



The following checklist items provide minimum requirements for Traffic Control Plans(TCP) submittal. Any items below that are missing will result in a rejected TCP and requires a re-submittal. This will add up to additional three weeks for a TCP re-submittal review. Traffic Control Plans need to be site specific and include the following information below:

1. Name of project.
2. Name of requester and entity (person and company/division, etc.).
3. What type of work? (i.e., subdivision, access connection, waterline crossing, etc.).
4. TCP **clearly shows the actual lane configuration** (and sidewalks when applicable) and lane and shoulder widths if available.
5. Work Zone locations accurately sketched on TCP, dimensions included. Show sequential arrow signs, TMA or protective vehicle, flaggers, sign locations, etc. in the TCP plans as applicable.
6. Vicinity map with north arrow included.
7. North arrow and scale (or not to scale) on the TCP. Include a legend referencing symbols used on TCP
8. Provide all applicable taper lengths, sign spacing, and channelization device spacing and buffer data.
9. Indicate locations of driveways and signalized and non-signalized intersections.
10. Indicate proposed work hours and days and whether work will occur daily, nightly or around the clock.
11. List the name, telephone number and email of the person who prepared the TCP.
12. Indicate posted speed limit and milepost range the work falls within.
13. Open space on the TCP for ‘Approval’ stamp (2” x 2”±).
14. Indicate if phasing or staging is required.
15. Show all streets within sign limits shown and named.
16. Address pedestrian, bicycle and ADA traffic through Work Zone.
17. Address protection of drop-offs and abrupt edges per Standard Specifications.
18. Show any removal of permanent striping or permanent traffic control features.
19. List the name, 24 hour telephone number, and the e-mail address of the Owner’s or
20. List the name of the contractor’s Traffic Control Supervisor.

**ALL TCP PLAN SHEETS  
MUST BE  
11" X 17" SIZE PAPER  
NO SMALLER THAN 10 pt. FONT**