

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
District Department of Transportation**

Public Space Regulation Administration PSRA



**GENERAL
TRAFFIC CONTROL PLAN (TCP) SUBMITTAL GUIDELINES**

18TH Edition, April 2, 2017

The primary function of Temporary Traffic Control Plan is to provide for the safe and efficient movement of vehicles, bicyclists, and pedestrians through and /or around Work Zone, while reasonably protecting workers, properties, and equipment. The movement of traffic and traveling public should be inhibited as little as possible. The goal should be to route all roadway users through the work Zone in a safe and efficient manner comparable to normal street situations.

This document is prepared to provide guidance for Traffic Control Plan submissions so they may be approved in a timely manner. Missing or insufficient information will delay approval.

APPROVAL If a Traffic Control Plan (TCP) or Maintenance of Traffic (MOT) Plan is submitted as part of a Roadway or Bridge Reconstruction, Rehabilitation or Resurfacing Project to TOA, it will be reviewed by the Traffic/Civil Engineering Group of TOA Safety Team.

If a Traffic Control Plan (TCP) or Maintenance of Traffic (MOT) Plan is submitted as part of a public space application to PSRA /Public Space Regulation Administration, it will be reviewed by the Traffic/Civil Engineering Group of PSRA Technical Plan Review Team.

COORDINATION: DDOT expects that the submitter has coordinated with Public Space Regulation Administration and the TOA, IPMA on the amount of public space needed for a project to ensure coordination with adjacent projects, and special events appropriate detour routing, and adequate level of service for street operations.

REVIEW: TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements. The MOT/TCP drawing must be checked against the "Detailed City Map", Geographic Information System (GIS).

Review MOT/TCP for construction and occupancy permit including: Online Application, MOT/ TCP drawing(s), Sequence of Construction, Phases and Sub-phases of construction, and Detour Plan(s).

The Plan Review Division (PRD) engineer must go to the field for an on-site inspection of the existing conditions of the site verses the MOT/TCP that was submitted with the application.

The MOT/TCP drawing and field observations / notes are brought back to the office where the content of the MOT/TCP is checked against current District of Columbia standards pertaining to

- Each submitted application through Transportation Online Permitting System (TOPS) must not exceed 20 TCPs, including all phases, sub-phases, and detour plans;
- All above mentioned 20 TCPs must describe all work zones directly related to the application and located within 3 blocks (in any direction) of the application's address;
- In the event an application has work zones located beyond three-block radius, the applicant must submit a new application to include all these work zones. The new application must not exceed 20 MOT/TCP. TOPS will generate a new application tracking number. If an application doesn't meet any of these above mentioned criteria, it will be returned to the applicant for resubmission;
- The traffic and parking conditions should be maintained as normal as possible. Avoid frequent and abrupt changes in road geometry and traffic pattern. Inhibit traffic movement as little as possible.

Standards

- Traffic Control Plan (TCP) must be tailored to fit contractor's specific situation.
- All traffic control shall conform to the standards set forth in 2009 Edition Manual on Uniform Traffic Control Devices (MUTCD) and DC Temporary Traffic Control Manual. Guidelines and Standards -2006 Edition DDOT.
- All traffic control shall adhere to DDOT Standards Specifications for Highways and Structures [the "Gold Book"] 2013 Edition. Reference section 104.02 Maintenance of Traffic, 603. Guardrails and guardrail Terminals (603.01 – 603.09), 610 Traffic Barriers (610.01 – 610.03), 612. Traffic Control (612.01 – 612.21), 616. Traffic Signing (616.01 – 616.08), 617. Impact Attenuators (617.01 – 617.03), 207. Trench Excavation and Backfill (207.01 – 207.07), and 215. Excavations and Restorations /Utility Lines/ (215.01 – 215.09)
- Review MOT plans including: TCP drawings, Traffic Detour Plans, Sequence of Construction. Ensure that the submitted staging plan on the construction site provide maximum protection to motorists and pedestrians for ingress and egress.

Property Information

- Provide detail information about property location
- Provide Name, Address, Main Telephone Number, Emergency Telephone Number, /Cell Phone/, E-Mail Address of the person(s), the person responsible for the submission of the application and the attached MOT\TCP drawings.

Project Information

- Provide TOPS tracking number.
- Provide Project Name.
- Provide Address of Premise for which Public Space Work is proposed.

- Specify if parking is to be restricted and if bus zone will need to be relocated.
- Specify bike lane(s), bicycle cycle track, truck and bus restrictions.
- Specify capital bike sharing (bikes station).
- Specify car sharing location.
- Specify embassies, and embassies parking zone. Specify valet parking zone.
- Show construction trucks /dump trucks / routes in to the construction site, and out from the construction site.
- Specify quantity of construction trucks /dump trucks / for daily operation by phases of construction.
- Specify existing traffic control at the Intersections: stop control intersections or signal control intersections (for heavy urbanized area)
- Specify existing infrastructure (catch basin, bus shelter, bus pad, fire hydrant, traffic control cabinet, curb cut, etc.)
- Specify placement of all devices. [Arrow board panels, signs, cones, drums, attenuators, barricades, etc.]
- Specify spacing of devices. [Arrow board panels, signs, cones, drums, barricades, etc.]
- Specify taper and tangent lengths.
- Specify if turning radius will impact bus and trash truck turns.
- Orient traffic sign and device symbols with directions of traffic.
- Show work vehicle locations.
- Notes are encouraged.
- Show Key and /or Legend. Use a legend to define all signs, and symbols and designate them with recent edition of MUTCD nomenclature.
- Show existing pavement markings, painted crosswalks and bike lanes; include total roadway widths, individual lane widths, parking lane widths, median dimensions and proposed temporary pavement markings. Make distinction between them.
- Show all existing traffic signals and street lights in the work zone location.
- Show existing traffic and parking operation signs including RPP signs, parking meters, and proposed temporary WZ signs. Make distinction between them.
- Show ongoing construction projects within vicinity of a proposed MOT/TCP. Coordinate the final MOT/TCP with ongoing construction projects stage by stage of a TCP design.
- If sidewalk space is to be obstructed, signs and barricades will be required to direct pedestrians through or round the work zone and shall be shown on the MOT/TCP.
- A detour plan is required when the closing of traffic on main or intersecting roadway, for reconstruction or construction purposes. Ensure that detour plan are clearly identified with temporary guide detour signage which shall be accompanied with appropriate message sign indicating street name to eliminate confusion for motorists (Do not use abbreviation on the message sign).

