



## Ballot Dropoff Location Planner: Site Feasibility

This document is based on a report by King County, Washington. It can be found here:  
<https://kingcounty.gov/~media/depts/elections/about-us/reports/bdol-expansion-plan.ashx?la=en>.

This planning tool can help you study, plan, and justify ballot dropoff locations in your jurisdiction. While the scoring and criteria can be adjusted to specifically fit your jurisdiction's needs, this document outlines a number of major considerations for planning your dropoff locations and provides some outlines for a scoring rubric.

### Proposed Location:

Criteria	Score	Description	Your score & notes
<b>Equity</b>			
<b>Serves isolated communities</b>  Does the location serve a geographically isolated area or serve a particular, culturally distinct community?	10	This site serves an isolated or distinct community	
	0	Site does not serve an isolated or distinct community.	
<b>Provide equitable services</b>  Does the location sit in a community with demographic characteristics that warrant considerations? (e.g. displaced voters, hard to reach voters, voters w/disabilities, language barriers)	0-10	Note: You may need develop your own scoring criteria based on your jurisdictions.	

<b>Disparities in voter participation</b>  Is the site located in an area that has lower than average voter registration rates?	8	Adjacent to census tract with lower than average voter registration rates.	
	4	Lower than average voter participation rates.	
	0	Average or higher than average voter registration rates.	
<b>Operations</b>			
<b>Pick-up and box closing</b>  Does the site support an effective, safe and secure ballot pick-up and box closing process? Examples: stairs or inclines to/from, potential to place location in close proximity to parking, etc.	10	Site conditions present no challenges to the daily ballot pick-up or box closing process.	
	5	Site conditions may present a challenge to the daily ballot pick-up or closing process but can be mitigated.	
	0	Site conditions do not support an effective daily ballot pick-up or box closing process.	
<b>Security</b>  Is the location monitored live or by video surveillance? If outside, is the location well lit at night?	5	The location is monitored live or by video surveillance and is well lit.	
	2.5	The location has nearby surveillance and is lit.	
	0	The location has no security measures and is not lit at night.	
<b>Site owner input</b>	5	There are no site owner concerns	



<p>Are there site owner concerns regarding increased traffic flow that would negatively affect existing site tenant(s)? Are there known or planned construction projects on site (or near) that might impact the accessibility or feasibility of the site?</p>	2.5	There are site owner concerns that can be mitigated	
	0	Site owner concerns or site conditions do not support an effective ballot drop-off location.	
<p><b>Drive-up option</b></p> <p>Do site conditions support both walk-up and drive-up ballot deposit options for voters? Drive-up options offer more convenience to voters.</p>	5	Site conditions, as they presently exist, can support a drive-up option.	
	2.5	Site conditions could support a drive-up option but might impact host property.	
	0	Site conditions do not support a drive-up option.	
<p><b>End-of-line</b></p> <p>Does the site support effective control of traffic (both vehicular and pedestrian) to establish “on-time” and “end-of line” status at the voting deadline? Examples: size of the usable area adjacent to the box (to establish orderly queuing), the ability to limit the number of clear paths to the box.</p>	5	Site conditions present no challenges to establishing end-of-line status.	
	2.5	Site conditions present some challenges to establishing end-of-line status	
	0	Site conditions do not support an effective end-of-line establishment process.	
<p><b>Accessibility</b></p>			



<b>Visibility</b>  Does the site allow for placement of a box that is readily visible and easy to locate by voters? Conditions include: lighting, a clear line of sight from street and/or parking	5	Voters can easily locate the box on site; is fully visible from multiple directions.
	2.5	Some voters may be challenged to find the box without extra signage or lighting.
	0	There may be challenges in finding the box on site due to placement or visibility.
<b>Access to Public Transit</b>  Can voters visit the location via public transit? Conditions evaluated include: the number of modes of public transit available at the site and distance from public transit stops/stations.	5	Served by multiple bus lines or modes of public transit; transit stops within 1000 ft
	2.5	Served by one bus line or mode of public transit or stop/station is >1000 ft away.
	0	The site is not served by public transit.
<b>Parking</b>  Does the site possess adequate parking for voters? Example: number of parking spots, dedicated parking vs shared parking spots, distance from parking to box and off-street parking in dense locations.	5	Adequate parking option.
	2.5	One or more challenge(s) to parking (< 20 parking spots, limited load/unload options, distance to box exceeds 100ft).
	0	Inadequate parking (pay parking, no load/unload, distance to box exceeds 200ft).



<b>ADA factors</b>  Does the site possess all accessible features possible? Conditions evaluated include: parking lot slope, turning radius adjacent to box placement, curb cuts, number of ADA parking spots, unimpeded path to box from ADA parking.	5	Site conditions support 100% accessibility.	
	2.5	Adequate with some mitigation.	
	0	Site does not support accessibility.	
<b>Continuity</b>			
<b>Location History</b>  Does the location have a history of serving as a voting location (in-person or drop box)?	10	Site has previously served as a voting location.	
	0	All other sites.	

**Final Score:**

