

DRAFT Checklist and Required Materials for a Proposed Community-Initiated Neighborhood Trail

Right-of-way location (e.g., street name between [street] and [street]):

Applicant information:

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Please complete the following information and provide the required documentation. **This checklist must be complete and approved by PBOT before trail construction can begin.**

Section 1. Begin Community-Initiated Neighborhood Trails Process

Email the following to trails@portlandoregon.gov with the subject line of “CINP Proposal – [ROW name]”:

[Organization Name] would like to propose improving [ROW name] to trail standards. Please review this location for conflicts and notify us whether we can move forward through the Community-Initiated Trails Process.

Sincerely,

[Contact person and contact information]

PBOT will respond to this email within 10 business days.

- Sent the email on [insert date]. Please attach a copy of this email.
- Received response from PBOT on [insert date] approving/denying moving forward with the CITP. Please attach a copy of this email.

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Section 2. Pedestrian Connectivity

The proposed trail would increase pedestrian connections to the following (*at least one needs to be selected*):

- Transit. Explain: _____
- Places of Work. Explain: _____
- Schools. Explain: _____
- Public Parks and Open Space. Explain: _____
- Other Services (grocery stores, community centers, churches, etc.). Explain:

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Section 3. Public Involvement and Neighborhood Support

Is the proposed ROW IS specified as a “Proposed Urban Trails Network” in the Southwest Urban Trails Plan (Map 3.1 at <https://www.portlandoregon.gov/transportation/article/520844>)

- Yes (go to section 3a)
- No (go to section 3b)

Section 3a. Public Notification Required for ROWs ON the “Proposed Urban Trails Network” in the Southwest Urban Trails Plan (Map 3.1)

- A notification flyer was sent out to all residents within ¼-mile of the ROW 60 days before construction. Please attach a copy of the flyer.
- An email was sent to the Neighborhood Association 60 days before construction. Please attach a copy of this email.

Section 3b. Public Notification Required for ROWs NOT ON the “Proposed Urban Trails Network” in the Southwest Urban Trails Plan (Map 3.1)

- Open House was held. Please attach a copy of the sign-in sheet and an agenda

Date: _____

Time: _____

Place: _____

PBOT Staff in attendance: _____

Date notification sent to households within ¼ mile (attach copy): _____

Date email sent to Neighborhood Association Chair (attach copy): _____

Date sign posted at ends of ROW (attach copy): _____

Please select which of the following applies. Attach the completed petition to this document:

- Completed petition with the support of 75% of property owners adjacent to the proposed trail
- Completed petition with the support of 50% of property owners within 1/4-mile of the proposed trail
- Completed petition with the support of 50% of property owners adjacent to the proposed trail and a letter of support from the appropriate Neighborhood Association.

Section 4. Trail Design

Email the following to trails@portlandoregon.gov with the subject line of “CINP Proposal – [ROW name]”:

[Organization Name] has begun the process of proposing [ROW name] to trail standards. Please see attached for the trail design, materials list, and signage.

Sincerely,

[Contact person and contact information]

PBOT will respond to this email within 15 business days.

- The proposed trail meets Portland Parks and Recreation Trail Type B Design (see for details). Attach copy of trail design, materials list, signage, and confirmation of the trail meeting the design standards.

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Section 5. Permitting

Visited the Bureau of Development Services Center.

- o Date: _____
- o BDS Staffer: _____
- o Recommended Approach:

This trail meets the “Trail Exemptions.” Attach copy of confirmation from BDS staff.

Fill out the following table for required permits. Attach copies of all permits:

Type of permit	Permit Required	Permit Obtained	Date
Encroachment	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Add rows as needed

There is an approved Maintenance Agreement for trail improvements on this ROW. Attach a copy of this agreement.

