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City of Alameda
Pedestrian + Traffic Control Plan

Public Works Department – Permit Center
2263 Santa Clara Ave, Rm 190, Alameda, CA 94501
Main: (510) 747-6800 Fax: (510) 865-4053

PTCP Application Form and Checklist

Submittal Date: _____ New Submittal Re-Submittal No: _____

Related Encroachment Permit No. _____

Location of Work: _____

Description of Work in Public Right-of-Way: _____

Related to a Development Project? Yes, Project Name _____ n/a

Applicant Name / Contact Person: _____

Company Name: _____

Phone: _____ Email: _____

Address: _____

A Pedestrian + Traffic Control Plan (PTCP) is a component of an approved Encroachment Permit.
An approved PTCP permits a contractor or owner to work within the public right-of-way efficiently and effectively, while maintaining a safe, uniform flow of traffic for pedestrians, bikes, motor vehicles, and any other modes of transportation. Both construction work and public safety must be given consideration when developing a PTCP. In addition, when considering the public, equal access must be given to all aspects of travel through the work zone including—pedestrians, bicyclists, motor vehicles, and other modes of transportation.

Initial Applicant shall adhere to the following requirements:

- _____ The site specific Pedestrian +Traffic Control Plan (PTCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans. For traffic control plan references, see the CA MUTCD: <https://dot.ca.gov/programs/traffic-operations/camutcd>
- _____ Submitted PTCP meets all of the requirements listed in this Application Checklist. If City determines that ANY of the requirements of the checklist are missing, the application shall be deemed incomplete and returned for revision and resubmittal.
- _____ Each review cycle of PTCP is a MINIMUM of ten(10) business days and begins after a complete application is submitted and stamped “received” by City. If a PTCP fails to meet the requirements after two review cycles, any subsequent PTCP submittals shall be prepared and stamped by a State of California registered Civil or Traffic Engineer.
- _____ Minimum 72-hour notice and confirmed approval by a Public Works Inspector required prior to field Implementation of an approved PTCP.

- All affected residents, businesses, agencies, and schools shall be given a 72-hour notice prior to start of work and their access shall be maintained at all times.

Initial Pedestrian and Traffic Control Plan Minimum Requirements:

- PTCP shall be electronically drawn on 8.5" x 11", 8.5" x 14", or 11" x 17" paper only. Photocopied sections of the CA MUTCD or any other manual will not be accepted. All PTCP's shall be site specific and thoroughly detailed. Hand drawn PTCP's will not be accepted.
- City of Alameda PTCP General Notes are provided on the plans.
- Indicate contractor's name, address, and telephone number. Provide name and telephone number of the 24-hour contact person representing the contractor.
- Include details on construction activity and equipment being used as part of construction to assist in reviewing the adequacy of the proposed PTCP.
- Indicate planned work hours. Lane closures are not allowed anytime during weekends and weekdays before 9:00 AM or after 3:30 PM, without prior written approval by the City Engineer.
- Show the exact location and dimensions of the construction work zone. Show all streets in the work zone vicinity to ensure proper orientation. Include (a) north arrow and (b) true scale or Not to Scale.
- The PTCP shall show all existing traffic signals and traffic control signs, existing striping, pavement markings, crosswalks and bike lanes. Include full roadway widths, individual lane widths, bike lane widths, and median dimensions. Show and indicate existing curbs, gutters, sidewalks, driveways, intersections, parking meters, and bus stops in the construction work zone including areas affected by taper transition.
- Indicate locations of the construction signs (note signs CA MUTCD sign code and indicate sign size), barricades, cones, and any other temporary traffic control device. For each Flashing Arrow Board, include its size, panel display, and location on the PTCP.
- Show size, height and location of all channelizing devices, warning lights, flag trees, portable barriers, etc. All devices must meet standards specified by the CA MUTCD.
- Indicate posted speed limits. Label all taper lengths and widths, delineator spacing and sign spacing. All taper lengths and widths, delineator spacing and sign spacing shall be per CA MUTCD standards and nomenclature.
- Show all pedestrian and bicyclist entry, paths, and exits on the PTCP. Signs and barricades are required to direct pedestrians and bicyclists safely around the construction work zone and shall be shown on the PTCP. All signage must meet standards specified by the CA MUTCD.
- If a detour is required for pedestrians, bicyclists, motor vehicles, and/or other modes of transportation, the PTCP shall include mode specific detour information.
- All conflicting signs, striping and/or pavement markings shall be covered or removed during construction and shall be replaced when work is complete.
- For any impacts to public transit, Contractor shall provide pdf's of emails showing proof of coordination with the respective transit agencies, including, but not limited to AC Transit, San Francisco Bay Ferry, and Alameda Loop Shuttle.

