

## **Guidelines for Traffic Control Plan Preparation**

These guidelines are for preparing Traffic Control Plans (TCP's) within the City of Salisbury. Closely following these guidelines will result in a more expeditious approval of a TCP. Our experience indicates that these guidelines help develop an acceptable TCP that minimizes inconvenience to the public while assuring safe conditions for workers and all road users including pedestrians and bicyclists.

The involvement of Salisbury Public Works in the development of a TCP is limited to review and approval. The preparation of a TCP is the full responsibility of the preparer. A TCP will be returned unapproved with only general comments if the TCP cannot be implemented and is not professionally prepared.

1. The preparation and concepts of the TCP shall follow those stipulated in the most recent edition of the Manual of Uniform Traffic Control Devices (MUTCD) as well as Maryland's Standards and Specifications for Construction and Materials.
2. Field checks of the construction site are mandatory prior to and during the preparation of a TCP. It is our experience that inadequate TCP's are prepared in the office without a field investigation by the person preparing the TCP. In addition, it must be recognized that many of the necessary traffic control devices are located outside the construction limits of the project.
3. Specific drawing scales that are appropriate shall be used to adequately show the locations of intersections within the work zone and advance construction signs, the dimensions for the placement of channelizing devices and pavement markings, or other phases of construction as required.
4. Any considerations for the closure of a road must be carefully reviewed and justified with respect to both the necessity as well as the impact of the closure to the public. Justification for closure, including a detailed analysis of alternatives considered, must be submitted in writing to Salisbury Public Works for review. If acceptable, the recommendation will be forwarded to the Director of Public Works for appropriate action.
5. References to typical drawings, taper tables, and illustrations, in the MUTCD or SHA typical applications, are usually insufficient for use on a specific project. Specific sign messages, sign sizes, taper lengths, barricade or traffic drum spacing, types of barricades, typicals for barrier connections, etc., must be site specific and shown on the TCP drawings. Special coding of signs (other than MUTCD numbers, R1-1, etc.) will not be accepted. Typical urban situations are difficult to find in the "real world." Closely spaced intersections, short road lengths, short block lengths, traffic signals, the presence of commercial driveways, and variable road widths must be illustrated on TCP drawings. All sign spacing, taper lengths, and device spacing should follow those found in Maryland's Standards for Specifications for Construction and Materials typical applications.

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6. All special traffic signs (non-standard MUTCD signs) must be designed. Design details required are typical of those shown in the MUTCD supplement Standard Highway Signs and Maryland Sign Standard Book. If you are not strongly familiar with these books, you must obtain services of those who are qualified to prepare your TCP.
7. It is the responsibility of the contractor to replace any pavement markings disturbed during construction. Any work that is expected from City of Salisbury crews must be requested and approved in writing in advance of being shown on the TCP. With the exception of centerlines, edge lines, and skip lines, all other pavement markings shall be preformed thermoplastic materials with reflective glass beads. Any pavement marking changes or additions must be specific with respect to line widths, placement of arrows and stop bars, and any other dimensions necessary, to assure the proper installation of the pavement markings. All line striping shall be performed using traffic paving paint with reflective glass beads. All pavement markings must be pre-approved by the City.
8. It is expected that the required engineering will be completed for a successful TCP prior to the submittal for review by the City. The TCP must be included with the Preliminary Site Plan submittal, (when applicable). The TCP must be submitted on a separate sheet. The TCP must be approved by DPW as part of the Site Plan approval. TCP approval by the State of Maryland and Wicomico County may be required when entering upon or approaching roadways maintained by either jurisdiction. They must include all special provisions and appropriate TCP drawings. The TCP sheet shall include the following statement accompanied by a signature block containing the signature of a registered professional engineer or professional land surveyor (registered in Maryland).

**“I hereby certify that this plan has been prepared under my supervision and in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways for Maryland requirements, latest edition. I further certify that to the best of my ability the plan features the minimum amount of traffic disruption necessary to complete the work in and along the public roadway”.**
9. The signature of the Public Works Director will be required on the original drawing of the approved plan. For this purpose, a signature block must be provided on the original drawing sheets in the approved location, lower right hand corner.
10. The City of Salisbury reserves the right to modify or add to these guidelines at any time.

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11. Contractor shall be responsible for notification to vehicular traffic for all freshly painted road surfaces.
12. If a Preliminary Site Plan is not required by Salisbury Public Works, two (2) sets of the TCP shall be delivered to the City DPW attention Mr. Frank Ennis, 410-548-3170. Once all requirements have been satisfied through the review and comment process, Mr. Frank Ennis will contact you to request the Mylars for approval and signature. Provide one (1) set of prints with the Mylars. This will be considered a “Pre-Final” stage of the plan submittal. You will be contacted to pick up the signed Mylars and will prepare five (5) sets of the signed TCP for submittal to Mr. Frank Ennis. The TCP sheet shall include the following statement accompanied by a signature block containing the signature of a registered professional engineer or professional land surveyor (registered in Maryland).

**“I hereby certify that this plan has been prepared under my supervision and in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways for Maryland requirements, latest edition. I further certify that to the best of my ability the plan features the minimum amount of traffic disruption necessary to complete the work in and along the public roadway”.**

## **General Notes**

1. All traffic control devices shall conform to the latest edition of the MUTCD and Maryland's supplements.
2. All traffic control devices will be furnished by the contractor and removed from view when not in use.
3. Trenches will be back filled or plated during non-working hours.
4. When applicable, pedestrian controls should be addressed.
5. Access to driveways will be maintained at all times unless other arrangements are made.
6. The contractor will replace all striping removed or damaged.
7. All flaggers must be ATSSA certified and adhere to all of Maryland's standards for flagging.
8. The contractor will maintain all traffic control devices 24 hours per day and 7 days per week. Prior to start of construction, the contractor shall designate and submit to the City, the name of the person designated as the traffic manager with current emergency contact phone numbers.
9. A minimum of 11-foot travel lanes will be maintained, unless otherwise approved.

The following are evaluated on a case-by-case basis dependant upon factors including traffic impact, residential impact, commercial impact etc. that the City may require.

- Notice in local newspaper. Description of ad, as well as duration, location and verbiage will be provided.
- Handbills delivered to residents and or businesses affected by roadwork.
- PVMS (portable variable message board) location, number required, and message will be provided.
- Notice to School Board, Central Alarm, and TRAFFAX.