



## Crime Prevention Through Environmental Design (CPTED) Checklist Instructions

This checklist is designed to assist the project proponent in demonstrating how CPTED principles have been met. This goal can **also** be met by submitting a written explanation as to how each of the three design principles of *Natural Surveillance*, *Access Control*, and *Ownership* has been met.

The checklist has been prepared to provide guidance and assistance in regard to the integration of CPTED principles into proposed project designs. The purpose of the checklist is to assist a project proponent in identifying and incorporating design strategies that implement the CPTED principles identified in *Federal Way City Code* (FWCC) Section 22-1630.

CPTED principles, performance standards, and strategies are used during project development review to identify and incorporate design features, which reduce opportunities for criminal activity to occur. The effectiveness of CPTED is based on the fact that criminals make rational choices about their targets. In general:

- (1) The greater the risk of being seen, challenged, or caught; the less likely they are to commit a crime.
- (2) The greater the effort required, the less likely they are to commit a crime.
- (3) The lesser the actual or perceived rewards, the less likely they are to commit a crime.

Through use of CPTED principles, the built environment can be designed and managed to ensure:

- (1) There is more chance of being seen, challenged, or caught;
- (2) Greater effort is required;
- (3) The actual or perceived rewards are less; and
- (4) Opportunities for criminal activity are minimized.

### **CPTED Design Principles**

CPTED design principles are functionally grouped into three categories:

- (1) *Natural Surveillance*. This category focuses on strategies to design the built environment in a manner that promotes visibility of public spaces and areas.
- (2) *Access Control*. This category focuses on the techniques that prevent and/or deter unauthorized and/or inappropriate access.
- (3) *Ownership*. This category focuses on strategies to reduce the perception of areas as “ownerless” and therefore available for undesirable uses.

**How to Use This Checklist**

This checklist has been prepared to assist in identifying appropriate strategies to incorporate CPTED design principles into proposed projects in Federal Way. The guidelines included in this checklist expand on the principles found in FWCC Section 22-1630.

It is recommended that the principles be reviewed initially to identify the approaches used to implement CPTED. Subsequent to this initial review, this checklist should be reviewed to identify additional strategies that may be applicable for a proposed project. Not all strategies are applicable to all projects. In addition, the CPTED principles may be addressed through strategies that are not listed.

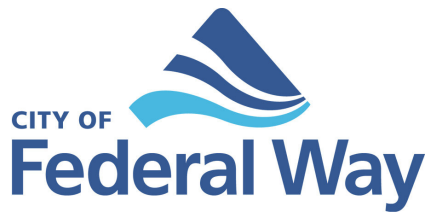
**Checklist Design**

The checklist has been organized in the following manner:

<p><b>Functional Area</b> Specific design element addressed by CPTED principles</p>	<p><b>Section and Performance Standard</b></p>	<p>√ <b>Functional Area Performance Standard</b></p> <p>Strategy</p> <p>■ Applicable during Site Plan Review ⊖ Applicable during Building Permit Review</p>	<p>Evaluation for Agency Use Only</p>
<p><b>Performance Standard</b> What is the desired outcome of applying CPTED principles to this functional area</p>	<p><b>Section 1.0: Natural Surveillance</b></p>		
<p><b>Strategy</b> Technique which can be used to implement CPTED principles</p>	<p>1.1</p>	<p><b>Blind Corners</b> Avoid blind corners in pathways and parking lots.</p> <p><input type="checkbox"/> Pathways should be direct. All barriers along pathways should be permeable (see through) including landscaping, fencing etc. ■</p> <p><input type="checkbox"/> Consider the installation of mirrors to allow users to see ahead of them and around corners. ⊖</p> <p><input type="checkbox"/> Other strategy used: _____</p> <p>_____</p> <p>_____</p>	<p>___ Conforms ___ Revise ___ NA Comments:</p>
<p><b>Check Box</b> Indicate by checking this box if this strategy has been used in the proposed project</p>			
<p><b>Strategy Write-in</b> This section can be used to write in a strategy which is not specifically listed but is employed in the project</p>			
<p><b>Process Applicability</b> Indicates when in the review process the identified guideline should be assessed</p>			

**Site Plan and Building Permit Review**

Certain guidelines and techniques are best applied during different points in the review process. To assist in facilitating CPTED review, guidelines which are best considered during site plan review are indicated with a “■” symbol. Guidelines that are most appropriately applied during building permit review are indicated with a “⊖” symbol.



