

CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
TRAFFIC CONTROL PLAN REQUIREMENTS

1. Provide a site plan clearly showing the location of the proposed work area with respect to the Public right-of-way.
 - a. North Arrow
 - b. Street Names
 - c. Property lines
 - d. Property addresses
 - e. Public right-of-way boundary lines
 - f. Easement boundary lines
 - g. Existing sidewalk, curb & gutter, driveway approach, cross gutter, street median, street striping, traffic loops, landscape area, etc.
 - h. Show location of existing cabinets, manholes, pull boxes, power poles, fire hydrants, street signs, trees, etc. being accessed in the area.
 - i. Bus stops. Provide bus company name and contact number.
2. The title needs to reflect the project address and nature of the work for which the traffic control is needed.
3. Dimension all City right-of-way width(s). Include full alley, street, travel lane, and work area widths.
 - a. Show the work area width x length.
4. Include a complete legend for all traffic control signage being proposed. The legend shall show the sign and the identifier for the sign that is being used on the plan.
5. Include the following notes on the traffic control plan:
 - a. The Contractor shall obtain all required City encroachment permits from the Public Works Department before commencing any traffic control work in the public right-of-way, including lane closure. Contact (310) 524-2365 for permit requirements and associated fees.
 - b. The applicant shall repair any damage to public streets and/or sidewalks by construction vehicles traveling to or from the project site before the Public Works Encroachment Permit can be finalized.
 - c. All traffic control shall conform to the requirements of the Manual for Uniform Traffic Control Devices (MUTCD, Latest Edition) and the Work Area Traffic Control Handbook (WATCH, Latest Edition) manual.
 - d. The contractor shall post any No Parking or traffic warnings as necessary 72-hours in advance of the closure. The Contractor shall notify the Public Works Department of all approved planned traffic control lane closures 48-hours in advance to being implemented. Contractor to inform adjacent addresses a minimum of 1-week prior to work starting.
 - e. Show closure/detour times M-F 9:00am – 3:00pm
 - f. No Saturday work without prior Public Works Approval.
6. Provide a minimum 12-ft wide travel lane next to temporary traffic cones.
7. Show the addresses of all properties affected by the work.
8. Show the driveway approaches on both sides of the street that will be impacted by the construction/closure. Access to driveways shall be maintained at all times for residents/businesses.
9. Show the speed limit for the named streets.

10. For arterial streets, TCP must be designed, stamped, dated, and signed by a California Registered Traffic Engineer.
11. "No Parking" signs must be posted a minimum of 72 hours in advance. A photo with date stamp shall be submitted to the Public Works Department Encroachment Permit Coordinator on the same day of posting.
12. Contractor shall distribute Construction Notification Letters to the affected residents, businesses, and the public. At the minimum, notices shall include the project times, dates, working hours and description of project activities.
13. Contractor shall cooperate with other contractors and the City's personnel performing work in the vicinity, shall conduct its operations in a manner to prevent unnecessary delay or hindrance to their work, and shall coordinate its work with theirs to permit proper and timely completion of all projects in the area.
14. Address all corrections requested on the redlined plans.
15. Submit via email the redlined plans and previous corrections with the revised plans to your reviewer for further review.

Public Works staff will not perform over-the-counter plan checks. If you have questions, you can contact your Public Works plan checker via email or phone.