CITY OF ELK GROVE

TRAFFIC CONTROL PLAN SUBMITTAL PACKET

PROJECT: _____

SUBMITTED BY: _____

CONTACT PHONE NUMBER: _____

SIGNATURE OF APPLICANT: _____

NO FAXES WILL BE ACCEPTED
SUBMIT TO PUBLIC WORKS PERMITS DEPARTMENT DIRECTLY

INTERNAL USE ONLY

PROJECT NUMBER: _____

PUBLIC WORKS PROJECT INSPECTOR: _____

DATE SUBMITTED: _____

DATE RETURNED TO APPLICANT: _____

SPECIAL CONSIDERATIONS: _____
_____
_____
_____

TRAFFIC CONTROL PLAN REQUIREMENTS

The City of Elk Grove shall be notified any time work is to be performed in the public right-of-way or otherwise impacts traffic in the public right-of-way. Any encroachment into a traffic lane, shoulder, sidewalk, or bicycle lane requires a Traffic Control Plan (TCP). Encroachment includes, but is not limited to, actual work, equipment/materials, and/or work vehicles. TCPs shall comply with guidelines and mandates provided in Part 6 of the California Manual on Traffic Control Devices and local provisions.

Traffic Control Plans are to be developed, submitted (by the contractor) and reviewed (by the City) prior to the commencement of any work. The Diagram Page (page 5 of the Packet) and any attachments are to be signed and dated by the author. Traffic control plans may be suspended or revoked at any time due to traffic safety or traffic efficiency considerations. ALLOW 10 BUSINESS DAYS FOR PUBLIC WORKS REVIEW OF PROPOSED TRAFFIC CONTROL PLANS.

The TCP packet may be obtained from Public Works Permits Department . The TCP Packet includes: TCP Cover/Submittal Page (page 1); Plan Requirements (page 2); Plan Checklist (page 3); Information Page (page 4); and Diagram Page (page 5). Diagrams of the traffic control zone drawn on separate pages (not drawn on page 5 of the Packet) become attachments to the TCP Packet. Write "see attached" on page 5 of the packet and attach the separate diagram drawing page(s) with the author's signature and date. Specific TCP requirements may be discussed at the project's pre-construction meeting. TCP Plans reviewed and signed by the City shall be maintained by the contractor at the site of the encroachment for the duration of the project.

Hours of Work: Work hours are determined in the City's TCP review process. Generally, day work during week days is 8:30am to 3:30pm and night work is 9pm to 5am. Specific work hours will be noted on the TCP.

Beginning and Ending Times:

Beginning times: Signs and devices directing or controlling traffic are installed and encroachment occurs.

Ending times: Encroachment is removed, signs and devices directing or controlling traffic have been completely removed and traffic is no longer diverted or otherwise controlled.

Special Events and School Functions:

Work hours may be limited or eliminated during day work moratoriums. These modified hours of work may be implemented at any time. Advance notice will be provided when possible.

Afternoon Work Impacting Traffic on Fridays:

Work is prohibited on certain major arterials. Check with project inspectors for details on Friday work.

Traffic Control Devices: All traffic control applications (devices placed in the public right-of-way) are to be monitored and maintained. Devices observed to be displaced or removed shall be re-positioned or replaced. Contractors shall continually monitor the traffic control zone to assure the safe and efficient flow of traffic. All devices and device placement shall comply with the California MUTCD and local provisions. Persons responsible for placing traffic control devices shall be knowledgeable in traffic control procedures and understand the traffic control plan to be applied.

Flaggers: All flagging is to be performed by trained flaggers consistent with Title 8 of the California Code of Regulations. Evidence of flagger training shall be made available upon request.

Signs: All existing roadway signs temporarily moved or removed shall be properly reinstalled or otherwise accounted for prior to project completion.

TRAFFIC CONTROL PLAN CHECKLIST

☐ **IS THE TRAFFIC CONTROL PLAN PAGE #4 (INFORMATION PAGE) COMPLETE AND ACCURATE?** ***(Speed limits are critical to plan review)***

☐ **IS THE PLAN LEGIBLE/UNDERSTANDABLE?** (*Faxed copies generally are not.)*

- Use English measurement system (*No metric measurements*)

☐ **DOES THE PLAN REPRESENT THE ACTUAL WORK AREA AND LOCATION?**

- Typical applications (*from State/Federal MUTCDs*) normally do not reflect conditions at the actual work location.
- All signs, signals and markings must be indicated on the plan.
- Bicycle lanes, sidewalks and relevant multipurpose pathways must be included on the plan.
- The actual work space must be accurately represented and delineated.
- Special road characteristics (*curves, hills etc*.) should be included when relevant to traffic safety.
- Other factors (*school zones, business access, bus stops etc*.) must be represented and accounted for.

