

ARTICLE 80 – ACCESSIBILITY CHECKLIST

A Requirement of the Boston Planning & Development Agency (BPDA) Article 80 Development Review Process

The Mayor's Commission for Persons with Disabilities works to reduce architectural barriers that impact accessibility in Boston's built environment. This Checklist is intended to ensure that accessibility is planned at the beginning of projects, rather than after a design is completed. It aims to ensure that projects not only meet minimum MAAB/ADA requirements, but that they create a built environment which provides equitable experiences for all people, regardless of age or ability.

All BPDA Small or Large Project Review, including Institutional Master Plan modifications, must complete this Checklist to provide specific detail and data on accessibility. An updated Checklist is required if any project plans change significantly.

For more information on compliance requirements, best practices, and creating ideal designs for accessibility throughout Boston's built environment, proponents are strongly encouraged to meet with Disability Commission staff prior to filing.

Accessibility Analysis Information Sources:

1. Age-Friendly Design Guidelines - Design features that allow residents to Age in Place
<http://bosplans.org/A80accessibilityChecklist>
2. Americans with Disabilities Act – 2010 ADA Standards for Accessible Design
http://www.ada.gov/2010ADASTandards_index.htm
3. Massachusetts Architectural Access Board 521 CMR
<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/aab/aab-rules-and-regulations-pdf.html>
4. Massachusetts State Building Code 780 CMR
<http://www.mass.gov/eopss/consumer-prot-and-bus-lic/license-type/csl/building-codebbrs.html>
5. Massachusetts Office of Disability – Disabled Parking Regulations
<http://www.mass.gov/anf/docs/mod/hp-parking-regulations-summary-mod.pdf>
6. MBTA Fixed Route Accessible Transit Stations
http://www.mbta.com/riding_the_t/accessible_services/
7. City of Boston – Complete Street Guidelines
<http://bostoncompletestreets.org/>
8. City of Boston – Mayor's Commission for Persons with Disabilities
<http://www.boston.gov/disability>
9. City of Boston – Public Works Sidewalk Reconstruction Policy
http://www.cityofboston.gov/images_documents/sidewalk%20policy%200114_tcm3-41668.pdf
10. City of Boston – Public Improvement Commission Sidewalk Café Policy
http://www.cityofboston.gov/images_documents/Sidewalk_cafes_tcm3-1845.pdf
11. International Symbol of Accessibility (ISA)
<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/guidance-on-the-isa>
12. LEED – Pilot Credits for Social Equity and Inclusion
<https://www.usgbc.org/articles/social-equity-pilot-credits-added-leed-nd-and-leed-om>

Glossary of Terms:

1. **Accessible Route** – A continuous and unobstructed path of travel that meets or exceeds the dimensional requirements set forth by MAAB 521 CMR: Section 20
2. **Accessible Guestrooms** – Guestrooms with additional floor space, that meet or exceed the dimensional requirements set forth by MAAB 521 CMR: Section 8.4
3. **Age-Friendly** – Implementing structures, settings and policies that allow people to age with dignity and respect in their homes and communities
4. **Housing – Group 1 Units** – Residential Units that contain features which can be modified without structural change to meet the specific functional needs of an occupant with a disability, per MAAB 521 CMR: Section 9.3
5. **Housing – Group 2 Units** – Residential units with additional floor space that meet or exceed the dimensional and inclusionary requirements set forth by MAAB 521 CMR: Section 9.4
6. **Ideal Design for Accessibility** – Design which meets, as well as exceeds, compliance with AAB/ADA building code requirements
7. **Inclusionary Development Policy (IDP)** – Program run by the BPDA that preserves access to affordable housing opportunities in the City. For more information visit: <http://www.bostonplans.org/housing/overview>
8. **Public Improvement Commission (PIC)** – The regulatory body in charge of managing the public right of way in Boston. For more information visit: <https://www.boston.gov/pic>

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

9. **Social Equity LEED Credit** – Pilot LEED credit for projects that engage neighborhood residents and provide community benefits, particularly for persons with disabilities
10. **Visitability** – A structure that is designed intentionally with no architectural barriers in its common spaces (entrances, doors openings, hallways, bathrooms), thereby allowing persons with disabilities who have functional limitations to visit

Today's Date:	Your Name and Title:		
1. Project Information: <i>If this is a multi-phased or multi-building project, fill out a separate Checklist for each phase/building.</i>			
Project Name:			
Project Address(es):			
Total Number of Phases/Buildings:			
Primary Contact: (Name / Title / Company / Email / Phone):			
Owner / Developer:			
Architect:			
Civil Engineer:			
Landscape Architect:			
Code Consultant:			
Accessibility Consultant (If you have one):			
What stage is the project on the date this checklist is being filled out?	SPRA / PNF / Expanded PNF Submitted	Draft / Final Project Impact Report Submitted	BPDA Board Approved or other: _____
2. Building Classification and Description: <i>This section identifies preliminary construction information about the project including size and uses.</i>			
What are the dimensions of the project? See below:			
Site Area:	SF	Building Area:	GSF
First Floor Elevation:		Any below-grade space	Yes / No
What is the construction classification?	New Construction	Renovation	Addition Change of Use
Do you anticipate filing any variances with the MAAB (Massachusetts Architectural Access Board) due to non-compliance with 521 CMR?	YES NO		
If yes, is the reason for your MAAB variance: (1) technical infeasibility, OR (2) excessive and unreasonable cost without substantial benefit for persons with disabilities? Have you met	(1) OR (2)		

