

TRAFFIC CONTROL PLANS Checklist & Guidelines



Department of Engineering
City of Newport News
For more Information call (757) 933-2311

Revised April 2016

“Is there anything else?”

These elements are required for the review and approval of the Traffic Control Plan. However, the TCP is only one part of obtaining your Right-of-Way Permit, which is needed to do any work in the City’s Right-of-Way. Other information that you may need to submit could include:

- Are grading operations involved? If so, proposed slope of the pavement, shoulder and/or ditch.
- Describe the work to be performed. Are there any open travel way cuts? If so, how many? Define the length, width and the proposed pavement restoration detail.
- Are trees or other City landscaping being removed? If so, then landscape restoration is necessary.
- Does the work involve any type of underground installations? If so, what is being installed, what is the exact location and dimension of the installations, what is the material type, what is the depth of covering material as well as the design and location of identification indicators.

References

City Supplement to VWAPM

www.nngov.com/engineering/pdf/eng-trans/eng-transsupplement

Virginia WAPM:

www.virginiaidot.org/business/resources/1-WEBwapmCOVER.pdf

Advance Warning Sign Spacing: Page 6C-4

Taper Length: Page 6C-7

Buffer Space: Page 6C-5

Channelizing Device Spacing: Page 6F-33

MUTCD: www.mutcd.fhwa.dot.gov

Newport News GIS:

www.gis.nngov.com/gis/default.aspx

Work Hour Restrictions:

www.nngov.com/engineering/resources/workrest

11. In some cases, where field conditions match exactly, a standard typical may be marked up and used as the first diagram. Custom TCP’s shall be drawn legibly; using either ink or computer generated graphics.
12. Indicate locations of construction signs, barricades and channelizing devices.
13. Show all parking restriction zones, as appropriate (i.e. 2 hour parking, loading zone, handicap parking, etc.).
14. If sidewalk space is to be obstructed, signs and barricades will be required to direct pedestrians through or around the construction work zone and shall be shown on the TCP.
15. Expected duration (from set-up through removal of traffic control), as identified in the VWAPM (Long Term, Intermediate Term, Short Term, Short Duration or Mobile).
16. Construction start date and time.
17. Provide the Work Hour Restrictions for this work zone. This information can be found on-line or by calling the Transportation Division at (757) 926-8611. Activities that require a multi-lane closure, a full road closure or a single lane closure that cannot be properly secured to allow normal traffic operations to resume during restricted work hours shall require approval from the Director of Engineering or designee.
18. Attach the City of Newport News Traffic Control Plan Standard General Notes.
19. Indicate contractor’s name, address and telephone number. Include name and telephone number of the 24-hour emergency contact person representing the contractor.

A SAFE WORK ZONE STARTS WITH A CLEAR PLAN.

The basic objective of each traffic control plan (TCP) is to permit the contractor to work within the public right of way efficiently and effectively, while maintaining a safe, uniform flow of traffic. Both construction work and public interest must be given consideration when developing a traffic control plan. When considering the public, attention must be given to all aspects of travel (vehicular, bicycle, and pedestrian) through the work zone.

The City of Newport News requires any contractor, firm, corporation, or other public/private agency to prepare a traffic control plan and obtain the City's approval of that plan as part of the right-of-way permit when construction, repair, or maintenance work is to be conducted on over or under, the City's right-of-way.

TCP's shall be consistent with the provisions found in the Virginia Work Area Protection Manual (VWAPM), The City of Newport News Supplement to the VWAPM or the Federal Manual on Uniform Traffic Control Devices (MUTCD) and must be submitted to the Department of Engineering Permits Office.

TCP's are a required and necessary component of most work zones and may be the single most important tool for safe and effective traffic control operations. The following information is provided to assist in establishing uniformity in the development of complete TCP's. This checklist shall be used as a guide to ensure that all of the required elements are covered, and when used, will help expedite the plan review process.

“What information is needed?”

Data to be included on a traffic control plan will vary depending upon the complexity of the project, the volume of traffic affected and the travel way (road, sidewalk, bike trail, etc.) geometrics where the construction is being performed. The TCP must clearly depict the exact sequence of the construction operation(s), the construction to be performed, and the travel way that will be utilized by all movements of traffic during each phase of construction.

Multiple phases of construction will require a separate traffic control plan for each different construction phase and/or operation. These guidelines were written to ensure that all of the basic elements of the traffic control plan are included, are clear to the reviewers, implementers in the field and the traveling public with the safety of all as the primary concern.

“But my project is simple, can I just give you a copy of the typical from the book?”

Each TCP must be developed specific to the actual construction work zone location and field conditions. The City makes every effort to issue permits in a timely manner. However, the more complicated traffic control plans may require additional time for review. Both the VWAPM and the MUTCD offer typical set-ups that can be modified for use to fit the actual work zone field conditions.

While covering a variety of work zone applications, these typicals do not take into account work zones in an urban environment with closely spaced intersections or dense commercial activity. The City has designed several typicals that can be used to supplement the VWAPM or MUTCD. All TCP's need to be reviewed in conjunction with the work zone field conditions to ensure appropriateness of use.

“What do I need to show on my Traffic Control Plan?”

1. The TCP shall show the work zone location. The TCP shall be comprised of two (2) diagrams, the first diagram shall be a detailed plan view (an aerial image may be used) that shows the entire length of the proposed traffic control set-up with all required/proposed devices and signage. The second diagram shall be a detail of the exact boundaries of the work zone, property lines (where appropriate) and street R/W lines.
2. Provide north arrow and scale or indicate NOT TO SCALE (N.T.S.).
3. Label all streets in the TCP to ensure proper orientation.
4. Show existing pavement markings, painted crosswalks and bike lanes; include total roadway widths, individual lane widths, parking lane widths, median dimensions, etc.
5. Show all existing traffic signals and street lights in the work zone location.
6. Show existing curbs, gutters, sidewalks, driveways and intersections in the construction work zone including areas affected by taper transition.
7. Indicate posted speed limits and show other traffic signs (i.e. Stop, Yield, Bus Stop, etc.).
8. Show location and dimensions of the construction work zone.
9. Show staging area, materials storage area and construction entrances, as appropriate.
10. Provide corresponding VWAPM dimensions for: Advance Warning Sign Spacing, Taper Length, Buffer Space & Channelizing Device Spacing.