Name & Signature of Applicant

Date



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Pedestrian + Traffic Control Plan

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PTCP General Notes

1. The site specific Pedestrian +Traffic Control Plan (PTCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.
2. The City, through its designated employees reserves the right to initiate field changes to assure public safety. This includes the implementation of additional traffic control measures while construction is in progress to address unforeseen field conditions.
3. Minimum 72-hour notice and confirmed approval by a Public Works Inspector is required prior to field Implementation of an approved PTCP.
4. All traffic control devices shall be removed from the public right-of-way when not in use, unless otherwise permitted.
5. Lane closures for motor vehicle, bicycle, and pedestrian traffic shall be limited to 9:00 AM to 3:30PM. Set up and break down shall not occur outside of these lane closure hours. These times may be more restricted if located in school zones.
6. Trenches shall be backfilled or plated during non-working hours and this includes for trenches in bike lane and sidewalk. If trench plates are used over open excavation, include “Steel Plates Ahead” warning sign.
7. A minimum eleven (11) foot travel lanes must be maintained at all times.
8. Pedestrian and bicyclist controls shall be provided on the PTCP.
9. Pedestrians and bicyclists shall have a safe route to walk or ride and shall be protected throughout the entire traffic control area. Pedestrian routes shall meet all ADA accessibility requirements per <http://ada.gov>.
10. Contractor shall provide adequate lighting for all pedestrian detours.
11. Existing construction site drainage shall not be hindered due to the project.
12. Contractor is fully responsible for the installation, maintenance, and removal of signs upon completion of work.
13. Temporary “NO PARKING” signs shall be posted 48 hours prior to work commencement. These signs shall be posted no more than 30 feet apart.
14. Contractor shall call Alameda Police Department (510) 337-8340 to schedule “NO PARKING” sign inspection. Contractor shall have signed inspection paperwork from the Police officer on site at all times. Failure to get Police Department inspection of signs in advance will prevent Police enforcement of parked vehicles.
15. “NO PARKING” signs are available for purchase at the City Hall Permit Center, Room 190. Only City of Alameda issued “NO PARKING” signs shall be used.



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PTCP General Notes

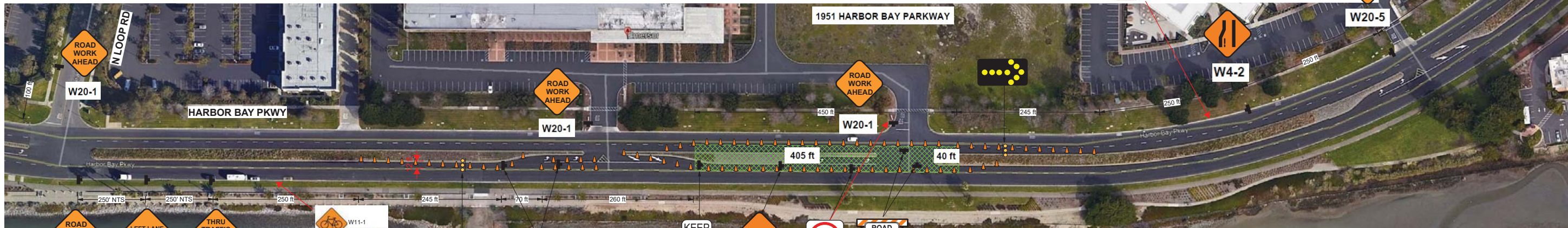
16. Access to driveways and transitstops/terminals shall be maintained at all times, unless permitted otherwise.
17. If public transit being impacted in any way during construction, the Contractor is responsible for informing transit agencies and coordinating with them accordingly.
18. Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days prior to beginning construction.
19. If the traffic signal loops are damaged during construction, contractor shall:
 - a) Immediately notify Public Works inspector
 - b) Within 72 hours,replace damaged loops per Caltrans specifications
 - c) Schedule inspection of the loop installation with City traffic signal technician(s)
 - d) Ensure traffic signal operations are fully restored as before and approved by City within 72 hours
20. The contractor shall make immediate temporary repairs to any street light and/or traffic signal conduit(s) damaged during construction. Permanent repairs shall be made within five (5) working days and approved by City.
21. Anysegment of pavement striping or legend(s) removed or damaged during construction shall be fully removed and then replaced with new, like-material within 24 hours. No partial or fill-in stenciling allowed.
22. Any curb painting that is removed or damaged during construction shall be repainted for the full section of that curb painting. Coordinate with Public Works Maintenance Service Center staff for appropriate color code.
23. Any permanent traffic sign that is damaged shall be replaced in kind.
24. Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Proper Underground Service Alert must be done before any new pole installation.
25. All certified flaggers shall be equipped with a hard hat,reflective vest, two-way radios, and “STOP/SLOW” paddle.
26. The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
27. All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.

