



Seattle Department of Transportation
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CLIENT ASSISTANCE MEMO

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SEATTLE PERMITS - Part of a multi-departmental City of Seattle series on getting a permit

www.seattle.gov/transportation

CHECKLIST FOR TRAFFIC CONTROL PLAN SUBMITTAL

Last Revised 8/31/15

A Traffic Control Plan (TCP) is a safety plan for work in the public right of way (ROW). It is designed and used by all individuals and companies working on arterial streets. The TCP provides safe and effective work areas for people driving, walking, and biking nearby. It also warns, controls, protects, and facilitates the flow of vehicular, bicycle, and pedestrian traffic.

WHERE ARE TCP'S REQUIRED

You are **required** to submit a TCP with your permit application if your work impacts an arterial street in the ROW. Please note – there are occasions where a TCP may be required at the discretion of permit review staff if a project involves significant traffic impacts.

High Impact Area downtown - A TCP is also needed for permitted work on any street, both arterial and non-arterial, 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.

Hub Area - In addition, TCPs are typically required for any street, both arterial and non-arterial, in Hub areas where activities from multiple projects may congest construction and impact mobility.

This checklist should be used as a tool to create a TCP for submission to the Seattle Department of Transportation (SDOT) Street Use division.

BEFORE YOU SUBMIT

You will need to prepare information in advance of your application submittal. Complete traffic control information is required for submittal. Follow these steps:

- Obtain a Street Use Permit Application at www.seattle.gov/transportation/stuse_permits.htm or visit the Street Use Permit Services Counter in person. (Permit Services' physical address is listed at the end of this document.)
- Generate a channelization sketch base map for your subject area using the SDOT TCP Plan Map web tool at www.seattle.gov/transportation/ChanMap.htm
- Use this CAM to develop your TCP ensuring that all requirements are met.

TRAFFIC CONTROL PLAN REQUIREMENTS

1. Label your plan "Traffic Control Plan." If applicable or available, include your Street Use permit number on the top right corner of the plan
2. If work cannot be completed by the end of a work shift, include an after-hours TCP as a separate attachment. You may be required to submit additional TCPs if your work impacts more than one traffic condition – a change in work and/or construction footprint will require a different TCP
3. Note your hours and type of work on your plan
4. Include contact person name, company, phone number, fax number and email address on the plan

Access to Information

Client Assistance Memos are available online at: www.seattle.gov/transportation/stuse_home.htm. Paper copies of these documents are available at our Permit Services Counter located on the 23rd floor of the Seattle Municipal Tower at 700 5th Avenue in downtown Seattle; phone number (206) 684-5253.

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

DENOTING EXISTING STREET/ROW CONDITIONS

- Refer to the City of Seattle Traffic Control Manual for In-Street Work. The latest edition is available at www.seattle.gov/transportation/trafficcontrolmanual.htm
- Use a channelization sketch as a base map.
 - If a channelization sketch does not exist for the area of interest, or if the SDOT TCP Plan Map web tool does not reflect current field conditions, you must prepare a base map with accurate representations of the street layout including, but not limited to:
 - > Channelization lines
 - > Lane widths
 - > Curbs
 - > Sidewalks
 - > ROW limits
 - > Adjacent property addresses
 - > Street names
 - > Street centerline
 - > A north arrow
- Note current business access and activities like schools and churches
- Note physical features like grades and curves
- Note bus stops and overhead trolley lines, and contact King County Metro.
 - If trolley wires are present, call (206) 477-1150 or email trolley.impacts@kingcounty.gov
 - If trolley wires are not present, call (206) 477-1140 or email construction.coord@kingcounty.gov
- Note bicycle lanes and include alternative routes
- Show existing traffic controls
- Show visibility restrictions like trees and poles
- Coordinate traffic control with one of the appropriate jurisdictions:
 - King County Traffic Engineering at (206) 296 6590
 - Washington State Department of Transportation (WSDOT) – Construction Traffic Coordination Office (CTCO) at (206) 440-4471
 - City of Shoreline Traffic Engineer at (206) 801-2431
- Show curb space use, such as load zones and parking restrictions
 - **Carpool spaces shall be reserved and replaced**; contact Nathaniel Frost in SDOT Commuter Services at (206) 684-5312 or nathaniel.frost@seattle.gov.

- **Reserve pay station** areas through Traffic & Parking Permits:
 - Call:** (206) 684-5086
 - In-Person:** Seattle Municipal Tower
700 Fifth Ave, Floor 37
Seattle, WA 98104
- For **removal of pay station** areas, contact Bob Burns at (206) 684-5370 or bob.burns@seattle.gov. Please allow at least 10 working days for processing.

TEMPORARY TRAFFIC CONTROL REVISIONS

- Draw the footprint of the work zone that includes dimensions and locations of fixed points such as crosswalks. Note your work zone's staging area.
- Note where pedestrian routes are blocked or affected. Pedestrian routes must be at least 4' wide, with an additional 18" buffer from the curb face. Ramps are required.
- Show revised traffic lane widths:
 - One lane each way is required
 - Each lane must be at least 11' wide when lanes are adjacent
- Note any potential access problems for bordering properties and label alternative access points and routes
- Note sign and channelization device type, number and location. Include specially-worded signs or other necessary special devices.
- Note intended locations of flaggers or police officers
- Submit Haul Routes to Traffic Permits and Commercial Vehicle Enforcement Supervisor Don Smith at don.smith@seattle.gov

SUBMIT YOUR TCP

- To SDOTPermits@seattle.gov
- Or in person at our **Street Use Permit Services Counter** 700 5th Ave, Suite 2300 Seattle, WA 98104

Counter hours of service:

- Monday, Wednesday, and Friday, 8 AM – 5 PM
- Tuesday and Thursdays 10:30 AM – 5 PM

No payments accepted after 4:30 PM