

**CITY OF SALISBURY TRAFFIC CONTROL PLAN CHECKLIST**

PROJECT: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

REVIEWER (S): \_\_\_\_\_ DATE: \_\_\_\_\_ TCP SUBMITTAL #: \_\_\_\_\_

**1. Include a title sheet to the drawing set that contains the following:**

- 1.1. The projected duration for each category of work within City Right of Ways and Easements including water, sewer, storm drain, milling & paving, roadway striping, curb & gutter, etc. Include 10% ± for inclement weather, 7 day cure for concrete i.e. curb / gutter / etc. prior to milling / paving and the total number of calendar days anticipated to complete the aforementioned work.
- 1.2. A key map showing the entire job site and the location of each phase of the TCP along the jobsite with each phase limit clearly visible and labeled.
- 1.3. A location map shall be 1"=1,000' and vicinity map shall be 1'=2,000'.
- 1.4. The following standard notes shall be shown on the cover page:
  - 1.4.1. All traffic control devices will be furnished by the contractor and removed from view when not in use.
  - 1.4.2. Pedestrian traffic shall be detoured around all work zones.
  - 1.4.3. All flaggers must be ATSSA certified (Maryland specific) and adhere to all of Maryland's standards for flagging.
  - 1.4.4. The contractor will maintain all traffic control devices 24 hours per day and 7 days per week. Prior to start of construction, the contractor shall designate and submit to the City, the name of the person designated as the traffic manager with current emergency contact phone numbers.
  - 1.4.5. A public notice is to be placed in the Daily Times for at least 3 consecutive days within 1 week prior to implementation of each phase of work and or gaps in work greater than 5 days of the TCP. Each notice shall be a minimum size of 1 ½" wide by 3 ½" tall. A copy of each notice shall be forwarded to SPW for approval prior to implementation of each phase of the TCP.
  - 1.4.6. The work zone must be manned on a daily basis while the TCP is in place.
  - 1.4.7. The work zone and all traffic control devices must conform to the latest version of the Maryland Manual on Uniform Traffic Control Devices at all times.

- 1.4.8. A minimum of 13-foot travel lanes shall be maintained. (13' width is measured from the edge-of-barrel/cone to edge-of-barrel/cone or to face-of-curb). A minimum 5' of clearance must be maintained between any open manholes or trenches and the travel lane.
- 1.4.9. Trenches are to be backfilled and suitable for vehicular and or pedestrian traffic during non-working hours.
- 1.4.10. Access to businesses and residences must be maintained at all times.
- 1.4.11. All disturbed pavement markings shall be replaced in accordance with chapter 3 of the Maryland Manual on Uniform Traffic Control Devices. The City reserves right to modify the extent of striping requirements as necessary. Double line striping is considered to be integral.
- 1.4.12. Resolution # 2000 The City of Salisbury Street Closure Rules to Supplement the City of Salisbury Municipal Code and Resolution # 2298 City of Salisbury of Salisbury Policy for the Repair of Streets and Rights of Way must be adhered to at all times.
- 1.4.13. The Contractor must hand deliver a "Notice to Businesses and Residents" to all businesses and residents within the general vicinity of the TCP 5 business days prior to start of each phase of the work. The notice must be on company letterhead and include the contact phone number and name of the traffic manager and a brief description of what citizens can expect (i.e. noise, 1-lane traffic, etc.). It is also to contain the name and phone number for a designated Salisbury Public Works contact which will be provided at the pre-construction meeting. A copy must be forwarded to Ron Wells or Frank Ennis for approval prior to distribution.
- 1.4.14. The City reserves the right to require modifications to the TCP as necessary for public safety, to improve traffic flow or to correct deficiencies in the plan. Modifications shall be made at no cost to the City.
- 1.4.15. A pre-construction meeting must be held on site a minimum of 5 working days prior to implementation of each phase of the TCP. Notify Ron Wells at 410-548-5460, by email at [rwells@ci.salisbury.md.us](mailto:rwells@ci.salisbury.md.us) or Frank Ennis at 410-548-5460, by e-mail at [fennis@ci.salisbury.md.us](mailto:fennis@ci.salisbury.md.us) to schedule this meeting.
- 1.4.16. The owner / contractor must give 5 days' notice prior to the start of each phase of work to: Salisbury Public Works (Ron Wells or Frank Ennis), Wicomico County Emergency Services, the Maryland State Highway Administration, Wicomico County Board of Education Transportation Dept. and Central Alarm as applicable.
- 1.4.17. Lane shifts and closures over 3 days in duration shall require existing striping to be blacked out and the appropriate colored temporary striping installed along the path of barrels & cones to indicate the revised travel path, per MDMUTCD. Striping shall be restored to its initial pattern once each phase of the TCP is completed.
- 1.4.18. All equipment must be FHWA Approved / NCARP – 350 Rated.

