

CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT

TEMPORARY TRAFFIC CONTROL PLAN (TTCP) CHECKLIST

COMMENTARY

This checklist is provided to assist Developers, Contractors, utility companies, community organizations, and the general public in developing acceptable Temporary Traffic Control Plans (TTCP's) for County encroachment permits. The California Manual on Uniform Traffic Control Devices, Part 6, "Temporary Traffic Control" may be used for basic information on preparing TTCP's and can be accessed at the following web site:

www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd/CAMUTCD-Part6.pdf

Road Closures

Road closures require a detour plan and written notification of all affected businesses, the US Post Office and residences. Full road closures are considered a last resort when there are no other feasible means to perform the desired work. The County's Transportation Engineering Division Traffic Section will review all road closure requests and will evaluate if there are other types of traffic controls that may be used to avoid complete closure of County roadways.

The road closure also requires approval from the County Board of Supervisors. The County's Application and Permit Center will schedule a Board date and prepare board order documents. This process may take up to four (4) weeks to complete after the traffic control plan has been approved.

Written conformation will be required from the following agencies: the County Sheriff's Department; the California Highway Patrol; the County Fire District, emergency medical (ambulance) services and any local schools or transit agencies.

For high-volume streets, a press release in a local newspaper and changeable message boards shall be placed in strategic places at least seven (7) days in advance of the closure.

Lane Closures

A TTCP must be provided for all activities that require lane closures. The TTCP shall show the exact location of the work area, the proposed signage and sign spacing, channelizer (traffic cones, delineators) spacings showing taper and buffer lengths, flagger locations, and all traffic control devices (barricades, k-rail, flashing arrow or changeable message boards, etc.) to be used to protect the workers and the public. The minimum through lane width will be determined by The County's Transportation Engineering Division Traffic Section. Please include the proposed hours of construction and how the work area will be protected at night.

Please include all traffic signal and traffic signal detection devices within the traffic control area. If special signal timing or signal flashing is requested, please specify all proposed changes. The Public Works Transportation Engineering Traffic Section will

review the request and may coordinate with the County General Service's Signal Shop to perform the approved changes.

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Pedestrian/Cyclist Safety

Pedestrians and cyclists must be provided with a safe route through the work area, or detoured around the work area whenever possible. The TTCP shall show all points of entry and exit, and a description of any fencing and barricades used along the safe route.

Parking Restrictions and Driveway Closures

Parking restrictions must be posted at least 72 hours prior to the start of any work that will temporarily eliminate parking spaces.

Driveway closures must be negotiated with the affected property owners at least 72 hours prior to the start of any work that will temporarily eliminate driveway access.

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ROAD CLOSURE

- Has the County Board of Supervisors approved the road closure? Yes/No
If not, what Board date is it scheduled for ratification? Date: _____
- Has the District Supervisor been notified of the road closure? Yes/No
- Has written confirmation from been received from:
- Sheriff's Dept? Yes/No
 - CHP? Yes/No
 - Fire District? Yes/No
 - Transit Agency? Yes/No
 - Local Schools? Yes/No
 - Post Office? Yes/No
 - Ambulance Service? Yes/No
- Has the detour plan/TTCP been reviewed by Public Works? Yes/No
- Has written notification been sent to the affected residences/businesses? Yes/No
- Has a press release been published in a local newspaper? Yes/No
- Will changeable message boards be used (7-day advance notice)? Yes/No

LANE CLOSURE

- Has the detour plan/TTCP been reviewed by Public Works? Yes/No
- Has written notification been sent to the affected residences/businesses? Yes/No
The contractor must make accommodations with the affected parties if access to their property is restricted or if parking spots will be temporarily eliminated.
- Will traffic signal timings need to be adjusted? Yes/No
For assistance, notify General Services Signal Shop (925) 313-7054