Seattle Department of Transportation

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CLIENT ASSISTANCE MEMO
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SEATTLE PERMITS - Part of a multi-departmental City of Seattle series on getting a permit

www.seattle.gov/transportation

CHECKLIST FOR TRAFFIC CONTROL PLAN SUBMITTAL

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Traffic Control Plans may be required as part of a Street Use Permit application.

This Client Assistant Memo (CAM) explains:

1. *What* is a Traffic Control Plan (TCP)?
2. *When* are TCPs required?
3. *How* to develop a TCP
    I. Types of plans required
    II. Base map requirements
    III. How to show Traffic Control
4. Coordination requirements
5. *How* to Submit a TCP

1. WHAT IS A TRAFFIC CONTROL PLAN?

Activities in the right of way (ROW) can impede public mobility and access. Sometimes this requires placing temporary traffic control such as signs, cones, and delineators on the street, alley, or sidewalk to safely redirect the traveling public around a work zone.

A Traffic Control Plan (TCP) is a safety plan that illustrates how you will use temporary traffic control to safely route the traveling public—such as pedestrians, bicycles, motorized vehicles, and transit—around your work zone.

2. WHEN ARE TCPs REQUIRED?

TCPs are required:

- ✓ When work is on or impacts mobility on an arterial street
- ✓ If work is on or impacts any street within the High Impact Area or a Construction Hub:
    - **The High Impact Area** - Mercer Street to the north, South Spokane Street to the south, Interstate 5 to the east, and Elliott Bay to the west (this area includes the Central Business District)
    - City-designated Construction Hubs, where activities from multiple projects may congest construction and impact mobility
- ✓ At the discretion of SDOT if the work poses a significant mobility impact

3. HOW TO DEVELOP A TCP

I. Types of plans required:

- ✓ **Work-hours plan:** Submit a TCP that shows all mobility impacts during construction hours.
- ✓ **Non-work hours plan:** Submit a TCP that shows all mobility impacts after work hours when limited or no work is happening in the ROW
- ✓ **Changing construction phases:** Submit a TCP at each construction phase change even if the traffic control is not modified

Access to Information
Client Assistance Memos are available online at: www.seattle.gov/transportation/document-library/client-assistance-memos. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

II. Base Map Requirements

The base map for your TCP must include a title block, existing channelization, and existing site conditions. See below for a list of all requirements.

A. Title Block Requirements

In low-center or lower right corner of plan, include:

- ☐ Project address
- ☐ Brief description of work

In upper-center of plan, include:

- ☐ Label as 'Work Hours' or 'Non-work Hours'
- ☐ Phase of work

In upper right corner of plan, include:

- ☐ Label as 'Traffic Control Plan'
- ☐ Street Use permit number (if known)
- ☐ Hours the TCP will be in place
- ☐ 24-hour contact person's name, company, phone number, and email address
- ☐ North arrow
- ☐ Scale bar if feasible (preferred scales: 1:20, 1:30, 1:40, 1:50, 1:60)

In left center of plan, include:

- ☐ Standard notes:
    1. Reserve curb space with Traffic Permits 684-5086 in Pay Station blocks
    2. Haul Routes to be submitted to Don Smith, City Truck Officer, don.smith@seattle.gov
    3. Metro trolley coaches cannot shift more than 9' from the center of their overhead lines. Contact Metro Trolley at 477-1150 or trolley.impacts@kingcounty.gov. For Metro non-trolley coach or other transit agency relocations contact 477-1140 or construction.coord@kingcounty.gov
    4. Sidewalks are either open or not open. A sidewalk is closed if a minimum 4' path cannot be maintained measured from property line, or 5 ½' if created from face of curb
    5. Standard Advance Warning Signs shall be used for plates or rough road during after-hours, including "Motorcyclist" sign
    6. If only one lane is open in a direction, that lane shall be a minimum of 11' wide, unless spotter/flaggers are used, in which case the lane can be a minimum of 10'
    7. Flaggers shall be used in accordance with WAC 468-95-302. UPO will be required if a traffic signal could be countermanded

B. Existing channelization

The TCP must show current channelization of the ROW impacted by the work. This information may be found using the *TCP Base Map web tool* provided by SDOT at http://web6.seattle.gov/sdot/trafficcontrolplanmap/.

If the *TCP Base Map web tool* does not reflect current conditions, a plan must be developed that includes:

- ☐ Channelization lines (including painted crosswalks)
- ☐ Lane widths
- ☐ Curb lines (face of curb)
- ☐ Sidewalks
- ☐ ROW limits
- ☐ Adjacent property addresses
- ☐ Street names
- ☐ Street centerline
- ☐ Other traffic controls currently in-place

C. Existing Site Conditions

Existing site conditions such as access points, transit facilities, curb space, and other ROW elements must be shown on the TCP. Existing site conditions may include:

- ☐ Business access points and driveways
- ☐ Bicycle facilities
    - Protected Bicycle Lanes (PBL) -- bicycle lanes physically separated from vehicles by barriers or other traffic-control devices
    - "Cycle Tracks"
    - Bicycle lanes delineated by painted striping on pavement
    - City-designated bike ways and greenways
    - Refer to the City of Seattle Bike Master Plan for additional information about existing and proposed bicycle infrastructure
- ☐ Transit zones including **bus stops**, **overhead trolley lines**, at-grade Street Car and Light rail tracks.
- ☐ Visibility restrictions such as trees, power or utility poles, and/or street furniture (such as benches or public art) that may affect pedestrian, bicycle, or vehicle traffic.
- ☐ Show parking lanes (also known as "curb space") in or adjacent to your work zone and also on nearby streets that your work will affect. Indicate parking designations, such as 3-minute passenger or load zones, pay-to-park parking stalls, parking meter locations, and residential parking zones (RPZs).

