

Seattle Permits

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

Checklist for Traffic Control Plan Submittal

Last Revised 12/14/07

Permit applicants are **required** to submit a traffic control plan at application intake, if the work involves impacts to arterial Right of Way (ROW). This checklist should be used as a tool to create a traffic control plan for submittal and approval by the City of Seattle (COS).

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 COS Traffic Control Manual for In Street Work, located at Street Use and Traffic Counters, or at the following link: <http://www.seattle.gov/transportation/trafficcontrolmanual.htm>
- Use COS channelization sketches whenever available as base map. If not available, use actual number of lanes and width of lanes, address, centerline and 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. Include call to Metro 684-2732 when either is present.
- Note bicycle lanes, and include alternative bike routing as part of 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 the 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 where pedestrians are blocked or affected. Route pedestrians with 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 traffic control plans 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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