## Crime Prevention Through Environmental Design (CPTED) Checklist

### Directions

Please fill out the checklist to indicate which strategies have been used to implement CPTED principles in your proposed project. Please check all strategies that are applicable to your project for each of the numbered guidelines. You may check more than one strategy for each guideline.

Your responses will be evaluated by City Staff, and will be integrated into the Site Plan and/or Building Permit review process.

Section and Performance Standard	✓	Functional Area Performance Standard	Evaluation for Agency Use Only
		Strategy <input type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	
<b>Section 1.0</b>		<b>Natural Surveillance</b>	
<b>1.1</b>		<b>Blind Corners</b> <i>Avoid blind corners in pathways and parking lots.</i>  <hr/> <input type="checkbox"/> Pathways should be direct. All barriers along pathways should be permeable (see through) including landscaping, fencing etc. <input type="checkbox"/>  <input type="checkbox"/> Consider the installation of mirrors to allow users to see ahead of them and around corners. ⊖  Other strategy used: _____ _____ _____ _____	___ Conforms ___ Revise ___ NA Comments:
<b>1.2</b>		<b>Site and Building Layout</b> <i>Allow natural observation from the street to the use, from the use to the street, and between uses</i>	___ Conforms ___ Revise ___ NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area Performance Standard</b>  Strategy <input type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
For Non-Single Family Development	<input type="checkbox"/> Orient the main entrance towards the street or both streets on corners. ■  <input type="checkbox"/> Position habitable rooms with windows at the front of the dwelling. ■  Access to dwellings or other uses above commercial/ retail development should not be from the rear of the building. ■  <input type="checkbox"/> Offset windows, doorways and balconies to allow for natural observation while protecting privacy. ■	
For Commercial/ Retail/ Industrial and Community Facilities	<input type="checkbox"/> Locate main entrances/exits at the front of the site and in view of the street. ■  <input type="checkbox"/> If employee entrances must be separated from the main entrance, they should maximize opportunities for natural surveillance from the street. ■  <input type="checkbox"/> In industrial developments, administration/offices should be located at the front of the building. ■	
For Surface Parking and Parking Structures	<input type="checkbox"/> Avoid large expanses of parking. Where large expanses of parking are proposed, provide surveillance such as security cameras. ■  <input type="checkbox"/> Access to elevators, stairwells and pedestrian pathways should be clearly visible from an adjacent parking area. ■  <input type="checkbox"/> Avoid hidden recesses. ■  <input type="checkbox"/> Locate parking areas in locations that can be observed by adjoining uses. ■	
For Common/ Open Space Areas	<input type="checkbox"/> Open spaces shall be clearly designated and situated at locations that are easily observed by people. Parks, plazas, common areas, and playgrounds should be placed in the front of buildings. Shopping centers and other similar uses should face streets. ■  Other strategy used: _____ <input type="checkbox"/> _____ _____	