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

with an accessibility consultant or Disability Commission to try to achieve compliance rather than applying for a variance? Explain:				
What are principal building uses? (using IBC definitions, select all appropriate that apply):	Residential – One - Three Unit	Residential - Multi-unit, Four+	Institutional	Educational
	Business	Mercantile	Factory	Hospitality
	Laboratory / Medical	Storage, Utility and Other	Other:	
List street-level uses of the building:				
3. Accessibility of Existing Infrastructure: <i>This section explores the proximity to accessible transit lines and institutions. Identify how the area surrounding the development is accessible for people with mobility impairments, and analyze the existing condition of the accessible routes to these sites through sidewalk and pedestrian ramp reports.</i>				
Provide a description of the neighborhood where this development is located and its identifying topographical characteristics:				
List the surrounding accessible MBTA transit lines and their proximity to development site, including commuter rail, subway stations, and bus stops:				
List surrounding institutions and their proximity: hospitals, public housing, elderly and disabled housing, educational facilities, others:				
List surrounding government buildings and their proximity: libraries, community centers, recreational facilities, and related facilities:				
4. Surrounding Site Conditions – Existing: <i>This section identifies current condition of the sidewalks and pedestrian ramps at the development site.</i>				
Is the development site within a formally recognized historic district? If yes , which one?	YES NO			

Are there existing sidewalks and pedestrian ramps at the development site? If yes , list the existing sidewalk and pedestrian ramp slopes, dimensions, materials, and physical condition:	YES NO
Are the sidewalks and pedestrian ramps existing-to-remain? If yes , have they been verified as ADA/MAAB compliant (with yellow composite detectable warnings, cast in concrete)? If yes , provide description and photos. If no , explain plans for compliance:	YES NO
5. Surrounding Site Conditions – Proposed <i>This section identifies the proposed condition of the sidewalks and pedestrian ramps around the development site. Ideal sidewalk width contributes to lively pedestrian activity, allowing people to walk side by side and pass each other comfortably walking alone, in pairs, or using a wheelchair or walker.</i>	
Are the proposed sidewalks consistent with Boston Complete Streets? If yes , choose which Street Type was applied: Downtown Commercial, Downtown Mixed-use, Neighborhood Main, Connector, Residential, Industrial, Shared Street, Parkway, or Boulevard. Explain:	YES NO
What are the total dimensions and slopes of the proposed sidewalks? List the widths of each proposed zone: Frontage, Pedestrian and Furnishing Zone:	Frontage: Pedestrian: Furnishing:
List the proposed materials for each Zone. Will the proposed materials be on private property or will the proposed materials be on the City of Boston pedestrian right-of-way?	Frontage: Pedestrian: Furnishing:
Will sidewalk cafes or other furnishings be programmed for the pedestrian right-of-way? If yes , what are the proposed dimensions of the sidewalk café or	YES NO

furnishings and what will the remaining right-of-way clearance be?	
If the pedestrian right-of-way is on private property, will the proponent seek a pedestrian easement with the Public Improvement Commission (PIC)?	YES NO
Will any portion of this project be going through the Public Improvement Commission (PIC)? If yes , identify PIC actions and provide details:	YES NO
6. Building Entrances, Vertical Connections, Accessible Routes, and Common Areas: <i>The primary objective in ideal accessible design is to build smooth, level, continuous routes and vertical connections that are integrated with standard routes, not relocated to alternate areas. This creates universal access to all entrances and spaces, and creates equity for persons of all ages and abilities by allowing for “aging in place” and “visitability” (visiting neighbors).</i>	
Are all of the building entrances accessible? Describe the accessibility of each building entrance: flush condition, stairs, ramp, lift, elevator, or other. If all of the building entrances are not accessible , explain:	YES NO
Are all building entrances well-marked with signage, lighting, and protection from weather?	YES NO
Are all vertical connections located within the site (interior and exterior) integrated and accessible? Describe each vertical connection (interior and exterior): stairs, ramp, lift, elevator, or other. If all the vertical connections are not integrated and accessible , explain:	YES NO
Are all common spaces in the development located on an accessible route? Describe:	YES NO
Are all of the common spaces accessible for persons with mobility impairments? (Examples: community rooms, laundry	YES NO

