



# CITY OF EASTVALE TRAFFIC CONTROL PLAN SUBMITTAL PACKET

**PROJECT:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**CONTACT PHONE NUMBER:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**APPLICANT EMAIL:** \_\_\_\_\_

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

## INTERNAL USE ONLY

**PROJECT NUMBER:** \_\_\_\_\_

**PUBLIC WORKS PROJECT INSPECTOR:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**DATE RETURNED TO APPLICANT:** \_\_\_\_\_

**SPECIAL CONSIDERATIONS:** \_\_\_\_\_

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## TRAFFIC CONTROL PLAN REQUIREMENTS PAGE

The City of Eastvale 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 Uniform Traffic Control Devices (CA MUTCD) 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 CHECKLIST PAGE

- IS THE TRAFFIC CONTROL PLAN INFORMATION ON PAGE #4 COMPLETE AND ACCURATE?**
- NOTE: *Speed limits are critical to plan review*
- IS THE TRAFFIC CONTROL PLAN LEGIBLE/UNDERSTANDABLE?** (*Faxed copies generally, are not.*)
- Use English language and measurement system. *No metric measurements*
- DOES THE PLAN REPRESENT THE ACTUAL WORK AREA AND LOCATION?**
- Typical application drawings (*from MUTCD*) normally do not reflect actual conditions at the 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 *10-foot lane width* is allowed in traffic control plan work zones.
- ARE THE TRAFFIC CONTROL PLANS CONSISTENT WITH CA 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 traffic control 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

**Directions:** Use Traffic Control Plan Checklist as a guide. Provide drawing below.  
Submit 24" x 36" Engineered Plans for Collectors and Arterials

**Contractor Shall:**

- Monitor and maintain traffic control zone at all times.
- Maintain access for Emergency Medical Services equipment and personnel.
- Assure safe passage of pedestrians, bicyclists and individuals with disabilities.
- Apply and remove signage consistent with the California MUTCD.
- Refer to MUTCD chart for device spacing, buffers and tapers.
- Comply with MUTCD device specifications and placements.
- Use trained flaggers per Title 8 CCR.

MUTCD Chart - Guideline Taper Lengths based on 11' or 12' Offset							
Speed mph	Sign Spacing	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'

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Phone** \_\_\_\_\_