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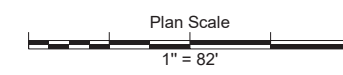
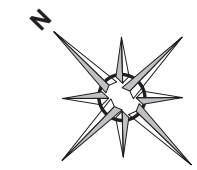
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 - Schedule inspection of the loop installation with City traffic signal technician(s)
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- All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.

EXAMPLE #1 PEDESTRIAN AND TRAFFIC CONTROL PLAN



Scope of Work

The project is to remove a portion of the existing concrete median and landscaping in the public right-of-way to allow for a new left-turn pocket on Harbor Bay Parkway into a driveway for the property at 1951 Harbor Bay Parkway.



LEGEND

	Flashing Arrow Board		Truck Entrance Route
	Flashing Arrow Board (Plan View)		Truck Exit Route
	Portable Flashing Beacon		Crash Cushion
	Type I Barricade		Concrete K-Rail Barrier
	Type III Barricade		Water Filled Barrier
	Type III Barricade (Plan View)		Not To Scale
	28" Traffic Cone		Tow-Away/No Stopping
	Temporary Delineator		Police Officer
	Work Area		Flagger
	Sign and Stand		Equipment
			Pipe to be installed

Table 6F-10(CA) Maximum Spacing of Channelizing Devices

Speed (mph)	Taper (feet)	Tangent (feet)	Conflict** (feet)
20	20	40	10
25	25	50	12
30	30	60	15
35	35	70	17
40	40	80	20
45	45	90	22
50	50	100	25
55	50	100	25
60	50	100	25
65	50	100	25
70	50	100	25
75	50	100	25

* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet. Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet. All other tapers are as shown. ** Use on intermediate and short term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.

Table 6C-3(CA) Taper Length Criteria for Temporary Traffic Control Zones (for 12 foot Offset Width)

Speed* S (mph)	Minimum Taper Length**			
	Merging (feet)	Shifting (feet)	Shoulder (feet)	Down Stream (feet)
20	90	60	27	50
25	125	63	42	50
30	160	66	50	50
35	245	123	62	50
40	300	160	69	50
45	340	210	180	50
50	500	300	280	50
55	660	330	220	50
60	720	360	240	50
65	780	390	260	50
70	840	420	280	50
75	900	450	300	50

* Posted speed limit, off-peak 85th percentile speed prior to work starting, or the anticipated operating speed in mph. ** For other offsets use the following merging taper length formula for L: For speeds of 40 mph or less, L=9S²/40 For speeds of 45 mph or more, L=WS

Table 6C-1. Recommended Advance Warning Sign Minimum Spacing

Road Type	Distance Between Signs**		
	A	B	C
Urban/Arterial - 20 mph or more	200 feet	100 feet	100 feet
Urban/Arterial - 25 mph to 40 mph	200 feet	100 feet	100 feet
Urban/Arterial - 45 mph to 60 mph	300 feet	150 feet	150 feet
Urban/Arterial - 65 mph to 80 mph	400 feet	200 feet	200 feet
Urban/Arterial - 85 mph to 100 mph	500 feet	250 feet	250 feet
Urban/Arterial - 100 mph or more	600 feet	300 feet	300 feet
Expressway - 100 mph or more	1,000 feet	500 feet	500 feet

* The column headings A, B, and C are the distances shown in Figure 6C-1 through 6C-4. The A dimension is the distance from the position or point of installation to the sign. The B dimension is the distance between the first and second sign. The C dimension is the distance between the second and third sign. The first sign in the sign advance shall be a W11-1. ** Minimum spacing between signs shall be 100 feet. *** Maximum downstream taper length is 100 feet. See Section 6C.08.

