**Traffic Control Plan Submittal Checklist**

|  |  |
| --- | --- |
| **Name of Licensed Professional Engineer:** | **Plan Prepared By** (if other than Licensed PE)**:** |
| **Project Name and Discipline:** |

**PRIOR TO PLAN PREPARATION**

* **Is this the City of Austin right of way?**
* **Is the impact/footprint as minimal as possible**?

Can the activity be achieved by narrowing the roadway?

Can the activity be achieved using only a single lane closure?

**DURING PLAN PREPARATION**

**PLAN FUNDAMENTALS**

**-Plan Legibility:**

* North Arrow (uniform throughout)
* Matchlines (properly aligned)
* Drawn To Scale
* Page Numbering
* Plan Legend/Symbols
* Street Names (including intersecting streets)
* Title Page w/ Standard Formatting Convention
* Developmental Permit #
* First generation document
* Unnecessary element levels removed (e.g. contour lines)
* Reflect ALL approaches to a road closure

**-Reflect the CURRENT/EXISTING Conditions:**

* Roadway Classification and Geometry
* Lane Configurations
* Posted Speed Limit
* Pedestrian Facilities
* Driveway Locations
* Construction Entrances/Exits
* Proposed and Existing Utility Locations
* Final Restoration Plans

**-List all parts of the Temporary Traffic Control Zone:**

* Advance Warning Area
* Transition Area
* Activity Area
* Termination Area
* Correct Transition
* Device and Signage Type
* Devices and Signage Spacing
* Positioning of Flaggers

**-Identify the Duration of the Activity AND Work Hours:**

* Activity schedule includes duration of activity and hours of operation

Long-term activities must remove or cover conflicting signage, markings, and signals AND replace with temporary controls.

**REGULATORY ISSUES**

**-Comply with Federal Regulations:**

* National, State, and other Federal Manuals on Uniform Traffic Control Devices Compliant
* American with Disabilities Act (ADA) Compliant

**-Comply with State Regulations:**

* Signed and Sealed by State of Texas Licensed Professional Engineer

**-Comply with City Regulations:**

* Transportation Criteria Manual Compliant

**CITY REQUIREMENTS**

**-Address applicable Mobility Guidelines (MGs):**

* MG-02, Pedestrian Considerations
* MG-03, Closures and Detours
* MG-04, Providing Notification

**-Contain Standard Notes, Details & Barricading Summary Table:**

* Standard Notes
* Applicable Standard Details
* Barricading Summary Table

**-Adhere to Critical Arterial Roadway Limitations:**

* Limitations observed

**-Peak Hour Restrictions**

* **Restrictions observed**

**-After Hours Protection**

* **Protection measures indicated**

**ENGINEERING CONCERNS**

* **Avoid or Coordinate with Area Activities**
* **Avoid or Coordinate with Destinations of Importance**
* **Drive the Detour Prior to Implementation**