number of vehicle trips expected to be generated by the R&D project (if project is required to complete traffic impact study)
 - Estimated number of employees
 - Census tract number

- Employee mode split
 - Each project subject to the Parking and Transportation Demand Management Ordinance is required to commit to a specific, numeric reduction in the percentage of trips made to the site by single-occupant vehicle (SOV). The employee mode split commitment is based on the 1990 Journey to Work data from the U.S. Census Bureau for your Census tract number—a 10% reduction from the 1990 mode split:
<http://www.cambridgema.gov/cdd/data/trans/jtw/index.html>

 - 1990 mode split % * 0.90 = mode-split commitment %**

 - The final PTDM plan should state this number clearly as the mode split goal for the project, along with a commitment to make reasonable efforts to achieve this goal.

- Customer/Visitor/Other mode split
SOV mode-split commitment for non-employee groups will be determined by other baseline measures.

- Nearby transit services
 - List all buses and subway lines that serve the site, and their distance from the site.

- Nearby bicycle and pedestrian links
 - Describe the network of nearby bike/ped facilities and the quality of the surrounding bike/ped environment (ex. broken sidewalks, good connection to Minuteman bike path, etc).

- Sustainable-mode promotions and incentives
 - Describe what transportation demand management (TDM) measures the project owner will use to reduce the number of SOV trips and encourage people to walk, ride a bike, take transit, and car/vanpool.

- Parking management and SOV disincentives

- Marketing programs
 - Describe marketing and education programs that promote and publicize all of the TDM measures that are available.

- Monitoring and reporting plan
 - Describe the program of surveys, car and bike parking counts, driveway counts, and other reporting documents that will be used to track, assess, and report on the implementation of the entire TDM program.

- Office of Workforce Development
 - Include the required commitment that the applicant and tenants will work with the Cambridge Office of Workforce Development to encourage hiring Cambridge residents. Susan Walsh of OWD (617-349-6259) can discuss ways to accomplish this. Cambridge residents are more likely to use sustainable modes to travel to work.

- Corporate Officer Certification

- Maps/drawings showing:
 - Location of site
 - Location of transit
 - Parking layout (to be approved by TP&T). Show all parking spaces for bicycles and motor vehicles, following zoning requirements and the City of Cambridge Bicycle Parking Guide:
http://www.cambridgema.gov/cdd/et/bike/bike_pkng_brochure.pdf

Contact:

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