



Public Works Department

TRAFFIC CONTROL PLAN (TCP) CHECKLIST

The following information outlines the minimum requirements for a Traffic Control Plan (TCP) submittal. Please complete the checklist prior to submitting a TCP.

Include all items below on an aerial view plan or map (11" X 17" Ledger format preferred) and cover page, or additional pages as appropriate:

- Project Title and address(es) of where work will be performed.
- Name of entity submitting TCP (person and company/division, etc.).
- The name of the contractor's Traffic Control Supervisor (TCS) or field lead (if available).
- List the name, telephone number, and email of the person/entity who prepared the TCP.
- Type and scope of work (excavation, overlash, pole replacement, etc.). Include as much information as possible, including photos, drawings, etc.
- Indicate the duration of the scope of work, separated by phases if appropriate.
- Provide requested/proposed work hours and days, and whether work will occur daily, nightly, or around the clock.
- Clearly and accurately show all streets, intersections, and driveways. Include street names for all public and private streets, as well as addresses for driveways when impacted by closures.
- Indicate the posted speed limit for all arterial streets within the vicinity.
- Clearly and accurately show the roadway lane configuration (thru lanes, turn lanes, medians, bicycle lanes, and sidewalks when applicable). Provide lane and shoulder widths if available.
- Work Zone clearly and accurately drawn on TCP.
 - Include distance to nearest cross street or other marker and zone dimensions.
- Show sequential arrow signs, attenuators, or protective vehicles, flaggers, sign locations, etc., in the TCP plans as applicable.
- Provide all taper lengths, sign spacing, and channelization device spacing and buffer data.
 - Review actual taper and tangent lengths for impacts on cross streets and driveways.
- Address pedestrian, bicycle, and ADA traffic through the Work Zone.
- Address communications plan (especially advance notice) to parties impacted by traffic controls (parking, WTA, What-Comm, schools, etc.).
- After reviewing these guidelines, if there is a need for additional direction, please contact: G.PW.Transportationengineering@cob.org.