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TEMPORARY TRAFFIC CONTROL PLAN CHECKLIST

When work or activity within the public right-of-way stops, delays or affects access to portions of the public right-of-way to vehicle, bicycle or pedestrian traffic, then a Temporary Traffic Control Plan (TTCP) shall be required. In accordance with City Standard Specifications the TTCP shall identify the general area of work, the areas of closure (if applicable), the placement location of all traffic control devices, the distances between advance warning devices, detour signs and routing (if applicable), as well as proposed dates and hours (Section 11-2). This checklist has been created to help applicants ensure all critical elements are included and must be included with the TTCP submission:

- Standard.** A TTCP shall be developed in accordance with the most recent version of the California Manual on Uniform Traffic Control Devices (CA MUTCD) and the adopted City Standard Specifications. Typical applications from the CA MUTCD may be used.
- Paper Size.** A TTCP shall be submitted on 8.5"x11" (*letter*), 11"x17" (*ledger*) or 24"x36" paper sizes only. Multiple pages are acceptable if the TTCP will not fit onto one page.
- Dimensions.** A TTCP shall show accurate dimensions between all relevant objects, to include, but not limited to: spacing between signs, length of tapers, length/width of work area, as well as any other dimensions likely to be needed to properly direct traffic. The TTCP should be drawn in such a way that it accurately reflects the location of the fixed objects (*i.e. if in reality a huge space exists between two objects, then don't draw them right next to each other*).
- Devices.** A TTCP identify all traffic control devices, both by name and sign code, as well as by location through the proper placement on the TCP. This can be written next to the traffic control device, or through the use of a legend at the right side or bottom of the page.
- Date(s)/Time(s) of Work.** Plans should note the proposed dates, times, and duration of work; when work will be completed in phases, this should be noted as well. Even if a start and/or end date is not able to be determined in advance, the expected duration should be noted. Special consideration must be made for traffic controls used during hours of darkness or overnight. As always, the final approval for all work schedules is at the discretion of the public works inspector.
- Street Closures.** Full street closures are only allowed with written approval of the City Engineer.
- Modified speed limits.** Authorization for a reduced speed zone may be requested by the applicant or required by the City Engineer, but is not automatic. If approved, reasons shall be documented in accordance with applicable provisions of the California Vehicle Code Section 627.

If the TTCP is approved, the City will submit a copy of the approved TTCP to the contact person, as well as their public works construction inspector (*if applicable*). The approved TTCP must be followed at all times. Your signature below constitutes an understanding of the process as outlined above, as well as an agreement to follow and abide by its terms.

 Printed Name

 Signature

 Date

 Phone Number

 Email Address