



Public Works Department – Traffic Division

GUIDELINES FOR TRAFFIC CONTROL PLANS

The purpose of these guidelines is to provide a general understanding and framework for the preparation of Traffic Control Plans that are submitted to the city for review and approval for any work within City right-of-way. The City Traffic Engineer or designee will determine the appropriate Traffic Control Plans that is submitted based on the complexity of the project and impact that it has on the City Street where the work is to take place. All projects that involve road closures, detours, or night work will require preparation and submittal of a Traffic Control Plan, approval of said plan, as well as written approval from the City Traffic Engineer or designee prior to commencement of any work within City right-of-way.

GENERAL

- All traffic control plans submitted to the City for review and approval shall conform to the latest edition of the **California Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)**

PLAN CHECK

- Sufficient time should be allowed for submittal and review of Traffic Control Plans. Generally, the first plan check review takes approximately two (2) weeks. The actual plan check time is relative to the scope and complexity of the Traffic Control Plan as well as the completeness of the submittal. To avoid unanticipated delays to construction, the applicant should insure that the submitted plan is complete and complies with the requirements of these guidelines. The Traffic Division will make every effort to complete the plan check of submitted plans prior to the two (2) weeks estimated turn-around time period if workload and staff availability allows for quicker turn-around times.

TYPES OF TRAFFIC CONTROL PLANS

- A. Minor Construction Per MUTCD/WATCH Manual (Typicals)
- B. Minor Construction with Plans
- C. Major Construction With Plans

A. Minor Construction Per MUTCD

- **A Registered Engineer's approval is not required.**
- Minor construction work shall be no longer than one (1) week.
- Exhibits or copies from the MUTCD Guidelines may be used for minor constructions.
- Copies of the exhibits shall be submitted on tabloid size paper to the Public Works counter for approval from the Traffic Engineering Division along with description of work and work hours.
- Applicant must demonstrate that the construction work will be performed exactly as shown per the exhibit. Any deviation from the exhibit requires submittal of traffic control plans. (See section B below)
- If applicants are submitting MUTCD typical traffic control plans, then those plans must match actual street conditions.

B. Minor Construction with Plans

- **A Registered Civil Engineer or Traffic Engineer's approval is highly recommended but not required.**
- Requirement for Minor Construction with Plans shall be anything that goes above and beyond the typical MUTCD Guidelines.
- Exhibits from the MUTCD Guidelines may be used as base plans and modified accordingly per the construction project.
- Minor modifications to the exhibit shall be prepared using AutoCAD, MicroStation, or other graphic programs, on 11"x17" (Tabloid) paper as long as they are legible. Hand drawn plans will not be accepted.
- Applicant shall submit modified exhibits to the Public Works counter for approval from the Traffic Division along with description of work and work hours.
- All distances, dimensions, taper lengths, and cone spacing shall be shown on the plans (not solely on tables).
- All driveway or public access points affected by the traffic control shall be shown on the plans.

C. Major Construction With Plans

- **All plans shall be signed and stamped by a Registered Civil Engineer or Traffic Engineer.**
- The requirement for traffic control plan will be based upon, but not limited to, the following criteria:
 - If a project is located on or near a major arterial and/or signalized intersection
 - If a project is located near a school
 - If road closure and/or detour is required
 - If Caltrans, County, Norco or the railroads ROW are involved
 - As directed by the City Traffic Engineer or designee
- All plans shall be prepared on 11"x17" or 24"x36" paper, as long as they are legible.
- All plans shall include engineering firm name, address, telephone number, date plans prepared, signature, professional license number and expiration date of the Registered Civil Engineer or Traffic Engineer.
- All plans shall include the City of Corona traffic control general notes, construction notes, and a legend.
- A vicinity map and location map should be included on the title sheet.

- All streets within the project limits shall be identified with proper street names and speed limits to ensure proper orientation.
- Construction Work Zone shall be drawn to scale or dimensioned on the plans.
- All existing regulatory, warning, guide and any special signs shall be shown. This includes parking prohibitions signs, advance street name signs, bus stop signs etc. All existing sign locations shall be field verified. Signs to be covered (bagged) or removed and reinstalled shall be identified.
- All existing striping, pavement markings and curb markings shall be shown, including bike lanes, parking layouts, and crosswalks and limit lines. Locations and types of existing striping and pavement markings shall be field verified.
- Street curb to curb width and existing lane dimensions shall be shown with reference to centerline of street.
- All traffic signals within the project area shall be identified on the plan. Construction related temporary traffic signal modifications shall be shown on a separate traffic signal plan.
- All sign placement shall be dimensioned.

Approval:



Tom Koper, Acting Public Works Director



Date