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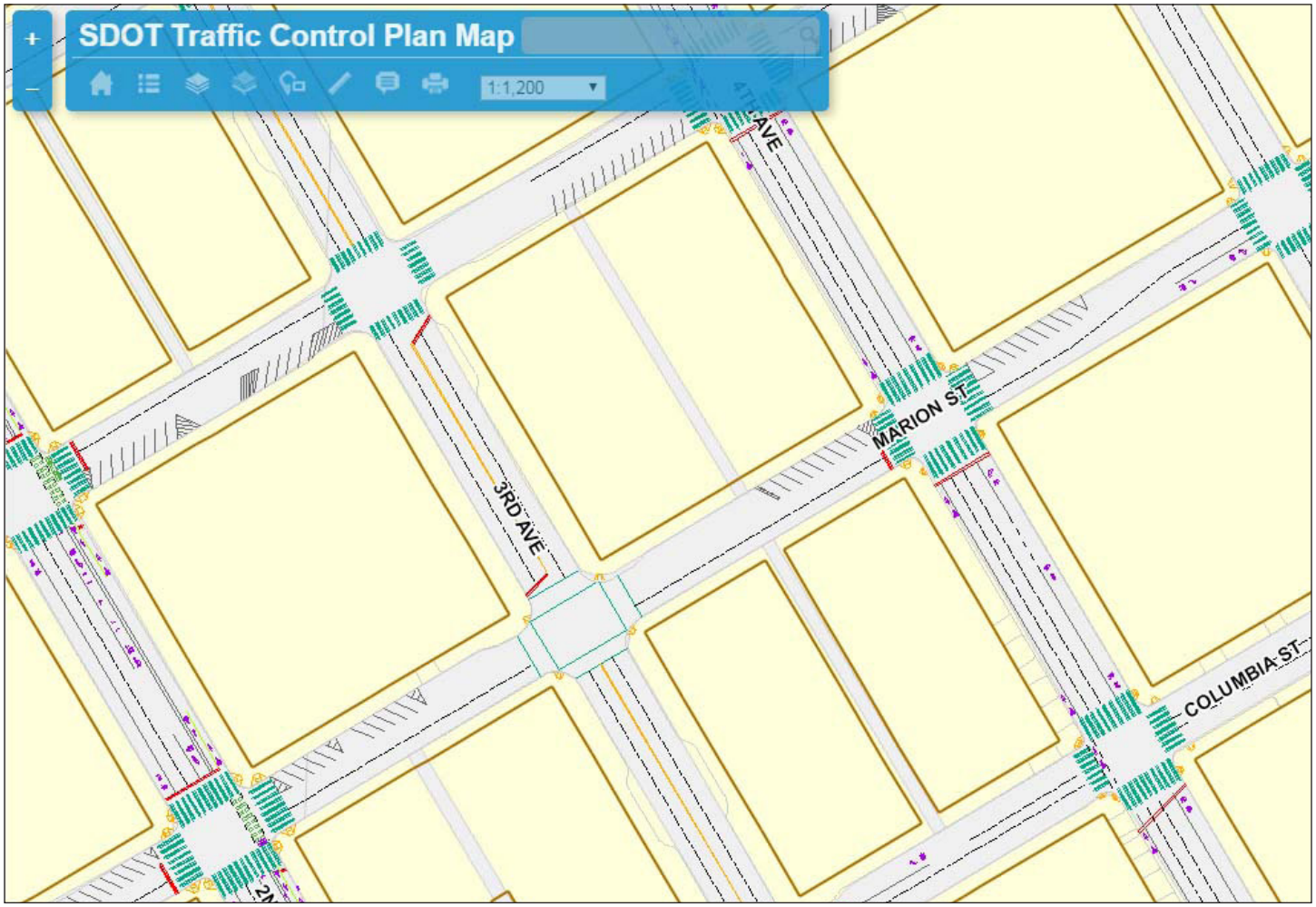
SDOT ONLINE TRAFFIC CONTROL PLAN BASE MAP USE INSTRUCTIONS

The Seattle Department of Transportation (SDOT) online **TCP Base Map** at http://web6/sdot/trafficcontrolplanmap/ allows customers to create a channelized base map for traffic control plans. It provides **specific map layers** for designing and developing **safer traffic control** around construction activity and project sites.