- 1.4.19. All signs, arrow boards, barricades, lights, flagmen, etc. needed for maintenance of traffic shall be furnished by the Contractor. All traffic control devices shall be properly maintained to insure that the general public's safety is never jeopardized. All traffic control devices are to conform and adhere to those specified and set forth in the Maryland Department of Transportation "New Work Zone Traffic Control" and/or "Maryland Manual on Uniform Traffic Control Devices for Streets and Highways."
- 1.4.20. Salisbury Public Works signatures are only applicable to work being performed within City of Salisbury Right of Ways and Utility Easements.
- 1.4.21. VMBs will be required along all roads leading to the construction area a minimum of 1 week prior to work starting work to notify the public of pending traffic pattern changes. VMB's shall remain for the entire duration of project, relocation may be necessary as construction progresses.
- 1.4.22. The contractor is responsible for obtaining permission from each property owner prior to the placement of signage or traffic control devices. The contractor must also call Miss Utility prior to the placement of any in-ground signage.
- 1.4.23. The TCP sheet shall include the following statement accompanied by a signature block containing the signature of a registered professional engineer or professional land surveyor (registered in Maryland).

"I hereby certify that this plan has been prepared under my supervision and in accordance with the Maryland Manual on Uniform Traffic Control Devices, latest edition. I further certify that to the best of my ability the plan features the minimum amount of traffic disruption necessary to complete the work in and along the public roadway".

## **2. The following general information should be utilized to generate the TCP:**

- 2.1. Provide Salisbury Public Works (Frank Ennis, Construction Management & Safety Manager and Michael S. Moulds, P.E. Public Works Director). Wicomico County Public Works and Maryland State Highway Administration signature/approval blocks if applicable on the appropriate sheets in the lower right hand corner. The signature block shall include the Salisbury Public Works Project and Contract Numbers.
- 2.2. Provide Wicomico County Public Works and Maryland State Highway Administration approvals (if applicable) with the initial submittal to Salisbury Public Works.
- 2.3. Provide each sheet in the TCP with a unique number and sequence the TCP in the order that the project will be constructed.
- 2.4. All sheets must be to scale and include a north arrow (MD State Grid 1983 NAD).
- 2.5. Include the Maryland Manual on Traffic Control Devices designation number with each sign shown on the plan.
- 2.6. Show and label the distance between signs, taper length, designated work zone area and length.

- 2.7. Show and label the travel lane widths.
- 2.8. Show and label the various agency corporate limits including, Maryland State Highway Administration, Wicomico County, the City of Salisbury, etc.
- 2.9. Show the specific channelization devices to be used on this project per figure 6F-7 of the MdMUTCD on Traffic Control Devices (latest edition)
- 2.10 Show and label all of the owners of the various properties adjacent to the path of construction.
- 2.11 Show all existing entrances and driveways adjacent to the path of construction.

**3. Reference this entire Checklist when creating TCP submittals / resubmittals.**

- 3.1. A traffic control plan (TCP) must be submitted to SPW. Guidelines for Traffic Control Plan Preparation are available in this office. The TCP must be included with the Preliminary Site Plan submittal on the standard size paper, 36" x 24". The site specific TCP must include the adjacent property owner's information. The TCP must be approved by SPW as part of the Site Plan approval. TCP approval by the State of Maryland and Wicomico County will be required when entering upon or approaching roadways maintained by either jurisdiction.
- 3.2. Show and label each trench width and length for proposed work on the plans.
- 3.3. Type 3 barricades shall be used for all road closures.
- 3.4. Include the Maryland Manual on Uniform Traffic Control Devices for Streets and Highways typical application templates for each phase of work.
- 3.5. Center lane closures and Figure 6H-18 (TA-18) will not be permitted except in rare cases. Any proposed center lane closures should be discussed with the City of Salisbury's designated engineer as early in the review process as possible to determine if the closure is acceptable with the Public Works Director.
- 3.6. Include roadway cross sections for each phase of work showing: channelizing devices, 1' offsets for vertical projections and 13' travel lanes as indicated in the standard notes.