



TRAFFIC CONTROL PLAN GUIDELINES FOR LANE CLOSURE/SIDEWALK CLOSURE WITH NO EXCAVATION

Come to the Public Works Counter with a diagram or drawing showing where you will be working, with exact measurements. Development Engineering will look at the work and will determine whether a page from the WATCH may be used. If a WATCH page cannot be assigned by Development Engineering, then traffic control plans will need to be submitted for review and approval. In either case, all regular requirements for an encroachment permit apply.

Application and Plan Check Fees – We create the application in our permitting system when you come in. In addition to the plans, please provide who will be the contact during plan check: name, company, phone, and e-mail. If traffic control plans are required, bring a check to pay for the initial deposit for plan check. The amount will be calculated and collected at the time of first submittal prior to traffic control plans being accepted by Public Works Agency staff.

Requirements and Guidelines in preparing Traffic Control Plans:

1. Plan size to be 11" x 17".
2. Minimum 0.1" font size.
3. Plan must be site specific.
4. See City Standard plan 1125F for further guidelines.
5. Provide two copies.