You can open the map in any web browser. It also works on tablets and smart phones.
*(Printing from various browsers/devices may require adjusting your printing settings. See the **printing section below** for more information.)*

THE TCP BASE MAP TOOL SHOWS:

- right of way boundaries (lines showing what is private property and what is public property)
- street markings or "striping," such as painted traffic lanes, bike lanes, and crosswalks
- sidewalks and the curb line
- street names
- widths of traffic lanes



ONLINE TCP BASE MAP USAGE STEPS:

1) **Find your location**
   - **Pan** – Hold down the left button on your mouse to move around on the map
   - **Zoom**
     - Use the mouse wheel to zoom in and out
     - **OR** Click on the blue **plus (+) and minus (-)symbol** in the upper left of the tool bar

     - **OR** Use the drop-down menu on the blue toolbar to select a different scale

     - **OR** hold down the SHIFT key and drag the mouse (zoom in); hold down SHIFT and CONTROL and drag the mouse to zoom out
   - **Search**

     - In the search box, enter an address (include "Seattle WA") and click on the magnifying glass icon at the right corner of the search box. For example: enter "800 5th Ave, Seattle WA." Do not enter an intersection—they are not searchable.
     - To zoom to a general area, enter a zip code and click on the magnifying glass icon.

2) **Get to know the map**

Legend – Explains symbols and lines on the map

Measure – Measure lines or polygon areas on the map; view latitude and longitude

Overview map – Vicinity map: shows where you are within the city

Map Information – Provides handy key strokes

3) **Set your options – REQUIREMENTS FOR TRAFFIC CONTROL PLANS**

Layers – Ensure all layers are checked TCPs submitted for review must show all layers

Basemap Gallery
There are 4 options for base maps:

1. **Streets** – For general use as a base map
2. **Buildings** – Useful for many projects as a base map - shows building footprints
3. **Aerial** – Not for general use; use only in areas where the channelization shown in the map is unclear (Note: Aerial photos reflect in-field conditions as of the year 2010)
4. **Topographic** – For information only; do not use this as a TCP base map

NOTE: Certain base maps are not available at certain scales. Also, new striping in the City may not be reflected on the map for up to 60 days after it has been installed.

4) **Scale**

- As you zoom in and out, you will notice that the scale dropdown also changes. Once you've located your area, **zoom to a view** that fully captures your work area and any additional areas where traffic control will be installed. Make sure the view you zoom to is:
  - Legible – clearly shows line work and lane widths
  - Relevant – is centered on the subject area
  - Complete – captures the subject area completely

- **IMPORTANT NOTES ABOUT SCALE AND PRINTING:**
  - The TCP Map web tool prints a map that is at scale
  - Depending on your specific printer settings and page margins, the tool will scale your map to accommodate whatever margins are set
  - An accurate scale bar will show on your printed map
  - Measure the scale bar with a ruler to determine what scale has been printed
  - Be aware that the **scale factor may not be an even number**. For example, the scale may print at 1 inch equals 32.5 feet. Measure the bar to determine your scale.

5) **Print Maps and Create .pdfs**

Print - Click on the print icon, a new view will open up that allows you to print a map sized at either:
  - 11 x 17 inches
  - 8.5 x 11 inches (letter)

Once you've selected either size, a print dialog box will open

- For printing, you may need to **adjust <u>two separate</u> settings:**
  1. adjust settings for your **printer** - printer preferences or properties
     a. File => Print => *Preferences or Properties*
        i. **Set the paper size** to match the print size you selected (11x17 or letter)
        ii. Ensure that **layout is** set to **landscape** (not portrait) (this setting may be under Printing Preferences => Printing Shortcuts => Orientation => Landscape)
        iii. **Print in color** (not grayscale)
        iv. Fit the plan on one sheet (you may need to select "shrink-to-fit" or "scale to fit" if "actual size" does not work)

     Make sure to click "Apply" all changes in your printing settings.

  2. adjust settings for your **web browser** - *page setup*
     a. File => Page Setup OR
     b. File => Print => Page Setup
        i. **Set the paper size** to match the print size you selected (11x17 or letter)
        ii. Ensure that **layout is** set to **landscape** (not portrait)
        iii. **Print in color** (not grayscale)
        iv. Fit the plan on one sheet (you may need to select "shrink-to-fit" or "scale to fit" if "actual size" does not work)

- **Create a .pdf** – When the print dialog box opens, select .pdf software from your printer list (such as Adobe PDF)

6) **Finish your TCP**
- Use **(CAM) 2111 Checklist for Traffic Control Plan Submittal** to design your TCP.

Contact Street Use Permit Services with questions. Remember to send all permit-related correspondence to sdotpermits@seattle.gov. Please include your permit number *(if known)* and your personal identification code *(if known)*.