emergency and excavation.

Table 1.

The Matrix for Safe Accommodations of Pedestrians

MOT/TCP For Sidewalk Closure	FUNCTIONAL CLASSIFICATION OF STREETS IN THE DISTRICT OF COLUMBIA & DURATION OF SIDEWALK CLOSURE			
	Local Street	Collector	Minor Arterial	Principal
<p>Detour Pedestrians to the other side of street. Incorporate sidewalks, and crosswalks. Show detour for pedestrian traffic and provide appropriate pedestrians signage such as “Sidewalk Closed, Arrow, Use Other Side”, “Sidewalk Closed”, “Sidewalk Closed, Cross Here” etc.</p>	≤ 7 Days	≤ 5 Days	≤ 1 Day	≤ 6 hours
	Full Closure of the Sidewalk for no longer a week (7 days), including after hours and on Sundays	Full Closure of the Sidewalk for no longer 5 days, including after hours and on Sundays	Full Closure of the Sidewalk for no longer 1 day, including after hours and on Sundays	Full Closure of the Sidewalk between 9:30AM - 3:30PM Monday - Friday
<p>Provide a pedestrian walkway on the same side of the Street. Next to work side. Contractor must reconfigure roadway to include removing parking on opposite side of work to accommodate pedestrians. The pedestrian access road must be surrounded by water filled plastic barriers (Jersey Barrier)</p>	> 7 Days	> 5 Days	>1 Day	> 6 hours
	Full Closure of the Sidewalk for longer a week (7 days) where no walkway is provided, including after hours and on Sundays	Full Closure of the Sidewalk for longer 5 days where no walkway is provided, including after hours and on Sundays	Full Closure of the Sidewalk for longer 1 day where no walkway is provided, including after hours and on Sundays	Full Closure of the Sidewalk between 9:30AM - 3:30PM Monday - Friday
All Others	The “Last Resort” analysis must be based on multifunctional analysis of different variables which will help determinate a safe and efficient MOT/TCP. The “Last Resort” analysis must be provided individually for each MOT/TCP project			

- Cannot place equipment of any type: in a "NO PARKING ANYTIME ZONE", "NO STANDING OR PARKING ANYTIME", and "NO STANDING OR PARKING METRO BUS ZONE".
- All required dimensions shall be shown on crane and dumpster applications
- If any prohibiting signs (Regulatory) are proposed ("NO Left Turn", "No Right Turn"; whether symbolic or text message), advance coordinate with the TOA Traffic and Parking Operation engineers, must occur to ensure the adequate traffic movements are provided in the vicinity of the project site.
- When traffic signals are specified in the contract, the contractor will provide the timing plan for approval and will also provide whatever detection they feel will best fit the situation. District traffic is to be consulted to help review timing plans and detection zones. Overhead lighting must be provided at each signal location.
- Each plan page of all submissions must include the following statement, "*I certify that this plan conforms to the requirements set forth in the 2009 Edition Manual on Uniform Traffic Control Devices (MUTCD), the 2006 DDOT DC Temporary Traffic Control Manual. Guidelines and Standards and adheres to DDOT Standards Specifications for Highways and Structures,*" followed by an original signature. This requirement is exempted for submission with Professional Engineer stamp.
- MOT/TCP is only valid **6 months** after initial approval seal has been placed on by DDOT/PSRA/PLAN REVIEW DIVISION REVIEWER. MOT/TCP must be renewed thereafter

TYPICAL TCPs FOR UTILITY WORK: Twenty-one typical TCPs for **utility work only** are available through the DDOT website in PDF format for use. Please visit the website for further information: <http://ddot.dev.dc.gov/ddot/cwp/view,a,1250,q,640384.asp>
The above mentioned is the link to the Temporary Traffic Control Manual Guidelines and Standards, Work Zone Pocket Guide, and Utility Work Zone Typical.

- When submitting DDOT typicals, make sure to specify street geometry, existing street dimensions, street names, etc. Each typical Traffic Control Plan drawing should contain the list of locations for which the TCP is applicable.
- According to DDOT Road Functional Classification map the typical TCPs are applicable only for local streets. Submit only those typicals that apply. The submitted typical TCPs should fit to the real street conditions. Otherwise, submit MOT/ TCP individually by actual real street conditions and work zone location.

SPECIAL EVENTS: Scheduled Special event such as sporting activities, parades, major concerts, or major conventions can have significant impacts on traffic operations within District of Columbia. Special events usually generate large volumes of pedestrian and vehicular traffic, and congestion generally occurs on the city large streets segment at or near the generator. Managing traffic during special events can result in reduced congestion and delay and improved safety.

A traffic control plan must be submitted by the event sponsor at least four weeks 20 working days in advance of the event for approval by the DDOT.