



# Salisbury Public Works

**JAMES S. CALDWELL, P.E.**  
Director

Government Office Building  
125 N Division Street Rm 202  
Salisbury Maryland 21801-4940

**Newell W. Messick, III P.E.**  
Deputy Director

410-548-3170  
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October 3, 2006

## TCP COMMENTS (CHECKLIST)

- Verify County or State roadway, if so forward copies for review or FYI.
- Permanent paving to be completed upon completion of utility work and roadway widening (not at the end of the overall project). The extent of paving shall meet Resolution # 1312, dated October 5, 2005.
- Mylars are to be submitted (after preliminary approval) with engineer's stamp and SPW signature block.  
Developer / Contractor must designate and submit the name of the on site Traffic Manager to Salisbury Public Works 5 business days prior to start of work.
- The Traffic Manager must maintain the TCP at all times including weekends and holidays.
- Developer / Contractor must hand deliver a "Notice to Businesses and Residents" to all businesses and residents within the general vicinity of the TCP 5 business days prior to start of work. The notice must be on company letterhead and include the contact phone number and name of the traffic manager. A copy must be forwarded to Frank Ennis at Salisbury Public Works prior to implementation of TCP.
- Access to businesses and residences must be maintained at all times.
- Projected duration of work requiring TCP must be noted on the TCP drawings. Final submittal must allow for adequate time to obtain approval from the Mayor's Office, Salisbury Public Works Director or the City Council, depending on duration (i.e. water tie in ? days, sewer tie in ? days, storm drain work ? days, milling and paving ? days, curb / gutter and entrance work ? days, Total TCP Duration – ? days, etc., etc.).
- A public notice is to be placed in the "Our Town" section of the Daily Times for at least 3 consecutive days within 1 week prior to implementation of the TCP. The notice is to be a minimum size of 2" by 3 1/2". Contact Allison Greene at the Daily Times for a copy of the approved template on file. A copy of the notice is to be forwarded to this office prior to implementation of the TCP.
- The jobsite must be manned on a daily basis while the TCP is in place.
- A pre-construction meeting must be held on site a minimum of 5 working days prior to implementation of the TCP. Notify Frank Ennis @ (office) 410-548-3170 (cell) 410-430-2547 or by e-mail at [fennis@ci.salisbury.md.us](mailto:fennis@ci.salisbury.md.us) to schedule this meeting.

- ❑ The City reserves the right to recommend changes to the TCP as situations arise or conditions change.
- ❑ The work zone must conform to the Manual on Uniform Traffic Control Devices as well as the State Highway Administration Manual at all times.
- ❑ All traffic control devices are to be removed from view when not in use.
- ❑ Trenches are to be backfilled or plated during non-working hours.
- ❑ All disturbed pavement markings shall be replaced.
- ❑ All flaggers shall be ATSSA certified.
- ❑ The owner / contractor must give 10 days notice prior to start of work to: City Public Works Dept. (Frank Ennis), Wicomico County Emergency Services, and Wicomico County Board of Education's Transportation Dept...

Thank You,

*Frank Ennis*

Frank Ennis, Manager

Construction / Technical Support