



CITY OF GILROY

Public Works Department

Engineering Division

Memorandum

TO: Whom It May Concern

FROM: Engineering Division
 Nirorn Than, Engineer I
 Gary Heap, City Engineer

DATE: January 02, 2018

RE: **Traffic Control Plans**
Minimum Requirements

Traffic control plans shall be submitted to the Engineering Division for all work conducted within City right-of-way and shall meet the minimum requirements outlined below.

Please note:

- Additional comments may follow once information is provided
- Additional comments may be added at any time due to incomplete plans, plan changes and mistakes, errors or omissions, etc.
- Applicant/designer shall return "City Check Print" red-lines with revised plans

GENERAL

1. Traffic control plans shall be prepared in accordance with latest edition of the *California Manual on Uniform Traffic Control Devices (CA MUTCD)*
2. Plans shall be prepared by a California-licensed Professional Engineer with experience in preparing traffic control plans
3. Traffic control plan shall be designed to address specific site/project conditions. Examples, samples, or "typical" drawings are not allowed.
4. Traffic control plan shall be submitted for each phase of work, particularly when phases alter traffic patterns/flow
5. Improvement plans must be approved by the City before traffic control plan can be approved
6. Place all "Notes" on traffic control plan (see below for required notes)

PERMITS

1. Submit copy of approved Caltrans Encroachment Permit if any portion of plan is within state right-of-way. Traffic control plan cannot be finalized and approved by the City until receipt of approved Caltrans permit.
2. Submit copy of approved Santa Clara County Encroachment Permit if any portion of plan is within county right-of-way. Traffic control plan cannot be finalized and approved by the City until receipt of approved county permit.

TRAFFIC PLAN

1. Identify north point and scale
2. Identify/shade construction area(s)
3. Identify area(s) where parking will be prohibited
4. Identify all symbols in a legend
5. Identify all signs and striping; provide key for sign and striping designations
6. Construction signs shall be black on orange (not black on yellow or black on pink)
7. Indicate sign designation and spacing
8. Indicate type and spacing of delineators, where applicable
9. Specify type(s) of barricade(s) to be used, where applicable
10. Identify and dimension all travel lanes
11. Show, identify, and provide/maintain access to existing driveways, cross streets, alleys, etc.
12. Provide pedestrian detour for sidewalk closures
13. Depending on duration of work, temporary striping may be required instead of delineators
14. For signalized intersections, the following shall apply:
 - a. All active travel lanes shall have temporary or permanent detection
 - b. All permanent detection shall be installed within 48 hours of end of temporary traffic control

NOTES

Including the following notes:

1. Specify working days and hours.
2. Construction signs shall be black on orange (not black on yellow or black on pink).
3. Access to all private properties shall be maintained at all times during construction.
4. Temporary traffic control signs shall not block fire hydrants and/or driveways at all times.
5. All traffic control devices (signs, channelizers, etc.) shall be retroreflective and/or illuminated during nighttime traffic control.
6. All existing roadway signs conflicting with traffic control plan shall be covered for duration of work and uncovered when roadway is reopened.
7. For signalized intersections, all active travel lanes shall have temporary or permanent detection. All permanent detection shall be installed within 48 hours of end of temporary traffic control.
8. Contractor shall post temporary "No Parking," "No Stopping," and/or "Tow Away" signs along roadway frontage, where applicable, a minimum three (3) working days

prior to commencement of work. Signs shall state days and hours when restrictions apply.

9. Contractor shall display on its barricades company name and 24-hour emergency telephone number in case of emergency callouts.
10. Contractor shall furnish, erect, and maintain barricades, lights, signs, flagmen, fencing, and other safety measures to give adequate protection to the public at all times. Contractor shall provide access to all areas in the vicinity of the encroachment and shall provide necessary temporary sidewalk and warning signs.
11. The parking of any construction-related vehicles or storage of any material is not allowed on a public street or sidewalk unless approved in advance by the City Engineer.
12. Any traffic striping, pavement markings, pavement surface, etc. damaged or destroyed by Contractor's work shall be replaced by Contractor to the satisfaction of the City Engineer at Contractor's sole expense.
13. Contractor shall notify all private property owners in writing a minimum three (3) working days prior to any construction that may affect access. Notice shall contain
 - a) Company Name
 - b) Contact Name
 - c) Company and/or Contact Phone Number
14. Contractor shall notify City of Gilroy Engineering Division in writing a minimum five (5) working days prior to beginning of work.

cc: Engineering Division