

TRAFFIC CONTROL PLAN REQUIREMENTS



OVERVIEW

The purpose of a traffic control plan (TCP) is to allow the contractor to work within the public right of way efficiently and effectively while maintaining a safe, uniform flow of traffic. Both construction work and the public must be given equal consideration when developing a traffic control plan. In addition, when considering the public, attention must be given to all aspects of travel through the work zone: i.e., vehicular, bicycle, and pedestrian. All TCP's shall be in accordance with the most recent edition of the California Manual on Traffic Control Devices (CA MUTCD).

WHERE SITE-SPECIFIC TCP'S ARE REQUIRED

Site-specific TCP's are required where any of the following criteria are met, and shall be prepared in accordance with the "Guidelines for Submittal of Site-Specific TCP's" found in this document:

- Any roadway that is classified as a collector or arterial. Roadway classifications are defined in the Circulation Element of the General Plan. A map of roadway classifications can be seen here: <http://www.cityofsanmateo.org/DocumentCenter/Home/View/7192> and is attached to this document.
- Any roadway (including local roadways) that requires full road closures or detours.
- Any roadway with a speed limit over 25 mph.

The City reserves the right to require site-specific TCP's where deemed necessary.

WHERE SITE-SPECIFIC TCP'S ARE NOT REQUIRED

If a TCP is not required per the above criteria, a request can be submitted to allow a non-site-specific TCP. Where multiple locations are requested, all locations shall be shown and numbered on a map and listed in tabular format. For each requested location, the table shall include:

- Work site location: Street name and address, or street segment limits
- Typical application of traffic control per the CA MUTCD
- Working hours
- Scheduled construction dates
- All typical application diagrams referenced in the table shall be included with the request.

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GUIDELINES FOR SUBMITTAL OF SITE-SPECIFIC TCP

A TCP that does not include all the required elements listed below will be found incomplete and returned for revision and re-submittal. The following checklist is provided to assist Developers and Contractors in establishing uniformity in the development of TCP's. This checklist should be used as a guide to ensure that all of the basic elements are covered and will help speed-up the plan review process.

1. The TCP is required to be **site-specific**. Photocopied sections of the CA MUTCD or any other manual will not be accepted.
2. The TCP shall be developed on 24" x 36", 11" x 17", or 8.5" x 11" sheets.
3. Show a North arrow and scale or "NOT TO SCALE" (N.T.S.).
4. The TCP shall be prepared using drafting standards. If the TCP cannot be clearly understood, it will be returned for revision and resubmittal.
5. Indicate contractor(s) name, address, and telephone number. Include name and telephone number of the 24-hour contact person representing the contractor.
6. Show location and dimensions of the construction work zone.
7. Show all streets within the area of work zone. Show the following items in the area around the work zone:
 - Indicate posted or prima facie speed limits.
 - All width dimensions of existing lane lines.
 - Indicate locations of construction signs (note signs by symbol and sign code), barricades, and delineators (includes cones).
 - Label all taper lengths and widths, delineator spacing, and sign spacing. All taper lengths and widths, delineator spacing, and sign spacing shall be per the CA MUTCD.
 - Use a legend to define all symbols and designate them with CA MUTCD nomenclature.
 - A minimum of eleven (11) foot travel lanes must be maintained.
 - Show all parking restriction zones and signs, as appropriate.
 - Creation of a pedestrian diversion plan is required if the sidewalk area is part of the construction zone.
 - Creation of a bicycle diversion plan is required if the Class II or Class III bike lane areas are part of the construction zone.
 - If construction work requires a detour, TCP must show a line map indicating detour route and signs.
8. All affected streets within the 500 ft radius of the work zone shall show the following:
 - Existing curb, gutter, and sidewalk, or edge of pavement.
 - Potential conflicts (bus stops, bike lanes, driveways, etc).
 - All crosswalks and traffic islands.
 - Indicate if intersection is signalized.
 - Illustrate lane configurations (i.e. protected left turns, free right turns, shared through and turning lanes etc.) at intersections.

