

# Land Development

## Traffic Control Plan Guidelines & Checklist

41000 Main Street  
Temecula, CA 92590  
Phone: 951-694-6444  
www.temeculaca.gov



The basic objective of each traffic control plan (TCP) is to permit the contractor to work within the public right of way efficiently, effectively and causing the least inconvenience to the public while maintaining a safe, uniform flow of traffic. The construction work and the public traveling through the work zone in vehicles, bicycles or as pedestrians must be given equal consideration when developing a traffic control plan.

**A TCP shall be required for all work performed within the public right-of-way.** Each traffic control plan shall be developed consistent with the latest edition of the [California Manual on Uniform Traffic Control Devices](#) (CA-MUTCD), as specified in the Guidelines below. The information included on a traffic control plan will vary depending upon the complexity of the project, the volume of traffic affected and the roadway geometrics and the posted speed where the construction is being performed. The TCP must clearly depict the exact sequence of the construction operations, the construction to be performed, and the traveled way that will be utilized by all movements of traffic during each phase of construction. Multiple phases of construction will require a separate traffic control plan for each different construction phase or stage operation.

The purpose of our Guidelines is to ensure that all of the basic elements of traffic control are included on the plan and are clear to the reviewers and implementers in the field and to facilitate processing and archiving of the documents. This will help expedite the plan review process. Following the submittal of traffic control plans, all submittals deemed complete shall be reviewed within three (3) weeks.

A traffic control plan that does not include each of the appropriate elements listed below will be deemed incomplete and returned for revision and re-submittal. Traffic control plans shall be submitted in a timely manner to allow for the specified review period. It is important to note that each TCP must be developed specific to the actual construction work zone location. Approved traffic control plan will be reviewed at the pre-construction conference.

### TRAFFIC CONTROL PLAN CRITERIA

- Follow City Guidelines, see below
- Include City General Notes on TCP, with Revision Date, see below
- Include City Signature Block (scale to approximately 5x2" to allow space for signatures)
- Include the Certificate of Responsible Charge statement on the Title sheet, and Sign and Stamp each sheet

<b>CITY OF TEMECULA</b>	
RECOMMENDED BY	DATE:
ACCEPTED BY NICK M. MINICILLI TRAFFIC ENGINEER R.T.E. NO: 2647	DATE

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### ENGINEER OF WORK'S CERTIFICATE

I, \_\_\_\_\_ hereby declare that I am the engineer of work for this project, that I have exercised responsible charge over the design of the project as defined in Section 6703 of the Business and Professions Code, and the design is consistent with current standards and the City of Temecula.

I, understand that the check of project drawings and specifications by the City of Temecula is confined to a review only and does not relieve me of responsibilities for the project design.

Signature \_\_\_\_\_ Date \_\_\_\_\_

R.C.E./R.T.E. No. \_\_\_\_\_ Exp. \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

### TRAFFIC CONTROL PLAN CHECKLIST

1. TCP shall be drawn on 24" x 36", unless otherwise approved by the Department of Public Works. **TCP's prepared for work occurring on streets shown on the Circulation Element of the General Plan shall be:**
  - **Prepared to scale on 24" x 36" plan sheets,**
  - **Signed and Stamped by a Registered Civil Engineer or Registered Traffic Engineer,**
  - **Final submission shall be in accordance with the online submittal requirements.**
2. TCP must use legible lettering and clear, contrasting, symbols for viewing or printing.
3. In some cases, where field conditions match **exactly**, a Standard Template as shown on the City web site in the **Improvement Standard Drawings** web page may be used, in lieu of a custom TCP, as approved by the Director of Public Works.
4. Indicate contractor's name, address, and telephone number. Include name and telephone number of the 24-hour contact person representing the contractor.
5. Indicate north arrow and scale, unless otherwise approved by the Department of Public Works.
6. Show all nearby streets with street names to assure proper orientation.

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7. Show existing traffic signals and regulatory signs within the work area and affected construction zone.
8. Show existing striping, pavement markings, painted crosswalks, and bike lanes area within the work area and affected construction zone.
9. Show existing curbs, gutters, sidewalks, driveways and intersections in the construction work zone including areas affected by taper transition.
10. **Dimension** all existing striping and proposed traffic control area within the work area and affected construction zone. Indicate total roadway widths. Dimension existing striping from edges of pavement.
11. Indicate posted speed limits.
12. Show location and dimensions of the construction work zone (width and length).
13. Show staging area and materials storage area, as appropriate.
14. Indicate location of construction signs, barricades, and delineators.
15. Label all taper lengths and widths, delineator spacing and sign spacing. (Spacing of channelizing devices should not exceed 25' for speeds under 55 MPH.)
16. Use a legend to define all signs and symbols and designate them with MUTCD nomenclature.
17. Show existing and proposed temporary parking restriction zones and signs, as needed, within the work area.
18. Road closures will require approval from the Director of Public Works and the City Council.
19. Signs and barricades will be required to direct **pedestrians** through or around the construction work zone and shall be shown on the TCP.
20. Indicate the encroachment permit number or improvement plan number on the traffic control plan.
21. Indicate on the plan the duration of the construction work and subsequent traffic control (include type of work being performed and estimated start date, as appropriate).
22. Detour plan (if required).
23. Please reference the revision date of the "TRAFFIC CONTROL PLAN GUIDELINES" document to ensure that you are using the latest edition.