Traffic Control Plan Preparation Guidelines for Contractors

The following guidelines are to assist contractors in the preparation of Traffic Control Plans for review and acceptance of planned operations within the public right of way.

- All devices and conceptual layouts are located in the 2012 California Manual of Uniform Traffic Control Devices and can be found at: [http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2012.htm)
- Typical Applications copied from the MUTCD are not accepted for approval.
- Plan sheets shall show titles, dates, times, contact person, section letters and phase numbers (if applicable).
- Plan sheets shall show street names, north arrow and notes applicable to that sheet.
- Clean, clear and readable maps are key to the efficient review of Traffic Control Plans.
- Aerial photo backgrounds on plans are discouraged. Information on top of photos can be difficult to read, review and mark-up.
- Plan sheets do not need to be scaled drawings yet shall show: lengths of work zones, tapers and sign spacing; widths of work zones and all lanes (parking, open, closed, reduced).
- Show all signs required by the CA MUTCD and their general placement.
- Show all cones / delineators / barricades / flaggers required and their general placement.
- Note if pedestrian access is open at all times or show required pedestrian control devices if access is restricted or closed. Remember ADA accessibility conformance requirements.
- Note if Bicycle Lanes or Paths are open at all times or show required bicycle control devices if access is restricted or closed.
- Note if driveways are open at all times or include notifications/arrangements for access if restricted or closed.
- Note if other agencies are impacted such as VINE bus service, AT&T, PG&E or Wine Train.
- Major street lane / road closures should be scheduled for off-peak or nighttime operations.
- Lane / Road Closures exceeding 2-days require changeable message boards prior to and during scheduled operations.
- Traffic Control Plans in accordance with the MUTCD and these guidelines shall be submitted for review at least 2-weeks in advance of proposed operations. Long term closures exceeding 2-days shall be submitted and/or discussed with City staff at least 1 month prior to scheduled operations.
- Plan sheets of 11x17 are preferred.

These are general guidelines in addition to the MUTCD design and device requirements. Any questions and/or clarifications should be directed to:

Edward Moore, Engineering Assistant, emoore@cityofnapa.org, 707-257-9328
Figure 6C-1. Component Parts of a Temporary Traffic Control Zone

<table>
<thead>
<tr>
<th>Speed (mph)</th>
<th>Merging L (ft)</th>
<th>Shifting L/2 (ft)</th>
<th>Shoulder L/3 (ft)</th>
<th>Downstream (ft)</th>
</tr>
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<tbody>
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<td>20</td>
<td>80</td>
<td>40</td>
<td>27</td>
<td>100</td>
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<td>320</td>
<td>150</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Legend
- Direction of travel
- Traffic Space allows traffic to pass through the activity area
- Buffer Space (lateral) provides protection for traffic and workers
- Buffer Space (longitudinal) provides protection for traffic and workers
- Work Space is set aside for workers, equipment, and material storage
- Activity Area is where work takes place
- Transition Area moves traffic out of its normal path
- Shoulder Taper
- Advance Warning Area tells traffic what to expect ahead