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area Performance Standard</b>  Strategy <input checked="" type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
<b>1.3</b>	<b>Common/Open Space Areas and Public On-Site Open Space</b> <i>Provide natural surveillance for common/open space areas.</i>  <hr/> <input type="checkbox"/> Position active uses or habitable rooms with windows adjacent to main common/open space areas, e.g. playgrounds, swimming pools, etc., and public on-site open space. <input checked="" type="checkbox"/>  <input type="checkbox"/> Design and locate dumpster enclosures in a manner which screens refuse containers but avoids providing opportunities to hide. <input checked="" type="checkbox"/>  <input type="checkbox"/> Locate waiting areas and external entries to elevators/stairwells close to areas of active uses to make them visible from the building entry. <input type="checkbox"/>  <input type="checkbox"/> Locate seating in areas of active uses. <input type="checkbox"/>  Other strategy used: _____ <input type="checkbox"/> _____ _____	<input type="checkbox"/> Conforms <input type="checkbox"/> Revise <input type="checkbox"/> NA Comments:
<b>1.4</b>	<b>Entrances</b> Provide entries that are clearly visible.  <hr/> <input type="checkbox"/> Design entrances to allow users to see into them before entering. <input checked="" type="checkbox"/>  <input type="checkbox"/> Entrances should be clearly identified (Signs must conform to FWCC Section 22-1569(D). Permit Exceptions. ( <i>Applicable during <u>Certificate of Occupancy Inspection</u></i> )).  Other strategy used: _____ <input type="checkbox"/> _____ _____	<input type="checkbox"/> Conforms <input type="checkbox"/> Revise <input type="checkbox"/> NA Comments:
<b>1.5</b>	<b>Fencing</b> <i>Fence design should maximize natural surveillance from the street to the building and from the building to the street, and minimize opportunities for intruders to hide.</i>	<input type="checkbox"/> Conforms <input type="checkbox"/> Revise <input type="checkbox"/> NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area Performance Standard</b>  Strategy <input checked="" type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
	<input type="checkbox"/> Front fences should be predominantly open in design, e.g. pickets or wrought iron, or low in height. ⊖  <input type="checkbox"/> Design high solid front fences in a manner that incorporates open elements to allow visibility above the height of five feet. ⊖  <input type="checkbox"/> If noise insulation is required, install double-glazing at the front of the building rather than solid fences higher than five feet. ⊖  <input type="checkbox"/> Other strategy used: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
1.6	<b>Landscaping</b> <i>Avoid landscaping which obstructs natural surveillance and allows intruders to hide.</i> <hr/> <input type="checkbox"/> Trees with dense low growth foliage should be spaced or their crown should be raised to avoid a continuous barrier. ■  <input type="checkbox"/> Use low groundcover, shrubs a minimum of 24 inches in height, or high-canopied trees (clean trimmed to a height of eight feet) around children's play areas, parking areas, and along pedestrian pathways. ■  <input type="checkbox"/> Avoid vegetation that conceals the building entrance from the street. ■  <input type="checkbox"/> Other strategy used: _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Conforms <input type="checkbox"/> Revise <input type="checkbox"/> NA Comments:
1.7	<b>Exterior Lighting</b> <i>Provide exterior lighting that enhances natural surveillance. (Refer to FWCC Section 22-1635(g)(1) for specific lighting requirements.)</i> <hr/> <input type="checkbox"/> Prepare a lighting plan in accordance with Illuminating Engineering Society of America (IESA) Standards, which addresses project lighting in a comprehensive manner. Select a lighting approach that is consistent with local conditions and crime problems. ■	<input type="checkbox"/> Conforms <input type="checkbox"/> Revise <input type="checkbox"/> NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area Performance Standard</b>  Strategy ■ Applicable during Site Plan Review ⊖ Applicable during Building Permit Review	Evaluation for Agency Use Only
	<p><input type="checkbox"/> Locate elevated light fixtures (poles, light standards, etc.) in a coordinated manner that provides the desired coverage. The useful ground coverage of an elevated light fixture is roughly twice its height. ■</p> <p><input type="checkbox"/> For areas intended to be used at night, ensure that lighting supports visibility. Where lighting is placed at a lower height to support visibility for pedestrians, ensure that it is vandal-resistant. ⊖</p> <p><input type="checkbox"/> Ensure inset or modulated spaces on a building facade, access/egress routes, and signage is well lit. ⊖</p> <p><input type="checkbox"/> In areas used by pedestrians, ensure that lighting shines on pedestrian pathways and possible entrapment spaces. ⊖</p> <p><input type="checkbox"/> Place lighting to take into account vegetation, in its current and mature form, as well as any other element that may have the potential for blocking light. ⊖</p> <p><input type="checkbox"/> Avoid lighting of areas not intended for nighttime use to avoid giving a false impression of use or safety. If danger spots are usually vacant at night, avoid lighting them and close them off to pedestrians. ⊖</p> <p><input type="checkbox"/> Select and light “safe routes” so that these become the focus of legitimate pedestrian activity after dark. ■</p> <p><input type="checkbox"/> Avoid climbing opportunities by locating light standards and electrical equipment away from walls or low buildings. ⊖</p> <p><input type="checkbox"/> Use photoelectric rather than time switches for exterior lighting. ⊖</p> <p><input type="checkbox"/> In projects that will be used primarily by older people (retirement homes, congregate care facilities, senior and/ or community centers, etc.) provide higher levels of brightness in public/common areas. ⊖</p> <p><input type="checkbox"/> Other strategy used: _____  _____</p>	
1.8	<b>Mix of Uses</b> In mixed use buildings increase opportunities for natural surveillance, while protecting privacy.	__ Conforms __ Revise __ NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area</b> <b>Performance Standard</b>  Strategy <input checked="" type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
	<input type="checkbox"/> Where allowed by city code, locate shops and businesses on lower floors and residences on upper floors. In this way, residents can observe the businesses after hours while the residences can be observed by the businesses during business hours. ■  <input type="checkbox"/> Include food kiosks, restaurants, etc. within parks and parking structures. ■  Other strategy: used _____ _____ <input type="checkbox"/> _____ _____ _____	
1.9	<b>Security Bars, Shutters, and Doors</b> <i>When used and permitted by building and fire codes, security bars, shutters, and doors should allow observation of the street and be consistent with the architectural style of the building.</i> <hr/> <input type="checkbox"/> Security bars and security doors should be visually permeable (see-through). ⊖  Other strategy used: _____ <input type="checkbox"/> _____ _____	__ Conforms __ Revise __ NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area</b> <i>Performance Standard</i>  Strategy <input checked="" type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
<b>Section 2.0</b>	<b>Access Control</b>	
2.1	<b>Building Identification</b> <i>Ensure buildings are clearly identified by street number to prevent unintended access and to assist persons trying to find the building. Identification signs must conform to FWCC, Section 22-1569(D). Permit Exceptions.</i> <hr/> <input type="checkbox"/> Street numbers should be plainly visible and legible from the street or road fronting the property. ⊖	__ Conforms __ Revise __ NA Comments:



Section and Performance Standard	✓ <b>Functional Area</b> <i>Performance Standard</i>  Strategy ■ Applicable during Site Plan Review ⊖ Applicable during Building Permit Review	<b>Evaluation for Agency Use Only</b>
	<p><input type="checkbox"/> In residential uses, each individual unit should be clearly numbered. In multiple building complexes, each building entry should clearly state the unit numbers accessed from than entry. In addition, unit numbers should be provided on each level or floor. ⊖</p> <p><input type="checkbox"/> Street numbers should be made of durable materials, preferably reflective or luminous, and unobstructed (e.g. by foliage). ⊖</p> <p><input type="checkbox"/> For larger projects, provide location maps (fixed plaque format) and directional signage at public entry points and along internal public routes of travel. ⊖</p> <p><input type="checkbox"/> Other strategy used: _____          _____          _____</p>	
2.2	<p><b>Entrances</b>  <i>Avoid confusion in locating building entrances.</i></p> <hr/> <p><input type="checkbox"/> Entrances should be easily recognizable through design features and directional signage. (Signs must conform to FWCC Section 22-1569(D). Permit Exceptions. ■</p> <p><input type="checkbox"/> Minimize the number of entry points. ■</p> <p><input type="checkbox"/> Other strategy used: _____          _____          _____</p>	__ Conforms __ Revise __ NA Comments:
2.3	<p><b>Landscaping</b>  <i>Use vegetation as barriers to deter unauthorized access.</i></p> <hr/> <p><input type="checkbox"/> Consider using thorny plants as an effective barrier. ⊖</p> <p><input type="checkbox"/> Other strategy used: _____          _____          _____</p>	__ Conforms __ Revise __ NA Comments:
2.4	<p><b>Landscaping Location</b>  <i>Avoid placement of vegetation that would enable access to a building or to neighboring buildings.</i></p>	__ Conforms __ Revise __ NA Comments:

Section and Performance Standard	<input checked="" type="checkbox"/> <b>Functional Area</b> <i>Performance Standard</i>  Strategy <input checked="" type="checkbox"/> Applicable during Site Plan Review <input type="checkbox"/> Applicable during Building Permit Review	Evaluation for Agency Use Only
	<input type="checkbox"/> Avoid placement of large trees, garages, utility structures, fences, and gutters next to second story windows or balconies that could provide a means of access. <input checked="" type="checkbox"/>  Other strategy used: _____ <input type="checkbox"/> _____ _____	
2.5	<b>Security</b> <i>Reduce opportunities for unauthorized access</i>  <hr/> <input type="checkbox"/> Consider the use of security hardware and/or human measures to reduce opportunities for unauthorized access. ( <i>Applicable during <u>Certificate of Occupancy Inspection</u></i> ).  Other strategy used: _____ <input type="checkbox"/> _____ _____	__ Conforms __ Revise __ NA Comments:
2.6           For Surface Parking and Parking Structures	<b>Signage</b> Insure that signage is clearly visible, easy to read and simple to understand [Signs must conform to FWCC Section 22-1569(D). Permit Exceptions].  <hr/> <input type="checkbox"/> Use strong colors, standard symbols, and simple graphics for informational signs. <input type="checkbox"/>  <hr/> <input type="checkbox"/> Upon entering the parking area, provide both pedestrians and drivers with a clear understanding of the direction to stairs, elevators, and exits. <input type="checkbox"/>  <input type="checkbox"/> In multi-level parking areas, use creative signage to distinguish between floors to enable users to easily locate their cars. <input type="checkbox"/>  <input type="checkbox"/> Advise users of security measures that are in place and where to find them, i.e. security phone or intercom system. <input type="checkbox"/>  <input type="checkbox"/> Provide signage in the parking area advising users to lock their cars. <input type="checkbox"/>	__ Conforms __ Revise __ NA Comments:

Section and Performance Standard	✓ <b>Functional Area</b> <i>Performance Standard</i>  Strategy ■ Applicable during Site Plan Review ⊖ Applicable during Building Permit Review	<b>Evaluation for Agency Use Only</b>
	<input type="checkbox"/> Where exits are closed after hours, ensure this information is indicated at the parking area entrance. ⊖  Other strategy used: _____ <input type="checkbox"/> _____ _____	
<b>Section 3.0 Ownership</b>		
<b>3.1</b>	<b>Maintenance</b> <b>Create a “cared for” image</b>  <hr/> <input type="checkbox"/> Ensure that landscaping is well maintained, as per FWCC Section 22-1569, in order to give an impression of ownership, care, and security. ( <i>Ongoing</i> ).  <input type="checkbox"/> Where possible, design multi-unit residential uses such that no more than six to eight units share a common building entrance. ■ <input type="checkbox"/> Other strategy used: _____ <input type="checkbox"/> _____ _____	___ Conforms ___ Revise ___ NA Comments:
<b>3.2</b>	<b>Materials</b> <i>Use materials, which reduce the opportunity for vandalism.</i>  <hr/> <input type="checkbox"/> Consider using strong, wear resistant laminate, impervious glazed ceramics, treated masonry products, stainless steel materials, anti-graffiti paints, and clear over sprays to reduce opportunities for vandalism. Avoid flat or porous finishes in areas where graffiti is likely to be a problem. ⊖  <input type="checkbox"/> Where large walls are unavoidable, refer to FWCC Section 22-1564(u) regarding the use of vegetative screens. ⊖  <input type="checkbox"/> Common area and/or street furniture shall be made of long wearing vandal resistant materials and secured by sturdy anchor points, or removed after hours. ⊖  <input type="checkbox"/> Other strategy used: _____ <input type="checkbox"/> _____ _____	___ Conforms ___ Revise ___ NA Comments: