



# Public Works Department

## Transportation Engineering Division

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### Traffic Control Plan Preparation Guidelines for Contractors

The following guidelines are to assist contractors in the preparation of Traffic Control Plans for review and acceptance of planned operations within the public right of way.

- All devices and conceptual layouts are located in the 2012 California Manual of Uniform Traffic Control Devices and can be found at:  
[http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca\\_mutcd2012.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm)
- Typical Applications copied from the MUTCD are **not** accepted for approval.
- Plan sheets shall *show* titles, dates, times, contact person, section letters and phase numbers (if applicable).
- Plan sheets shall *show* street names, north arrow and notes applicable to that sheet.
- Clean, clear and readable maps are key to the efficient review of Traffic Control Plans.
- Aerial photo backgrounds on plans are discouraged. Information on top of photos can be difficult to read, review and mark-up.
- Plan sheets do not need to be scaled drawings yet shall *show*: **lengths** of work zones, tapers and sign spacing; **widths** of work zones and all lanes (parking, open, closed, reduced).
- *Show* all signs required by the CA MUTCD and their general placement.
- *Show* all cones / delineators / barricades / flaggers required and their general placement.
- *Note* if pedestrian access is open at all times or *show* required pedestrian control devices if access is restricted or closed. Remember ADA accessibility conformance requirements.
- *Note* if Bicycle Lanes or Paths are open at all times or *show* required bicycle control devices if access is restricted or closed.
- *Note* if driveways are open at all times or *include* notifications/arrangements for access if restricted or closed.
- *Note* if other agencies are impacted such as VINE bus service, AT&T, PG&E or Wine Train.
- Major street lane / road closures should be scheduled for off-peak or nighttime operations.
- Lane / Road Closures exceeding 2-days require changeable message boards prior to and during scheduled operations.
- Traffic Control Plans in accordance with the MUTCD and these guidelines shall be submitted for review at least 2-weeks in advance of proposed operations. Long term closures exceeding 2-days shall be submitted and/or discussed with City staff at least 1 month prior to scheduled operations.
- Plan sheets of 11x17 are preferred.

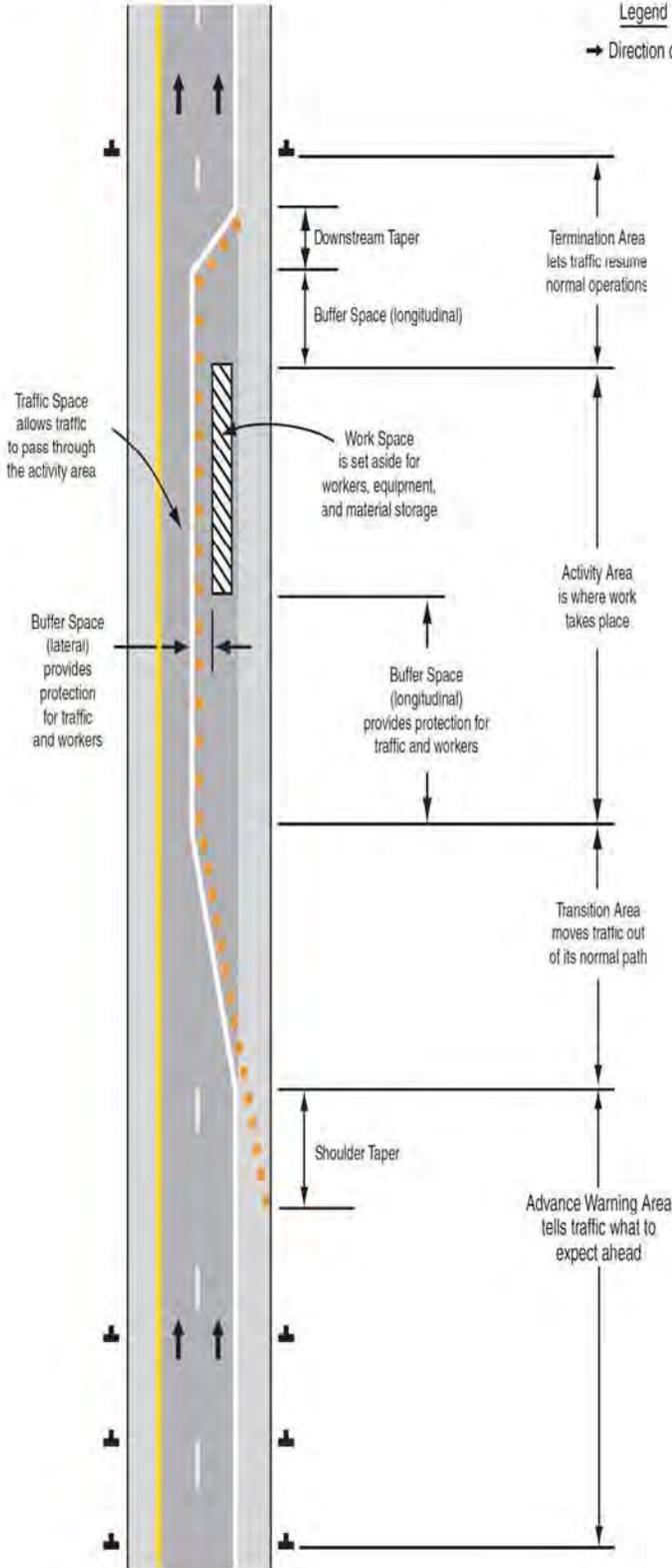
These are general guidelines in addition to the MUTCD design and device requirements. Any questions and/or clarifications should be directed to:

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Figure 6C-1. Component Parts of a Temporary Traffic Control Zone



Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 ft (W)			
	Merging L (ft)	Shifting L/2 (ft)	Shoulder L/3 (ft)	Down Stream (ft)
20	80	40	27	100
25	125	63	42	100
30	180	90	60	100
35	245	123	82	100
40	320	160	107	100

Road Type	Distance Between Signs*		
	A	B	C
Urban (low speed) - 25 mph or less	100 feet	100 feet	100 feet
Urban (high speed) - more than 25 mph to 40 mph	250 feet	250 feet	250 feet
Urban (high speed) - more than 40 mph	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