Contact

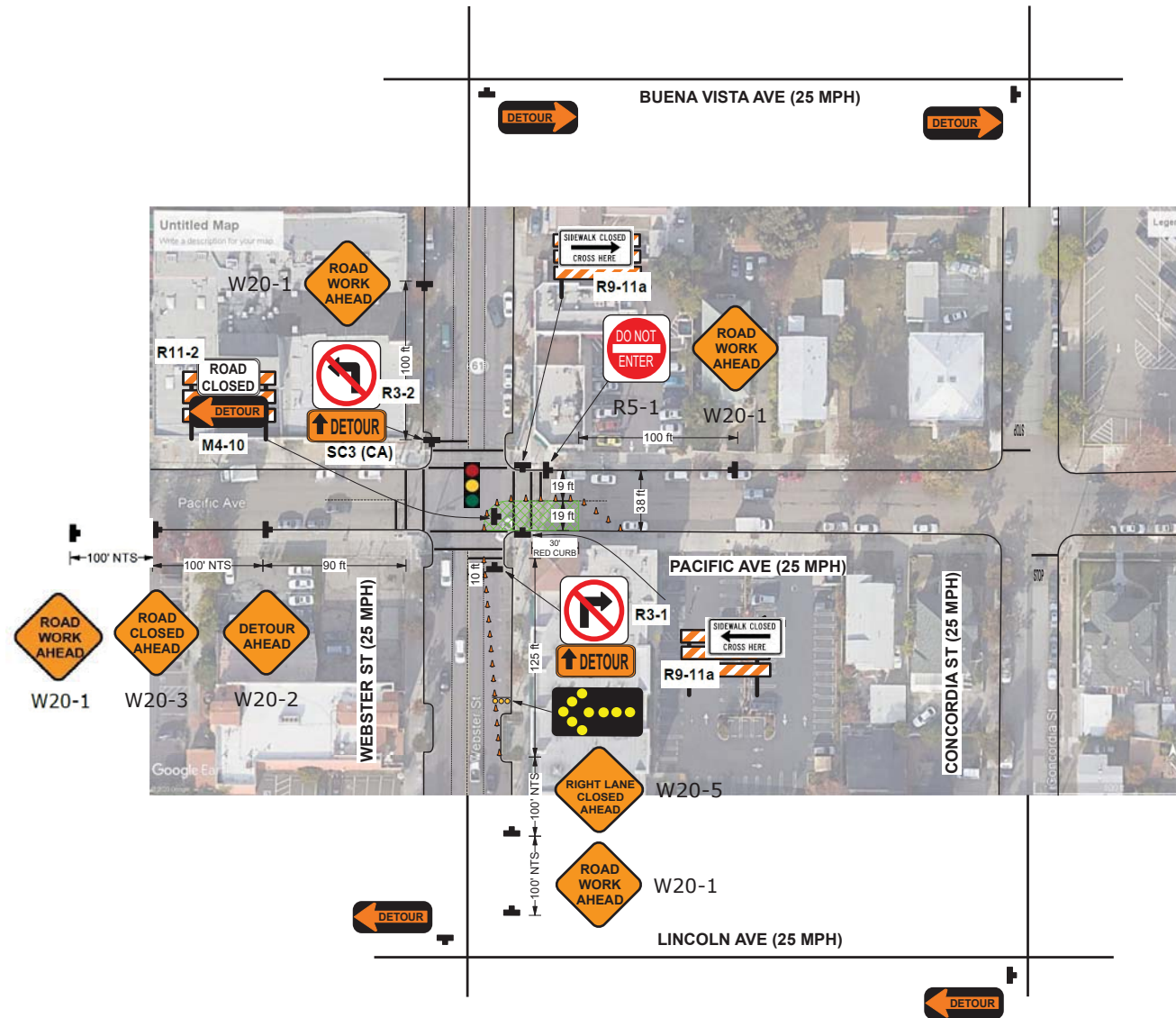
Contractor's Name: Company A
 Contractor's Address: 123 Main Street, Anywhere, CA 94501
 Contractor's Telephone Number: (510) 123-4567
 Contact Name: John Smith
 Contact Phone Number (24 hours): (510) 234-5678

Date: ALAMEDA	Project: TCP	Client:
Location: ALAMEDA	TCP:	Client job #:
CMC Job #:		
Comments:		
1) WORK HOURS: 7:00 a.m to 4:00 p.m.		
2) CONTRACTOR TO VERIFY EXISTING STRIPING IS ACCURATE PRIOR TO START OF WORK.		
3) ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF CA MUTCD.		
4) ALL TRAFFIC CONTROL DEVICES SHALL BE RETROREFLECTIVE IF SETUP DURING HOURS OF DARKNESS.		
Equipment Used		
List each equipment to be used		
Posted Speed Limit		
35 MPH		

EXAMPLE #2 PEDESTRIAN AND TRAFFIC CONTROL PLAN

PTCP GENERAL NOTES:

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- Existing construction site drainage shall not be hindered due to the project.
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- The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
- All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.



