

TEMPORARY TRAFFIC CONTROL CHECKLIST

Jurisdiction(s)	
Project name	
Project number	
Proposed work hours	
Type of work	
Work location(s)	
Posted speed limits	
	YES NO Comments
Does work require the use of k-rails or other barriers?	
Is pedestrian detour required?	
Road closure required?	
Is traffic control required to remain in place for 24 hours or more?	
Worksite within 250 feet of a signalized intersection?	
Will work require the closure of more than one lane on a <u>primary arterial</u> ?	
Work to potentially impact traffic signal detection?	
Does work require temporary speed limit reduction?	
Work to potentially impact school(s)?	
Will work potentially impact railroad?	
Is night work required to complete project?	
Will work impact an existing bus stop(s)?	
Will work potentially interrupt refuse collection?	
Is there potential that trucks will be routed off designated <u>truck routes</u> ?	

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Transportation and Mobility Division Approvals

Every traffic control plan (TCP) is required to be submitted with a TCP checklist. If any checklist question requires a “**Yes**” answer, a site-specific traffic control plan with a PE stamp shall be submitted to trafficcontrol.review@oxnard.org. The PE stamp to be applied to the TCP after Transportation & Mobility staff review and deem the TCP ready for approval.

Work sites with checklist questions answering all “**No**” to be submitted to encroachmentpermits@oxnard.org. In lieu of a formal plan, a typical layout or application may be used, subject to the discretion of the City Traffic Engineer. Typical layout/application sheets are found in the latest editions of either the CA-MUTCD or CA Temporary Traffic Control Handbook.

Traffic approval is required prior to permit issuance.

Traffic Control Plan Requirements and Guidelines

- 1) All TCP submissions shall conform to the California Manual on Uniform Traffic Control Devices (CA-MUTCD) latest edition.
- 2) All submissions to include the City’s traffic control checklist with the following information:
 - a) Jurisdiction
 - b) Project name
 - c) Project number
 - d) Proposed work hours
 - e) Type of work
 - f) Work location(s)
 - g) Posted speed limits
 - h) All checklist questions answered
- 3) For multiple day projects on arterial roadways, contractor shall provide Changeable Message Boards (CMS) that inform the public of the project. Sign should be in place 10 calendar days in advance of start of work. Signs placed near residential areas shall be solar powered.
- 4) City’s up-to-date traffic control general notes to be shown on the cover sheet.

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- 5) Plan should show the name, address, and telephone number of the individual or organization that prepared the traffic control plan.
- 6) Plans shall be professionally prepared using industry standard drafting software, demonstrating traffic engineering standards and practice.
- 7) Text to read up or from the right.
- 8) Submission shall be in PDF file format.
- 9) Plans to provide a proposed scope of the work as part of the TCP (e.g., trenching for conduit placement in street, pole replacement, etc.).
- 10) Provide a view of the work area using a shaded area or hatch, work vehicle and equipment staging locations.
- 11) Plans to state anticipated project duration and proposed work hours.
- 12) Cover sheet shall include a vicinity map.
- 13) A north arrow shall be included on each sheet and be oriented either up or to the right.
- 14) Provide a legend including all signs used in the plan with their codes and images.
- 15) Include a graphic scale with text, preferably 1" = 40', 50' or 100'.
- 16) Specify street geometry. (street dimensions & orientation)
- 17) The location where the traffic controls are to be implemented. (address or a street location)
- 18) Streets and proposed traffic control area must be labeled. Show all nearby streets with respective names to assure correct location.
- 19) Show all proposed parking restriction zones and signs when applicable.
- 20) Plan shall include existing conditions and modes of transportation including roadways, bike lanes, current striping, cross streets, bus stops, driveways, and intersection control. It is important that plans represent existing field conditions to reduce review comments/approval time-frames.
- 21) Show posted speed limits.
- 22) All areas impacted by the traffic control plan shall be shown.
- 23) Clearly label taper dimensions, cone and sign spacing according to CA-MUTCD standards.

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- 24)** In the vicinity of a school (elementary, middle or high school), contractor shall provide for traffic control that accommodates school-aged children walking or riding to and from school.
- 25)** Plan shall reflect working hours outside of school pickup and drop off times to the greatest extent possible. Schedules that take advantage of school closure dates are preferred.
- 26)** Proposed days and hours of TCP shall be included and whether a daily breakdown and set up is needed. Indicate if proposed TCP is to be set up for 24 hours.
- 27)** Phased work should be clearly indicated including proposed times, days and duration.
- 28)** If pedestrians will walk near work area that includes excavation, temporary fencing may be required.
- 29)** Directional or full closures of roadways are not desirable and should be avoided whenever possible.
- 30)** When work impacts crosswalks, there should be no more than one crosswalk closed at a time.
- 31)** A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. The dimensions shall be clearly shown on the plans.
- 32)** For locations with a posted speed limit of 45 MPH and greater, double base delineators shall be used.
- 33)** In the event of windy weather, barricades and signage to be held in place by using sand bags or other means.
- 34)** Detour vicinity map with standard signs shall be shown when applicable.
- 35)** Lane closures spanning several blocks should include appropriate signage after each intersection as necessary.
- 36)** Open excavation shall include OPEN TRENCH (C27(CA)) signs. When applicable, steel plates shall be placed so that they are not moved by passing vehicles. W8-24 “STEEL PLATE AHEAD” signs shall be placed approaching steel plates. Plates shall be slip resistant and not have any gaps that may trap a bicyclist wheel.

