

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Checklist for Traffic Control Plan Submittal

Revised 3/10/2010

Permit applicants are **required** to submit a traffic control plan at application intake, if the work involves impacts to arterial Right-of-Way (ROW) or on any streets within the High Impact Area defined as Mercer Street to the north, South Spokane Street to the south, Interstate 5 to the east and Elliott Bay to the west. This checklist should be used as a tool to create a traffic control plan (TCP) for submittal and approval by the City of Seattle Department of Transportation (SDOT).

1. General Requirements:

- Label plan: "Traffic Control Plan." Include Street Use permit number on top right corner of plan
- Note hours of work, and type of work.
- Include Contact name, company, phone and fax number on the plan.

2. Existing Conditions:

- Refer to City of Seattle Traffic Control Manual for In-Street Work. The latest edition of the manual is available at the SMT 23rd floor (Street Use) and 37th floor (Traffic Management) permit counters, or at the following link:
<http://www.seattle.gov/transportation/trafficcontrolmanual.htm>
- Utilize the channelization sketches whenever available as base map. These are available by contacting Street Use or Traffic Management. If a channelization sketch does not exist for the area of interest., you will be required to prepare a base map showing an accurate representation of the street layout including but not limited to information such as channelization lines, lane widths, curbs, sidewalks, ROW limits, adjacent property address to the work site, street names, centerline, north arrow.
- Note current business access and activities, special needs (e.g. schools, churches).
- Show physical features – grades, curves, medians.

- Note Metro (or other) bus stops and overhead trolley lines. You are required to contact King County Metro at (206) 684-2732 when either is present.
- Note bicycle lanes, and include alternative bike routing as part of the plan.
- Show existing traffic controls –e.g. speed limits, other street work, signals, all- way stops.
- Show visibility restrictions - e.g. street furniture, trees, poles, mailboxes.
- Coordinate traffic control at Seattle City limit with appropriate jurisdiction (King County Traffic Engineer, tel. 206-344-2696 or WSDOT – CTCO office, tel. 206-440-4471, or Shoreline at 206-546-5795).
- Show curb space use, such as load zones, parking restrictions

3. Temporary Traffic Control Revisions:

- Draw footprint of work zone, with dimensions, and location to fixed points such as crosswalks. Note that your work zone includes the staging area.
- Note on the TCP where pedestrians are blocked or affected. Route pedestrians with a minimum of 4' width pathway (add 18" buffer from curb face) and use of ramps.
- Show revised traffic lane widths (one lane each way shall not be less than 11' when each lane is adjacent).
- Note problems of access to abutting property and show mitigation.
- If work cannot be completed by end of shift, include after hours traffic control plan as separate attachment. Traffic conditions may vary throughout the day and week. You may be required to submit additional TCP if your work impacts more than one condition.
- Identify the type, number and location of signs, and channelizing devices, including any specially worded signs or other special devices which may be necessary. Note flaggers or Uniformed Police Officers.

www.seattle.gov/transportation



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