



**City of Glendora
ENGINEERING DIVISION**



**TRAFFIC CONTROL PLAN
SUBMITTAL CHECKLIST**

**TRAFFIC CONTROL PLAN GUIDELINES
FOR WORK WITHIN PUBLIC RIGHT-OF-WAY REQUIRING A LANE CLOSURE**

Three complete sets of plans are required, *including but not limited to the following:*

- ___ Identify the project Number (Tract, CUP, PWCP, Etc....), Location, and permit number.
- ___ Identify the improvement the traffic control is for.
- ___ North arrow and scale 1"=40'.
- ___ Note on plans "Traffic Control Notes 1-16" per City Std. 1.18
- ___ Show all nearby streets with street names.
- ___ Show existing traffic signals and regulatory signs.
- ___ Show existing striping, pavement markings, painted crosswalks and bike lanes.
- ___ Show existing curbs, sidewalks, driveways, and intersections in the work zone.
- ___ Label all lots with business address
- ___ Indicate total roadway widths.
- ___ Indicate lane width.
- ___ Indicate posted speed limits.
- ___ Show location and dimensions of the work zone.
- ___ Show staging area and materials storage area.
- ___ Indicate locations of construction signs, barricades and delineators.
- ___ Label all taper lengths and widths, channelizing device spacing and sign spacing.
- ___ Maintain a 12 foot travel lane in each direction and maintain 5 feet from any open trench
- ___ Indicate flaggers where 12 feet in each direction is not maintained when only one lane is open

- _____ Use legend to define all generic symbols.
- _____ Show table of signs used and label each sign with CA MUTCD code.
- _____ Show all parking restriction zones and signs.
- _____ Note compliance with special requirements such as permission to close the road, change a stop sign, or detour oversize vehicles from truck routes.
- _____ Address pedestrians, bicycle, and handicap traffic through or around the work zone.
- _____ Indicate the duration of the traffic control in days.
- _____ Indicate the times of working hours per day.
- _____ Signs shall conform to the 2010 California Manual of Uniform Traffic Control Devices (MUTCD).
- _____ Plans shall be designed, stamped and signed by a Registered Civil or Traffic Engineer.
- _____ Traffic Control in place longer than 5 days may require temporary striping.
- _____ Plans shall be submitted 14 calendar days prior to commencing work. Resubmittals may be required.