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

areas, outdoor spaces, garages, decks/roof decks):	
What built-in features are provided in common public spaces? (Examples: built-in furnishings such as tables, seating; countertop heights, outdoor grills and benches). Are these accessible? Do benches and seats have armrests? Describe:	
If this project is subject to Large Project Review/Institutional Master Plan , describe the accessible routes way-finding / signage package:	
7. Accessible Housing Units (If applicable) – Residential Group 1, Group 2, and Hospitality Guestrooms <i>In order to create accessible housing and hospitality rooms, this section addresses the number of accessible units that are proposed for barrier-free housing and hotel rooms in this development.</i>	
What is the total number of proposed housing units or hotel rooms for this development?	
If a residential development , how many units are for sale? How many are for rent? What is the breakdown of market value units vs. IDP (Inclusionary Development Policy) units?	
If a residential development , will all units be constructed as MAAB Group 1* units, which have blocking and other built-in infrastructure that makes them adaptable for access modifications in the future? (*this is required in all new construction):	YES NO
If a residential development , how many fully built-out ADA (MAAB Group 2) units will there be? (requirement is 5%):	
If a residential development , how many units will be built-out as ADA/MAAB sensory units? (requirement is 2%):	

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

If a residential development, how many of the fully built-out ADA (MAAB Group 2) units will also be IDP units? If none, explain:	
If a hospitality development, how many of the accessible units will feature a wheel-in shower? Will accessibility features and equipment be built in or provided (built-in bench, tub seat, etc.)? If yes, provide details and location of equipment:	
Do the proposed housing and hotel units that are standard, non-ADA units (MAAB Group 1) have any architectural barriers that would prevent entry or use of the space by persons with mobility impairments? (Example: stairs or thresholds within units, step up to balcony, etc.). If yes, explain:	YES NO
8. Accessible Parking: <i>See Massachusetts Architectural Access Board Rules and Regulations 521 CMR Section 23.00 regarding accessible parking requirements and the Massachusetts Office of Disability Disabled Parking Regulations.</i>	
What is the total number of parking spaces provided at the development site? Will these be in a parking lot or garage? Will they be mechanically stacked? Explain:	
How many of these parking spaces will be designated as Accessible Parking Spaces? How many will be “Van Accessible” spaces with an 8 foot access aisle? Describe:	
Will visitor parking be provided? If yes, where will the accessible visitor parking be located?	YES NO
Has a drop-off area been identified? If yes, where is it located, and is it wheelchair accessible?	YES NO
9. Community Impact: <i>Accessibility and inclusion extend past required compliance with building codes to providing an overall development that allows full and equal participation of persons with disabilities and older adults.</i>	

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

Has the proponent looked into either of the two new LEED Credit Pilots for (1) Inclusion, or (2) Social Equity – with a proposal that could increase inclusion of persons with disabilities? If yes, describe:	YES NO
These new LEED Pilot Credits may be awarded for filling out this checklist and evaluating ways to add features to your design that will increase equity for persons with disabilities. Have you looked at this list to assess the feasibility of adding any of these features?	YES NO
Is this project providing funding or improvements to the surrounding neighborhood or to adjacent MBTA Station infrastructure? (Examples: adding street trees, building or refurbishing parks, adding an additional MBTA elevator or funding other accessibility improvements or other community initiatives)? If yes, describe:	YES NO
Will any public transportation infrastructure be affected by this development, during and/or post-construction (Examples: are any bus stops being removed or relocated)? If yes, has the proponent coordinated with the MBTA for mitigation? Explain:	YES NO
During construction, will any on-street accessible parking spaces be impacted (during and/or post-construction)? If yes, what is the plan for relocating the spaces?	YES NO
Has the proponent reviewed these plans with the City of Boston Disability Commission Architectural Access staff? If no, will you be setting up a meeting before filing?	YES NO
10. Attachments <i>Include a list of all documents you are submitting with this Checklist – drawings, diagrams, photos, or any other materials that describe the accessible and inclusive elements of this project.</i>	

Article 80 | ACCESSIBILITY CHECKLIST – Updated October, 2019

Provide a diagram of the accessible routes to and from the accessible parking lot/garage and drop-off areas to the development entry locations, including route distances.
Provide a diagram of the accessible route connections through the site, including distances.
Provide a diagram the accessible route to any roof decks or outdoor space (if applicable).
Provide a plan and diagram of the accessible Group 2 units, including locations and route from accessible entry.
Provide any additional drawings, diagrams, photos, or any other material that describes the inclusive and accessible elements of this project. • • • •

This completes the Article 80 Accessibility Checklist required for your project. Prior to and during the review process, Commission staff are able to provide technical assistance and design review, in order to ensure that all buildings, sidewalks, parks, and open spaces are welcoming and usable to Boston's diverse residents and visitors, including those with physical, sensory, and other disabilities.

For questions about this checklist, or for more information on best practices for improving accessibility and inclusion, visit www.boston.gov/disability, or contact our Architectural Access staff at:

ADA@boston.gov | patricia.mendez@boston.gov | sarah.leung@boston.gov |
617-635-3682 (phone) | 617-635-2726 (fax) | 617-635-2541 (tty)

The Mayor's Commission for Persons with Disabilities
Boston City Hall, One City Hall Square, Room 967, Boston MA 02201

Updated: October, 2019