



Memorandum

Date: January 29th, 2018

To: Temporary Traffic Control Plan Applicants

From: Kris Olson

Subject: Requirements for Detailed Temporary Traffic Control Plans

Appropriate temporary traffic control is essential for the protection of workers and the public utilizing the public rights-of-way. A temporary traffic control plan may be required for any activity impacting the normal use of the public right-of-way. In general a detailed site specific temporary traffic control plan is always required when activity is conducted on major arterials, road closures on any arterials and any construction affecting a signalized intersection.

In an effort to provide efficient service and reasonable turnaround times for temporary traffic control plan review and application approval, applicants must provide the following minimum level of detail and information.

Detailed temporary traffic control plans shall:

- Incorporate all appropriate standards from the latest editions of: Manual of Uniform Traffic Control Devices (MUTCD) or ODOT's Oregon Temporary Traffic Control Handbook;
- Include contractor and project name (if applicable), contact name, and phone number;
- Be clearly drawn to facilitate easy review and field interpretation;
- Include clearly defined dimensions for the work zone, staging, and peripheral storage area(s) – including dimensions to adjacent traffic facilities, i.e.; signal loops, intersections, crosswalks, sidewalks, shared-use paths and bicycle facilities, etc.;
- Provide a complete design for each phase of any staged activity, including proposed sequencing order and pedestrian and bicycle accommodations as appropriate;
- Include a north arrow and all street names;
- Include all existing features, i.e.; intersections, access ramps, driveways, street width, lane width, lane lines, curbs, curbside parking, bike lanes, off street bike paths, sidewalks, bus stops, signals, existing regulatory signage – including posted speed, side street names, any other infrastructure affected by proposed activity or advanced signage, etc.;
- Include taper lengths, device spacing, and a sign and control device legend referenced by appropriate plan symbols or specific, separate identification of each sign and device;
- Include a brief narrative on the plan or in a cover letter – including detailed explanation of proposed activity, proposed date(s) and hours of activity, how work zone will be controlled during non-work hours, how access to adjacent properties will be accommodated, and advance coordination with affected right-of-way users, i.e.; LTD, 4-J, Fire, Police, etc.;
- Include a minimum open space of 4 inches by 4 inches for any needed City notes

Temporary traffic control plans received without the proceeding required information will be returned to the applicant. Upon completion, the applicant may resubmit for review.