Site-Specific Traffic Control Plan
Requirements for Encroachment Permits
Revised June 2023

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.

- 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” redlines 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. Traffic control plans shall be prepared, signed, and stamped by a California-licensed Professional Engineer (PE or TE) with experience in preparing traffic control plans.
3. Traffic control plans shall be designed to address specific site/project conditions. Examples, samples, or “typical” drawings are not allowed.
4. Traffic control plans shall be submitted for each phase of work, particularly when phases alter traffic patterns or traffic flow.
5. Improvement plans must be approved by the City before traffic control plans can be approved.
6. Place all “Notes” directly on traffic control plans (see below for required notes).

PERMITS FROM OTHER AGENCIES:

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

TRAFFIC CONTROL PLANS SHALL:

1. Include north arrow 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. Indicate sign designation and spacing.
7. Indicate type and spacing of delineators, where applicable.
8. Specify type(s) of barricade(s) to be used, where applicable.
9. Identify and dimension all travel lanes.
10. Show that access to existing driveways, cross streets, alleys, etc. is maintained.
11. Provide pedestrian detours for sidewalk closures.
12. Depending on duration of work, temporary striping may be required instead of delineators.
13. For signalized intersections, all active travel lanes shall have temporary or permanent detection and all permanent detection shall be restored within 48 hours of removal of temporary traffic control.

REQUIRED NOTES ON TRAFFIC CONTROL PLANS:

1. Specify working days and hours.
2. Construction signs shall be black on orange.
3. Access to 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 plans 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 of 72 hours prior to commencement of work. Signs shall state days and hours when restrictions apply.
9. Contractor shall display on its barricades company name and a 24-hour emergency telephone number.
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.
11. Contractor shall provide access to all areas in the vicinity of the encroachment and shall provide necessary temporary sidewalk and warning signs.
12. 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 or his/her representative.
13. 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 or his/her representative at Contractor’s sole expense.
14. Contractor shall notify all private property owners in writing a minimum three (3) working days prior to any construction that may affect access. Notices shall contain company name and contact name and phone number.
15. Contractor shall notify City of Gilroy Engineering Division in writing a minimum five (5) working days prior to beginning of work.