



# TRAFFIC CONTROL PLAN CHECKLIST



The following checklist is provided to assist Developers and Contractors in establishing uniformity in the development of Traffic Control Plans.

## General Details that should be included on all Traffic Control Plans (TCP):

- Hours of Operation
  - No lane closures between 6:00 AM - 9:00 AM, and 3:30 PM - 6:30 PM, Monday - Friday. Ygnacio Valley Road hours are 9:00 AM – 3:00 PM.
  - Only one lane closed between 9:00 AM – 3:30 PM.
  - Only one lane closed Saturday and Sunday, 8:00 AM - 10:00 PM.
  - Lane closures of two or more lanes shall only occur, except for emergencies, between 10:00 PM - 6:00 AM, Monday - Thursday.
- Construction Activity
  - Show the exact location of the work zone.
  - Include details on construction activity and equipment being used as part of construction to assist in reviewing the adequacy of the proposed TCP.
  - If work is done in phases, submit a separate TCP for each phase.
- Traffic Control Devices
  - For each sign include the M.U.T.C.D. sign number, sign size, sign description and its location on the TCP.
  - For each Flashing Arrow Board include its size, panel display and location on the TCP.
  - If flaggers are used, include the number of flaggers and their location on the TCP.
  - Show size, height and location of all channelizing devices, warning lights, flag trees, portable barriers, etc. on the TCP. All devices must meet standards specified by the M.U.T.C.D.  
example: Cones no smaller than 700 mm (28 in.) and no farther apart than 12.2 m (40 ft.), include the length channelizing tapers.
- Traffic Signal Operation and Equipment
  - Include location of all traffic signals and traffic signal detection devices within the traffic control area.
  - If special signal timing is required in the TCP, specify ALL changes and their effects.
  - Consult the Traffic Engineering Staff for any signal questions at (925) 256-3529.
- Traffic Flow Interference
  - All efforts shall be considered to minimize traffic flow interference, including but not limited to phasing the construction and reducing the size of the work area.
- Pedestrian Safety
  - Be sure pedestrians have a safe route to walk and/or are protected throughout the entire traffic control area before submittal of the TCP for review.
  - Show all pedestrian entry, paths and exits on the TCP.
  - Clearly state the M.U.T.C.D. sign number, size, description, height and location of all signs and other traffic control devices, including fences and barricades, within the pedestrian's safe route to walk, on the TCP.
- Parking Restrictions
  - Parking restrictions must be posted 24 hours before work starts at the expense of the contractor.
  - Contact person for sign information: Don Murphy, Construction Coordinator (925) 943-5899, ext. 2333.

## Notes:

1. This checklist is a compliment, not a substitute, to the traffic control plan requirements outlined in *the Manual of Uniform Traffic Control Devices (M.U.T.C.D.)*. Please refer to this manual as needed in the development of TCP's.
2. For work on major arterials such as Ygnacio Valley Road, please refer to the City's Standard Plans.
3. Approval of all TCP's is required by City Traffic Engineering before any TCP can be implemented.
4. Should engineering inspectors on the job site find potential hazards towards traffic and/or pedestrian safety, they can require the contractor to modify the TCP.