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## **POLICY**

### **Municipal Traffic Control Plan Review Standards**

A traffic control plan (TCP) is a graphic/text plan that describes traffic control to be used for facilitation of road users (drivers, bicyclists, and pedestrians, which include people with disabilities) through a temporary traffic control zone or an incident area. The degree of detail in the TCP depends entirely on the nature and complexity of the situation.

The purpose of this standard is to address the requirements for submitting a traffic control plan for review by the Municipal Traffic Department. For those needing a traffic control plan review on State of Alaska Right of Way, the permittee should contact the Alaska Department of Transportation and Public Facilities for approval.

#### **1. Traffic Control Plan (TCP):**

The traffic control plan shall address temporary or permanent placement of traffic control devices including location and type. All traffic control devices (including placement, size, mounting height, type, etc.) shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" published by the United States Department of Transportation, the State of Alaska Traffic Manual, and the Alaska Sign Design Specifications.

The TCP should indicate the date and time construction will start and an estimated ending date and time. Estimated dates and times shall also be shown for each phase of the project if there is more than one phase. The plan shall address pedestrian and bicycle traffic through or around the construction zone. The numbers of traffic control devices indicated on the approved TCP are considered a minimum. If existing conditions are deemed unsatisfactory or unsafe, the Municipal Traffic Engineer may require additional devices. Changes in the TCP resulting from unforeseen circumstances may be allowed or required by the Municipal Traffic Engineer. The contractor shall respond and make field changes as promptly as possible as the Municipal Traffic Engineer directs.

#### **2. Work Site Traffic Supervisor:**

If requested by the Municipal Traffic Engineer, the contractor shall:

- A. Provide the name and phone number for the Work Site Traffic Supervisor who shall be responsible for the contractor's maintenance of traffic operations on a 24-hour basis.

B. Submit documentation with the TCP confirming that the Work Site Traffic Supervisor meets the following minimum requirements:

- 1) Be currently certified as a Work Site Traffic Supervisor by the American Traffic Safety Services Association (ATSSA), or,
- 2) Be currently certified as a Work Zone Safety Specialist by the International Municipal Signal Association (IMSA), or,
- 3) Be currently certified as a Work Site Traffic Technician by ATSSA.

If the individual is certified under items 2 or 3 above, the individual must also have:

- C. A minimum of 12 months of supervisory level work in work site traffic control, or,
- D. One year responsible charge of such work. The term “responsible charge” shall be construed to mean: a position of accountability for the selection of devices and for their placement in the traffic control system, or for the continued operation of the system. Having persons that actually perform the labor under one’s control would satisfy this requirement. If requested, the individual must provide at least one reference, including current address and telephone number, for each project which “in responsible charge” experience is claimed.

The work site traffic supervisor shall inspect the condition and position of all traffic control devices in use on the project daily (larger projects may require more frequent inspection), and ensure that all traffic control devices are in proper working order, clean, visible, and conform to the approved TCP.

### **3. Advertisement/Public Notice:**

Advertisement and/or public notice requirements shall be based on roadway classification as indicated by the Official Streets and Highway Plan (OSHP) prepared by the Municipality of Anchorage Transportation Planning Division.

- A. Streets listed as minor arterials and higher shall require a minimum advertised public notice seven days in advance of the closure for the days and times the street will be closed and 72 hours of “on site” notice prior to the closure. The public notice will be advertised through the Municipality of Anchorage’s construction project and road closure website ([www.anchorageroads.org](http://www.anchorageroads.org)) and subscriber mailing list.

- B. Streets listed as collectors shall require a minimum of 72 hours of “on site” notice prior to the closure.
- C. All other streets will not require a published advertisement.

The published advertisement shall be displayed through the Municipality of Anchorage’s ‘Anchorageroads.org’ website and subscriber mailing list. The contractor shall provide the Municipal Traffic Department with detailed traffic information, the contractor’s name and effective dates of the closure. The Municipal Traffic Department will publish the information electronically on a weekly basis until the completion of the project. The “on site” advertisement shall consist of changeable message boards or a similar approved notification to motorists and pedestrians. All advertisements shall be promptly canceled after they have served their purpose.

#### **4. Completion of Work:**

Following the completion of work or winter shut-down, all unnecessary traffic control devices shall be removed. Sign panels that may be needed again may be entirely covered with either metal or plywood sheeting. The Municipal Traffic Engineer may require a TCP specifically for winter shut-down operation of the construction zone.

#### **5. Submittal:**

TCPs often require coordination and communication with multiple contractors, utility companies or other agencies. For this reason, streets listed in the OSHP must be submitted for adequate review times. The Municipal Traffic Department requires a minimum of 3 days for TCP review time for streets with the following classifications:

- A. Minor arterials and higher must be submitted at least 10 days prior to the scheduled closure (3 day review time, 7 day advertisement/public notice time).
- B. Streets listed as collectors must be submitted no later than 6 days prior (3 day review time, 3 day advertisement/public notice time).
- C. All others must be submitted no later than 3 days prior (3 day review time, no advertisement/public notice required).

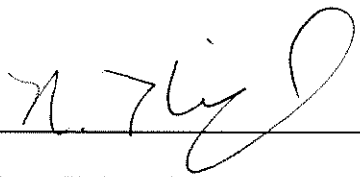
#### **6. Emergency Excavations & Road Closures:**

In cases of emergency excavations or road closures (which may only be authorized by the Director of Development Services, ref. AMC 24.30.140) the contractor may commence work without an approved TCP, though all traffic control for the emergency work must be in compliance with all applicable federal, state, and municipal rules and regulations. When the emergency excavation or road closure has been commenced, the person making such

excavation or road closure shall secure a permit and approved traffic control plan therefore on the next working day.

**7. Hold Harmless and Indemnity Agreement:**

When a TCP involves the routing or detouring of vehicular and/or pedestrian traffic onto private property, a Hold Harmless and Indemnity agreement must be agreed upon between the contractor and the private property owner for the duration of the project. The agreement must then be submitted to the Municipal Traffic Department.



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