**SUMMARY JOINT STAFF REPORT**

The template below is for an approximately 2-page project synopsis that is supplied in advance to the Commissioners.

Instructions:

1. Please delete the italicized instructions as you go.
2. Use project plans and traffic studies to respond.
3. Please consult the official [EV Readiness Policy](https://www.boston.gov/sites/default/files/file/2020/03/EV%20Readiness%20Policy%20For%20New%20Developments%20%287%29.pdf) for electric vehicle infrastructure requirements. You may use the [requirement equivalency calculator](https://www.boston.gov/sites/default/files/file/2020/03/Interactive%20EV%20Requirement%20Equivalence%20Calculator_2.xlsx) if applicable.
4. Please consult the official [bike guidelines](https://www.boston.gov/sites/default/files/file/2020/01/2020%20Bike%20Parking%20Guidelines.pdf) for bicycle parking requirements.
5. Please create a locus map that includes enough of the surrounding area to be recognizable, in case Commissioners are unfamiliar with the exact location.
6. If data is unavailable, please enter N/A for not available.

You may contact the Transportation Planner for your project’s neighborhood or the Air Pollution Control Commission ([apcc@boston.gov](mailto:apcc@boston.gov)) with any questions.

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| **APPLICATION OVERVIEW** | |
| **Facility Name:** | *Name* |
| **Facility Address:** | *Street address* |
| **Applicant:** | *Entity name* |
| **Date of application:** | *MM/DD/YYYY* |
| **Number of spaces (total):** |  |
| Commercial: | *Number of Spaces* |
| Residential: | *Number of Spaces* |
| Exempt: | *Number of Spaces* |
| **Hearing Date:** | *MM/DD/YYYY* |
| **DESCRIPTION OF PROPOSED FACILITY** | |
| **Location:** | *Tax parcel ID and geographical coordinates, attach the locus map* |
| **Use (e.g., residential, commercial, mixed use):** |  |
| **Brief facility description (max. 2 sentences):** |  |
| **Anticipated facility volume (including days and times):** | *Include breakdown by days and times.* |
| **Turning movements:** | *Include entrance/exit locations and loading docks if applicable.* |
| **Accident experience in vicinity:** | *You may consult the Vision Zero* [*crash map*](https://apps.boston.gov/vision-zero/)*.* |
| **Nearest Public Transit:** | *You may consult Google Maps for closest MBTA options.* |
| **Facility Walk Score:** | *You may consult* [*Walk Score*](https://www.walkscore.com/)*.* |
| **Established Parking Ratio:** | *Include established BTD parking ratio and how the proposal compares (if applicable).* |
| **Electric vehicle charging:** |  |
| Equipped with chargers: | *Number of Spaces, Charger Type (e.g., Level 1, Level 2, DC Fast Charger)* |
| EV Ready: | *Number of Spaces* |
| Anticipated method of tracking EV usage: | *Brief description (max. 2 sentences)* |
| **Bicycle parking:** |  |
| Spaces: | *Number of Short-Term Spaces, Long-Term Spaces* |
| Additional facilities: | *Number of Showers, Lockers, Bikeshare, and any other facilities (e.g., repair station)* |
| **Other factors for consideration:** | *Include items that you think are important for the Commission to know, e.g.  other travel demand management measures, on-site energy storage, solar canopy, or other mitigation measures.* |