



Complete Streets Demonstration Library

STEP #1 – Program Guide

INTRODUCTION

Communities across the state have been implementing Complete Streets for decades, making New Jersey a national leader in this movement. New Jersey was one of the first states to adopt a Complete Streets Policy in the United States. Complete Streets are defined in accordance with the [State of New Jersey Complete Streets Design Guide](#) as follows: *"Complete Streets are streets designed for all users, all modes of transportation, and all ability levels. They balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, and goods movement based on local context."*

While it does take time and effort to plan, design, and fund this new infrastructure, many communities have opted to first test it out using temporary demonstrations. These temporary demonstrations, also called pop-ups, use flexible and inexpensive materials such as paint, tape, movable posts, signs, curb ramps, and other traffic calming devices to showcase ways to improve safety for all road users. This can also include place-making and aesthetic improvements that encourage modes of transportation such as walking and biking over driving.

To support the momentum of this important movement, the South Jersey Transportation Planning Organization (SJTPO), in partnership with Cross County Connection Transportation Management Association (CCCTMA) are operating a program that focuses on advancing Complete Streets through municipalities in the South Jersey region. To support communities in the SJTPO region who want to undertake temporary demonstration projects to explore Complete Streets initiatives, SJTPO and CCCTMA have created a lending library of materials which municipalities can borrow and use to demonstrate a proposed roadway improvement.

PURPOSE

The purpose of this program is to support and encourage the use of temporary traffic calming materials to test Complete Streets infrastructure on streets in southern New Jersey. This approach allows community members to experience and have a say in the process. The temporary nature of these projects allows for evaluation and user feedback regarding the performance of the tested designs. For communities that are new to the concept of Complete Streets, these projects can be used as an educational experience to improve community buy-in.

ELIGIBLE APPLICANTS

- Open to New Jersey municipalities and counties in southern New Jersey, including Atlantic, Cape May, Cumberland, and Salem Counties.
 - Municipalities and counties from outside of this region will also be considered, however priority consideration will be given to those within the SJTPO region.
- The point of contact must be an official or employee of the government entity with jurisdiction over the project.
 - If a county road is involved, the inclusion of pertinent county staff is required.
 - Projects on the State Highway will not be considered.





- Demonstration projects may be coordinated with and supported by partners such as community organizations (municipal advisory committee, chamber of commerce, nonprofit organization, or religious institution), TMAs, or other government entities.
- Applications should be sent to the SJTPO (DemoLibrary@sjtpo.org) with a Cc: to CCCTMA (ccctma@driveless.com).

PROJECT TYPES

A wide variety of project types can be carried out using temporary materials. Projects can vary widely in size and duration, from a one-day parklet in a single parking stall to a multi-block bike lane lasting several months. Some common examples include bike lanes, crosswalks, curb extensions, parklets, mini-roundabouts, pedestrian plazas, and street closures.



MATERIALS

The following types of materials are available through this program. Availability is subject to change. Please contact program staff (DemoLibrary@sjtpo.org) for current availability. More detailed information on available materials can be found at sjtpo.org/demolibrary/.

For any questions about material uses, installation, durability, etc., please reach out to CCCTMA at ccctma@driveless.com.

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| • Traffic Signs | • Stencils | • Paint |
| • Tools | • Traffic Control Devices | • Tape |
| • Placemaking Materials | • Clean-Up Items | |

TECHNICAL ASSISTANCE

This program provides materials only. Recipients are responsible for preparing a design that complies with relevant design guidelines and standards that meet the approval of the municipality or private property owner with jurisdiction over the project location. SJTPO and CCCTMA staff may be available to provide design advice upon request.

Assistance and ideas may be available from the following sources:

1. [Complete Streets Technical Assistance Program](#) – SJTPO offered its first round of technical assistance for communities in Atlantic, Cape May, Cumberland, and Salem Counties in 2024. This two-year program offers





a variety of technical assistance to selected communities to promote complete streets initiatives and has the potential to be renewed in 2026.

2. [Expo: Experimental Pop-ups](#) – For communities in the Delaware Valley Regional Planning Commission region, the Expo program offers a variety of technical assistance to selected communities with specific, attainable, near-term projects that promote livability and complete streets.
3. [NJTPA Complete Streets Demonstration Library](#) – The NJTPA Complete Streets Demonstration Library is open to all municipalities in the state. For municipalities in the North Jersey region, this library may be easier to access. This library empowers communities to test out road improvements to make their streets safer and more people-focused, utilizing short-term, low-cost, and scalable interventions to achieve long-term change related to street safety and public space.
4. [Transportation Management Associations](#) – Publicly funded organizations that provide a variety of programs and services to help commuters and community members get where they need to go safely on transit and by walking and biking, the TMA for your area may be able to assist in planning a demonstration.
5. Documented recommendations in a pedestrian and bicycle master plan, [Safe Routes to School Travel Plan](#), walkability or bikeability study, or other planning study.