III. How to Show Traffic Control

You must show temporary traffic control on your TCP base map. The *City of Seattle Traffic Control Manual for In-Street Work* (TCM) provides guidance on which temporary traffic control devices should be used for Seattle's specific urban conditions. It also explains how the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* (MUTCD) has been interpreted for use in Seattle. The most current edition is available for download as a pdf: www.seattle.gov/transportation/document-library/manuals/traffic-control-manual.

In addition to the requirements of the above mentioned manuals, the following elements are also required:

- ☐ Footprint of the work zone including:
  - Dimensions of the work zone
  - Location dimension from a fixed object or ROW line to the edge of each work zone limit
- ☐ Pedestrian detours or reroutes, refer to CAM 2110: How to Plan, Document and Implement Pedestrian Mobility In and Around Work Zones
- ☐ Bike lane and trail detours and/or closures; the public must be notified 72 hours in advance using on-site signage
- ☐ Revised traffic lane widths:
  - Each lane must be at least 11' wide when only one lane is available in one direction
- ☐ Potential access problems for bordering properties; label alternative access points and routes.
- ☐ Call out and label proposed temporary traffic control signs, as well as channelization device locations, types, and numbers. Identify any specially-worded signs or other necessary non-conventional devices. Either call out spacing or attach TCM spacing chart.
- ☐ Locations of flaggers or police officers

4. COORDINATION REQUIREMENTS

Coordination with other SDOT Divisions or agencies may be required during or after your permitting process.

Curb space impacts:

- **Carpool space impacts:** Nathanial Frost at (206) 684-5312 or nathanial.frost@seattle.gov
- **Short term parking and load zone impacts:**
  Call: (206) 684-5086
  In-Person:
  Seattle Municipal Tower
  700 Fifth Ave, Floor 37
  Seattle, WA 98104
- **Long term parking impacts and pay station removal/relocation:** No-Park signs are not recommended for long term parking impacts, please contact Kelly Hall at (206) 684-5370 or kelly.hall@seattle.gov at least 10 business days prior to beginning work

Haul route approval: Please contact Don Smith at (206) 684-5125 or don.smith@seattle.gov at least 10 business days prior to beginning work, additional coordination with more advance notice may be required in High Impact Areas.

Transit impacts: The contractor shall notify King County Metro Transit in advance of any construction that may disrupt transit service per the following schedule.

A. Five working day notice for any work requiring a temporary bus stop
B. Ten working day notice for relocation of a bus shelter or reroute of bus service
C. Fifteen working days advance notice to deactivate overhead trolley wires (known as an "outage") and activate electric-storage-battery trolley busses. Generally allowed only on weekends and subject to vehicle and staff support capacity restrictions.
D. No two consecutive transit stops may be closed

- If trolley wires are present, call (206) 477-1150 or email trolley.impacts@kingcounty.gov
- If trolley wires are not present, call (206) 477-1140 or email construction.coord@kingcounty.gov

Traffic control requirements outside the City of Seattle:

- **King County Traffic Engineering Department:** 1-800-KC-ROADS (1-800-527-6237)
- **Washington State Department of Transportation (WSDOT):** Northwest Region Construction Traffic Office (206) 440-4471
- **City of Shoreline:** Traffic Engineer (206) 801-2431
- **City of Tukwila:** City Engineer (206) 431-2455

5. HOW TO SUBMIT A TCP

Traffic Control Plans are submitted to SDOT as part a Street Use permit application package. A TCP may be submitted by itself if an application was previously submitted.

- Email your TCP to SDOTPermits@seattle.gov. If submitting your TCP as part of a utility permit application, email SDOTUtilPermits@seattle.gov. (SIP and UMP applications must be submitted in person)
- Or submit in person at our Street Use Permit Services Counter. Location and hours of operations for the Street Use Permit Services Counter are below.

Street Use Permit Services Counter
700 5th Ave, Suite 2300
Seattle, WA 98104
Hours of Operation:
www.seattle.gov/transportation/permits-and-services/permits/permit-counters-client-assistance-memos

Please visit the Street Use website at the below link for application requirements for each type of permit.

www.seattle.gov/transportation/permits-and-services/permits

RESOURCES AND LINKS

The *City of Seattle Traffic Control Manual for In-Street Work*
www.seattle.gov/transportation/document-library/manuals/traffic-control-manual

City of Seattle Street Classification Map
http://seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=a808f790a24e474d86ecde00dae81cee

City-designated Construction Hubs
www.seattle.gov/transportation/projects-and-programs/programs/project-and-construction-coordination-office/construction-hub-coordination

SDOT TCP Base Map web tool
http://web6.seattle.gov/sdot/trafficcontrolplanmap/

City of Seattle Bike Master Plan
www.seattle.gov/transportation/document-library/modal-plans/bicycle-master-plan

City of Seattle Protected Bike Lanes
www.seattle.gov/transportation/projects-and-programs/programs/bike-program/protected-bike-lanes

CAM 2110 How to Plan, Document and Implement Pedestrian Mobility In and Around Work Zones
www.seattle.gov/Documents/Departments/SDOT/CAMs/cam2110.pdf

Establishing Temporary No Parking Zones
www.seattle.gov/transportation/permits-and-services/permits/parking-permits/temporary-no-parking-permits

CAM 2114 – Temporary No Parking Signs and Easels
www.seattle.gov/Documents/Departments/SDOT/CAMs/CAM2114.pdf

Street Improvement Permit (SIP) Application
www.seattle.gov/transportation/permits-and-services/permits/street-improvement-permits