Legend

- Type III Barricade
- 28" Traffic Cone
- Delineator
- Pedestrian Barricade
- Work Area
- Sign and Stand
- Direction of Travel
- Concrete K-Rail
- Crash Cushion
- NTS Not To Scale
- T/ANS Tow-Away/No Stopping
- Parking Control Officer
- Flagger
- Type I Barricade
- Flashing Beacon
- (N) Sewer

Table 6F-101(CA). Maximum Spacing of Channelizing Devices

Speed (mph)	Maximum Channelizing Devices Spacing		
	Taper* (feet)	Tangent (feet)	Conflict** (feet)
20	20	40	10
25	25	50	12
30	30	60	15
35	35	70	17
40	40	80	20
45	45	90	22
50	50	100	25
55	50	100	25
60	50	100	25
65	50	100	25
70	50	100	25
75	50	100	25

* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet.
 ** Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet.
 All other tapers are as shown.
 *** Use on intermediate and short-term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.

Table 6C-3(CA). Taper Length Criteria for Temporary Traffic Control Zones (for 12 feet Offset Width)

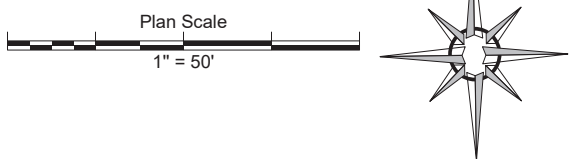
Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)			
	Merging L (feet)	Shifting L/2 (feet)	Shoulder L/3 (feet)	Down Stream (feet)***
20	80	40	27	50
25	125	63	42	50
30	180	90	60	50
35	245	123	82	50
40	320	160	107	50
45	400	200	140	50
50	500	250	180	50
55	600	300	200	50
60	660	330	220	50
65	720	360	240	50
70	780	390	260	50
75	840	420	280	50

* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph.
 ** - For other offsets use the following merging taper length formula for L:
 For speeds of 40 mph or less, L=WS/60
 For speeds of 45 mph or more, L=WS
 Where: L = taper length in feet
 W = width of offset in feet
 S = posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph
 *** - Maximum downstream taper length is 100 feet. See Section 6C.08.

Table 6C-1. Recommended Advance Warning Sign Minimum Spacing

Road Type	Distance Between Signs**		
	A	B	C
Urban - more than 25 mph or less***	100 feet	100 feet	100 feet
Urban - more than 25 mph to 40 mph***	200 feet	200 feet	200 feet
Urban - more than 40 mph***	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,000 feet

* - Based on design speed and posted speed limit.
 ** - The column headings A, B, and C are the dimensions shown in Figures 6C-1 through 6C-4E. The A dimension is the distance from the transition or point of restriction to the first sign. The B dimension is the distance between the first and second sign. The C dimension is the distance between the second and third sign. (The "first sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)
 *** - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or other anticipated operating speed in mph.



Scope of Work

The project is to perform a point repair on a sewer main by open cut on Pacific Avenue. Work in the public right-of-way will result in a detour to eastbound travelling vehicles on Pacific Avenue and detour pedestrians on the east side of Webster Street around the work zone.

Equipment Used

List each equipment to be used

Posted Speed Limit

25 MPH

Contact

Contractor's Name: Company A
Contractor's Address: 123 Main Street, Anywhere, CA 94501
Contractor's Telephone Number: (510) 123-4567
Contact Name: John Smith
Contact Phone Number (24 hours): (510) 234-5678

Date:	Author:	Project:
Client:	REV:	Location: ALAMEDA TCP:
CMC Job #:		
Comments:		
1) WORK HOURS: 9AM TO 3PM		
2) CONTRACTOR TO VERIFY EXISTING STRIPING IS ACCURATE PRIOR TO START OF WORK.		
3) ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF CA MUTCD.		
4) ALL TRAFFIC CONTROL DEVICES SHALL BE RETROREFLECTIVE IF SETUP DURING HOURS OF DARKNESS.		
5) MAINTAIN LOCAL ACCESS TO BUSINESSES AND RESIDENTS AT ALL TIME.		
6) THE CONTRACTOR SHALL NOT PREVENT OR DELAY THE OPERATION OF MASS TRANSIT VEHICLES AT ANY TIME.		
7) THE CONTRACTOR SHALL PERFORM THE APPROPRIATE MEASURES TO ENSURE THE SAFETY OF BICYCLISTS ON ALL STREET ON WHICH THERE IS CONSTRUCTION.		