



TRAFFIC CONTROL PLAN REQUIREMENTS

A Traffic Control Plan is required for all work performed within the public right-of way!

The basic objective of each traffic control plan (TCP) is to permit the contractor to work within the public right of way efficiently and effectively, while maintaining a safe, uniform flow of traffic. Both construction work and the public must be given equal consideration when developing a traffic control plan. In addition, when considering the public, attention must be given to all aspects of travel through the work zone: i. e., vehicular, bicycle, and pedestrian.

All TCP's shall be in accordance with the most recent edition of the California Manual on Traffic Control Devices (CA MUTCD). Please review the Temporary Traffic Controls section of the CA MUTCD prior to drafting TCP:

<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd2012/part0.pdf>

Checklist & Guidelines:

A TCP that does not include all of the required elements listed below will be found incomplete, and returned for revision and re-submittal.

The following checklist is provided to assist Developers and Contractors in establishing uniformity in the development of TCP's. This checklist should be used as a guide to ensure that all of the basic elements are covered, and will help speed-up the plan review process.

1. TCP shall be drawn on 8.5" x 11" minimum to 24" x 36" maximum sheets of paper. Photocopied sections of the CA MUTCD or any other manual will not be accepted, all TCP's shall be site specific.
2. TPC shall be legible; using either ink or computer generated graphics. If hand drawn TCP's are submitted, a straight edge must be used for all line work.
3. If construction work requires a detour, TCP must show a line map indicating detour route, truck route, and signs.
4. Indicate contractors name, address and telephone number. Indicate name and telephone number of the 24-hour contact person representing the contractor.
5. Indicate north arrow and scale or **NOT TO SCALE (N.T.S)**
6. Show all streets in the work zone vicinity to ensure proper orientation.
7. Show all existing traffic signals and traffic control signs.
8. Show existing striping, pavement markings, painted crosswalks and bike lanes. Include total roadway widths, individual lane widths, bike lane widths, median dimensions, etc.
9. Show existing, curbs, gutters, sidewalks driveways, intersections, and bus stops in the construction work zone including areas affected by taper transition.
10. Indicate posted speed limits.
11. Show location and all dimensions of the construction work zone.
12. Show staging area and materials storage area, as appropriate.
13. Indicate locations of construction signs (note signs by symbol and sign code), barricades and delineators (includes cones).
14. Label all taper lengths and widths, delineator spacing and sign spacing. All taper lengths

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- and widths, delineator spacing and sign spacing shall be per the CA MUTCD nomenclature.
15. Use a legend to define all symbols and designate them with CA MUTCD nomenclature.
 16. Show all parking restriction zones and signs, as appropriate.
 17. Signs and barricades will be required to direct pedestrians through or around the construction work zone and shall be shown on the TCP.
 18. Indicate the duration of the construction work and subsequent traffic control on the plan.
 9. Access to driveways will be maintained at all times unless other arrangements are made
 10. The contractor shall replace, within 72 hours, all traffic signal loops damaged during construction.
 11. The contractor shall make immediate temporary repairs to any street light/traffic signal conduit damaged during construction. Permanent repairs must be made within five (5) working days.
 12. All striping removed or damaged, will be replaced by the contractor with the like material within 24 hours (or replaced with temporary tape, though the contractor is still responsible for the full replacement as mentioned above.

GENERAL NOTES:

1. The City, through its designated employees reserves the right to initiate field changes to assure public safety.
2. Road closures will require minimum 48 hours extended notice and must be approved by the Department of Public Works.
3. All traffic control devices shall be removed from public right-of-way when not in use.
4. The hours of construction, including equipment warm-up, shall be limited to 6:00 a.m. until 6:30 p.m. on weekdays; and 8:00 a.m. until 5:00 p.m. on weekends and legal holidays.
5. Trenches must be back filled or plated with a skid resistant plate during non-working hours.
6. A minimum of twelve (12) foot travel lanes must be maintained (14 foot travel lanes when closing bike lanes).
7. Pedestrians controls shall be provided as Shown on the plans.
8. Temporary **“NO PARKING”** signs shall be posted 48 hours prior to commencing work.
13. All flaggers shall be equipped with a hard hat, two-way radios, and **“Stop/Slow”** paddle. In addition, all flaggers shall be trained and certified in the proper fundamentals of flagging traffic.
14. Any work that disturbs normal traffic signal operations shall be coordinated with the City 72 hours prior to beginning construction (if work will be done on a Monday notice shall be given by the previous Thursday).
15. The contractor shall maintain all traffic control devices 24 hours per day and 7 days per week.