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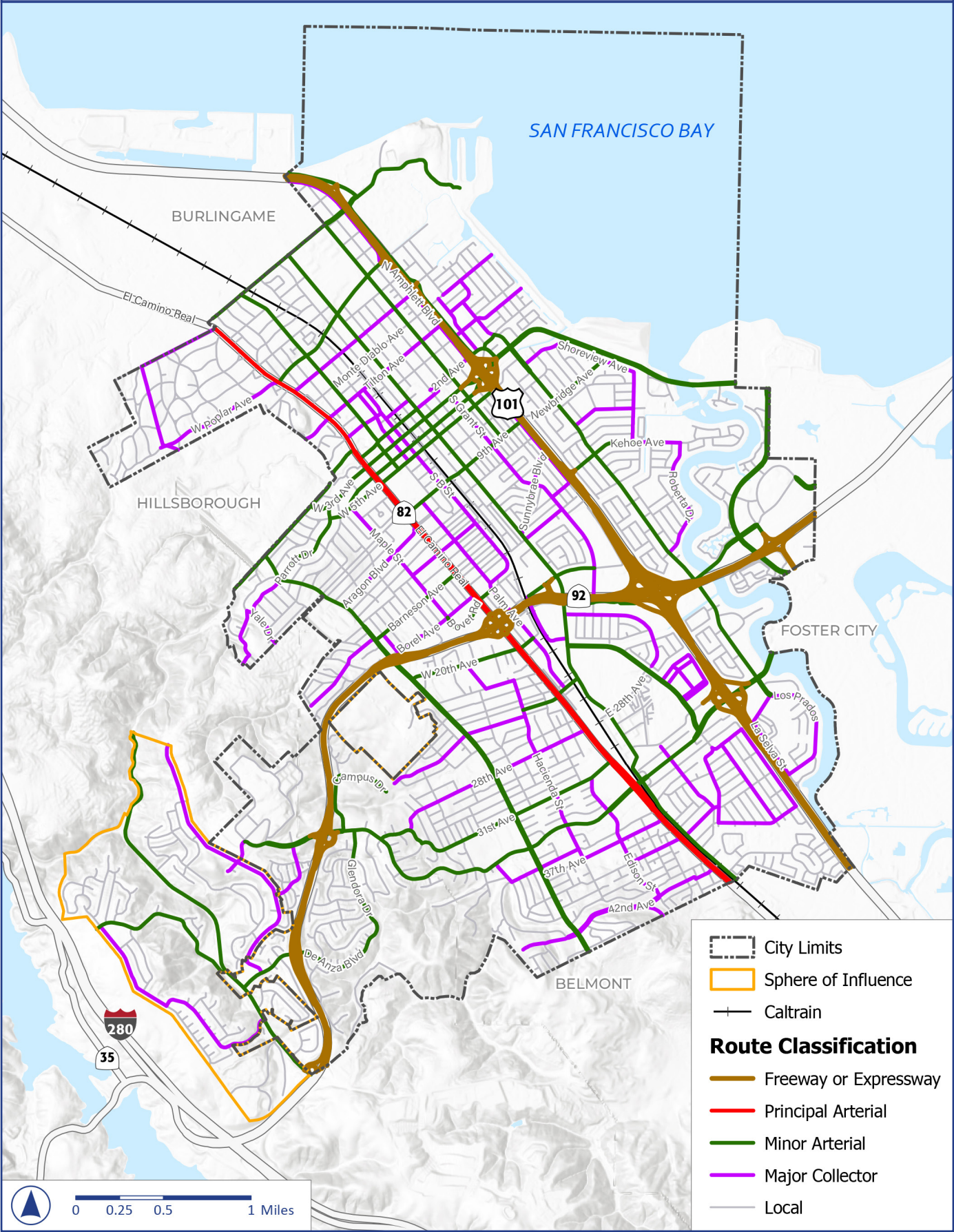


The City reserves the right to modify the submitted traffic control plan to better reflect traffic control on City streets. If the changes are minor, the changes will be made on the submitted plan, which will then become part of the approved permit. If the changes are significant, then the plan will be returned to the applicant for revision and resubmittal.

Please note the following:

- All the traffic control plans shall be submitted for review a **minimum of ten (10) business days** prior to the scheduled start date. Please note the typical review time may be extended if the applicant is asked to revise and resubmit plans. The date and duration of the work shall be included in the application.
- *Any work or traffic control sign/device placements within Caltrans right-of-way requires a Caltrans encroachment permit. The approved Caltrans encroachment permit must be included in the City of San Mateo encroachment permit application. City of San Mateo encroachment permits will not be approved where work or traffic control is required in Caltrans right-of-way and an approved Caltrans encroachment permit is not included.*
- No lane closure is permitted before 9:00 a.m. or after 3:30 p.m. on any roadway that is classified as an arterial or collector, unless approved otherwise.
- Road closures will require minimum three (3) business day notice and must be approved by the Department of Public Works, Traffic Engineering Division prior to closure. It should be noted that the contractor(s) is responsible for notifying PD/FD County dispatch in advance of any road closures.
- Access to driveways shall be maintained at all times unless other arrangements are made and documented in writing.
- The need for Flagger(s) or Reserve Police Officer(s) will be determined based on-site conditions. Flagger(s) shall be sufficiently trained and equipped in accordance with California Code of Regulations, Title 8, Section 1599. In addition, flaggers shall be certified by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC). The Director of Public Works reserves the right to require the use of Police Officers when conditions warrant.
- Any work that disturbs normal traffic signal operations shall be coordinated with the Department of Public Works Traffic Engineering Division three (3) business day prior to the start of work.
- Any work proposing to impact parking space(s) will require temporary "No Parking" signs, which shall be placed 72 hours prior to the start of work. If temporary "No Parking" signs are not placed 72 hours prior to the start of work, the parking restriction is not enforceable.
- Ensure that there are no contradictions on the proposed TCP.
- No Open excavation shall be left unattended at any time.
- Haul routes are only allowed on the City Approved Truck Route Map (dated 2008). The map is attached to this document for reference.
- All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Traffic shall not be unreasonably delayed.

Figure C-3 Existing Caltrans Roadway Classification Map



Source: ESRI, 2022; PlaceWorks, 2023.
Note: This map is included for informational purposes and is not adopted as part of this General Plan.

SAN FRANCISCO BAY