☐ **ARE LANE AND SHOULDER WIDTHS ACCURATELY PRESENTED?**

- A minimum of 10-feet is allowed for vehicle lanes in traffic control zones.

☐ **ARE THE PLANS CONSISTENT WITH MUTCD GUIDELINES?**

- Device spacing and distances must be on the plan.
    - *Sign/cone spacing and buffer/taper distance charts with approach speeds noted satisfy this requirement.*
- Signage must warn traffic of what to expect and what is required to safely traverse the traffic control zone.
- Traffic diversion must be safe and understandable to the motoring public, pedestrians, bicycle traffic and individuals with disabilities.

☐ **DOES THE PLAN CONTAIN VERBIAGE INDICATING THAT THE APPLICATION INCLUDES THE FOLLOWING?**

- Continual monitoring and maintenance of the traffic control zone, emergency access, accommodation for pedestrians, bicycle traffic and the individuals with disabilities.
- Proper training of flaggers, proper devices and device usage and appropriate notifications.

☐ **HAS THE PLAN'S AUTHOR SIGNED AND DATED ALL DIAGRAM PAGES?**

Traffic Control Plan Information Page

Check all appropriate boxes and fill in the blanks where appropriate.

Name of primary street impacted by work: _____

Where is the work site in relation to other streets/highways?

Closest major cross-street: _____

Other streets impacted by work:

_____

_____

Approach Speed: *Speed limit approaching worksite*: _____ **MPH**
(*Use posted speed or prima facie speed limit e.g. business/residential speed limit = 25 mph)*

What type of street/highway is impacted?

- ☐ Divided highway
- ☐ Multiple-lane street/highway
- ☐ Business district
- ☐ Residential district
- ☐ Two-lane rural
- ☐ Other _____

Other criteria:

- ☐ Intersection work
- ☐ Sidewalk
- ☐ Bike lane
- ☐ School zone
- ☐ Other (list)_____

What part of the street/highway will be impacted?

- ☐ Entire street/highway (road closure)
- ☐ One or more traffic lanes
- ☐ Median or center-divider work
- ☐ Shoulder work
- ☐ Work within 15 feet of the street/highway

How long will <u>traffic control</u> be needed?

- ☐ Work occupying a location more than 3 days (and nights)
- ☐ Overnight work (up to 3 days)
- ☐ Daytime work that occupies a location from 1 to 12 hours
- ☐ Daytime work that occupies a location up to one hour
- ☐ Mobile work – work moving intermittently or continuously

Existing traffic controls at or near work site or impacted by work:

- ☐ Signs (*number, location & type*)

_____

_____

- ☐ Signalized intersection: Yes_____ No_____
- ☐ Roadway markings/lane dimensions – see Plan Checklist

  (*All striping, lanes and lane widths must be accurate and represent the actual work location*.)
- ☐ Other (*explain*): _____

Traffic Control Plan Diagram Page

<u>Directions</u> – Use Traffic Control Plan Checklist as a guide.

Date_____

Signature _____

Contractor Shall:

- **Monitor and maintain traffic control zone at all times**
- **Maintain access for EMS equipment and personnel**
- **Assure safe passage of pedestrians, bicyclists and individuals with disabilities**
- **Apply and remove signage consistent with the Calif. MUTCD**
- **Refer to MUTCD chart for device spacing, buffers and tapers**
- **Comply with MUTCD device specification and placement**
- **Utilize trained flaggers per Title 8 CCR**

MUTCD Chart - Guideline Taper Lengths based on 11' or 12' Offset

Speed mph	Sign Space	Merging Taper	Shifting Taper	Shoulder Taper	Buffer Zone	Cone Spacing	
						Taper	Conflict
25	150'	125'	63'	42'	155'	26'	13'
30	200'	180'	90'	60'	200'	32'	15'
35	250'	245'	123'	82'	250'	37'	18'
40	350'	320'	160'	107'	305'	42'	20'
45	550'	540'	270'	180'	360'	48'	23'
50	600'	600'	300'	200'	425'	53'	25'
55	1000'	660'	330'	220'	495'	58'	28'
65	1000'+	780'	390'	260'	645'	69'	33'