DESIGN GUIDANCE RESOURCES

Below are publications that contain useful guidance for designing and implementing a temporary demonstration project.

- [AARP Pop-Up Placemaking Toolkit](#)
- [Tactical Urbanist's Guide to Materials and Design](#)
- [The Asphalt Art Guide](#)
- [New Jersey Complete Streets Design Guide](#)
- [FHWA Small Town and Rural Multimodal Networks](#)

REQUIREMENTS

By participating in this program, the project organizer(s) and their partners agree to the following program guidelines:

1. **Point of contact** – A designated point of contact shall be provided for the transportation facility owner(s), such as the government body or private property owner responsible for the operation and management of the transportation facility.
2. **Design and approval** – Project organizers are responsible for the design of the temporary demonstration project, in accordance with accepted engineering standards and practices. Any guidance provided by CCCTMA or the SJTPO is advisory only. If the project organizer is not the transportation facility owner, they are **required** to obtain approval from the government body or private property owner responsible for the operation and management of the transportation facility. Documentation of approval in the form of a letter shall be provided to the SJTPO.
 - a. Please see [Written Approval Request Document](#) for further instructions.
3. **Transportation** – Project organizers are responsible for picking up, transporting, and returning borrowed materials from the Vineland, New Jersey, storage location at a mutually agreed date and time. Organizers are responsible for the loading and unloading of all borrowed materials. ***All material pick-up and drop-off days/times must be coordinated directly with SJTPO.***
 - a. **PLEASE NOTE:** Materials are stored in a basement storage area with elevator access. Doors to access the storage area are standard width. The project organizer is responsible for bringing proper





equipment to transport the materials, which can include hard carts, hand truck, dollies, or other tools to move materials that fit through a standard size door. The library does contain two items, totes and vinyl basket trucks, which may be used for transport.

4. **Installation** – Project organizers are responsible for project installation, setup, removal, and demonstration breakdown.
5. **Care** – Project organizers agree to treat borrowed materials with reasonable care during use, transportation, and storage to minimize damage and loss. Any damage or loss shall be reported to the SJTPO. Borrowers may be requested to reimburse the program for the replacement cost of materials lost or damaged due to negligence. Unused consumable materials (e.g., paint) shall be returned to the library at the conclusion of the project.
6. **Documentation** – Project organizers agree to share project documentation with the SJTPO. Documentation may include outreach and media such as flyers, advertisements, announcements, press releases, and press coverage; photographs and video; evaluation such as user counts, surveys, or speed studies; and project summary reports.
7. **Liability** – The SJTPO and CCCTMA are solely responsible for providing materials and may not be held liable for their use or any damages/incidents occurring while materials are in use. All temporary demonstration projects must be reviewed and approved by the borrower organizations engineer(s) and/or planner(s) and adhere to State and MUTCD guidelines.

These guidelines are incorporated into an agreement to be completed by project organizers when a request is approved.

PROGRAM PROCESS

To participate in this program, the following steps must be taken to ensure resource availability. To allow adequate time for approval and coordination, please begin this process at least one month in advance of when you will need the materials. Find more information and the forms referenced below at sjtpo.org/demolibrary/.

1. **REVIEW: Program Guide** (*current document*) – The Program Guide has all the required information for the process of requesting and using Complete Streets Lending Library materials. Use this guide to familiarize yourself with the program. If you still have questions after reviewing this document, please contact DemoLibrary@sjtpo.org.
2. **SUBMIT: Application Form*** – Applying is the next step in this process. On this form, you will be asked to describe the demonstration project, the project timeframe, project location, and requested materials and quantities. A conceptual sketch/design of the proposed temporary demonstration is strongly encouraged and may be required prior to materials pick-up if deemed necessary by SJTPO or CCCTMA.
3. **FINALIZE: User Agreement** – If the request is approved, SJTPO will reach out to the primary point of contact with more details, at which time the User Agreement (which indicates their acknowledgment of the requirements listed above) must be signed and submitted by email to SJTPO.

IMPORTANT: If you are interested in proceeding, you must complete the Application* and email it to DemoLibrary@sjtpo.org.

****Application is available on [Google Forms](#) or as a [Downloadable Document](#).***

[Click here to access all Complete Streets Demonstration Library Forms](#)

Once a request is approved, you will then be asked to complete the User Agreement