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37) Plans that require traffic signal modifications shall be indicated on each page where signal is to be modified with the following note:

TRAFFIC SIGNAL MODIFICATION:

**CONTACT TRAFFIC ENGINEERING AT
(805) 385-7871 A MINIMUM OF 3 BUSINESS
DAYS PRIOR TO ANY TRAFFIC SIGNAL
MODIFICATION NEEDED TO
ACCOMMODATE THIS TEMPORARY
TRAFFIC CONTROL PLAN.**

38) In the event that traffic loops are damaged during proposed work, place stamp shown below on each respective page.

DAMAGED TRAFFIC LOOPS:

**TRAFFIC SIGNAL DETECTION SHALL NOT BE
DISRUPTED BY THE PROPOSED WORK. IF IN-
GROUND LOOPS MAY BE DAMAGED AS A
RESULT OF PROPOSED CONSTRUCTION, THE
CONTRACTOR SHALL ARRANGE FOR THE
INSTALLATION OF TEMPORARY VIDEO SIGNAL
DETECTION IN ADVANCE OF NEED AT THE
DISCRETION OF THE CITY TRAFFIC ENGINEER.**

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39) Include a legend describing the symbols included on the TCP. (Example below)

LEGEND	
	PORTABLE FLASHING BEACON (P.F.B.)
	TYPE III BARRICADE W/SIGN
	TYPE II BARRICADE W/SIGN
	CHANNELIZING DEVICE
	TRAFFIC CONE WITH CLIP ON SIGN
	TYPE I W/ SIGN
	EXISTING SIGN
	SIGNALIZED INTERSECTION
	FLASHING ARROW BOARD
	HIGH LEVEL WARNING DEVICE (FLAGTREE)
	FLAGGER
TNP	TEMPORARY NO PARKING
	EXISTING DRIVEWAY
	WORK ZONE (ACTIVITY AREA) LIMITS
	DIRECTION OF TRAFFIC (NOT PAVEMENT MARKING)

40) Plans that require flaggers for pedestrians shall add the following note: FLAGGERS ARE REQUIRED TO GUIDE PEDESTRIANS THROUGH THE WORK AREA. (SEE PED NOTES)

PEDESTRIAN CONTROL NOTES:

A DEDICATED INDIVIDUAL(S) WILL HAVE THE RESPONSIBILITY OF ESCORTING PEDESTRIANS THROUGH THE WORK AREA GIVEN THE FOLLOWING CONSIDERATIONS:

- 1. PEDESTRIANS SHOULD NOT BE LED INTO CONFLICT WITH WORK SITE VEHICLES, EQUIPMENT, OPERATIONS AND MAINLINE TRAFFIC MOVING THROUGH OR AROUND THE WORK ZONE.**
- 2. PROVIDE PEDESTRIANS WITH A SAFE, CONVENIENT AND ACCESSIBLE PATH OF TRAVEL THAT REPLICATES, TO THE GREATEST EXTENT POSSIBLE, THE EXISTING CONDITIONS.**

TEMPORARY TRAFFIC CONTROL GENERAL NOTES

- 1.** It is the responsibility of the contractor to install the traffic control devices as shown hereon, as well as any additional traffic control devices as may be required to ensure the safe movement of traffic and pedestrians through or around the work zone, and provide maximum protection and safety to construction workers.
- 2.** All traffic control devices and their placement shall conform to the requirements of the California Manual on Uniform Traffic Control Devices (CA-MUTCD), latest edition.
- 3.** Field changes, other than minor adjustments approved by the City's Inspector or authorized agent, must be authorized in writing by the City of Oxnard Public Works Director or City Traffic Engineer and Engineer of Record.
- 4.** Plan implementation and device placement shall be performed by trained personnel.
- 5.** All flaggers shall be certified as required by California Occupational Safety and Health Act (Cal OSHA).
- 6.** Traffic control devices must be monitored and maintained by the contractor at all times.
- 7.** Temporary no parking signs must be placed 72 hours in advance of scheduled restriction.
- 8.** Contractor shall maintain access to all driveways, residences and businesses at all times unless otherwise noted. Contractor shall notify all affected residences and businesses three (3) business days in advance prior to closure of a driveway or access.
- 9.** Contractor shall notify construction services at (805) 797-3071 and the City Inspector shown on the Inspector's stamp on the approved TCP two (2) business days prior to the start of work.
- 10.** All traffic control devices shall be removed at the end of the working day. Working hours authorized by the City of Oxnard shall not be modified, unless otherwise approved. Violations may result in a stop work notice issued by the City Inspector.
- 11.** When night work is authorized, traffic control devices to remain in place overnight shall be lighted.
- 12.** Traffic control devices shall not be placed on private property, unless otherwise approved.
- 13.** Contractor and Project Manager (PM) shall contact Gold Coast Transit at least three (3) business days before any work near a bus stop or the Oxnard Transportation Center (OTC).
- 14.** If work interferes with normal driveway operation, flaggers shall be used to assist vehicles entering and exiting.
- 15.** If pedestrian detour is infeasible or too excessive, a flagger shall be used to guide pedestrians around work area.
- 16.** If work interferes with normal intersection operations, flaggers shall be used to assist vehicles and/or pedestrians.