

# APPLICATION FOR TRAFFIC CONTROL PLAN

Transportation Services Fee: \$169/hour  
(Check or Money Order Only)



City of Oakland

Public Works Agency  
Transportation Services Division

- Check the box that apply:
- New Application (Utility, Excavation)
  - Renewal Application
  - New Development w/ Mgmt Plan
  - City of Oakland Project

## Please Read the Following Statements Below:

1. Processing time for a Traffic Control Application is a **minimum of 10 business days**.
2. Traffic Control review is scheduled **only on Tuesdays and Thursdays from 8:30am thru 11:30am by appointment only**.
3. A scheduled **appointment** by phone or email with a TSD staff member is necessary to discuss any and all traffic control application and plans.
4. Please **call ahead** to confirm that the traffic control application is ready for pickup @ 510-238-3467.
5. Businesses and residences adjacent to the work area must be provided **72 hour advance notice**.
6. A **completed** traffic control application may be faxed to (510) 238-7415.
7. **Incomplete** traffic control applications will not be processed and returned to applicant immediately.
8. The initial approval for a traffic control plan is 1 month, the renewal submittal may be approved up to 3 months.
9. The traffic control provision dates cannot be changed or extended if work has already commenced.
10. After receiving TSD approval of the traffic control application, contractor shall proceed to the Permit Center to "**Obstruction**" obtain an obstruction permit.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Describe type of work to be performed: \_\_\_\_\_

Location of work: \_\_\_\_\_ Between\* \_\_\_\_\_ And\* \_\_\_\_\_

Work date (s): \_\_\_\_\_  Mon-Fri  Sat-Sun Work Hours: \_\_\_\_\_ to \_\_\_\_\_

## Please Follow these Steps in Order to Complete a Traffic Control Plan:

**A. Drawing Area:** The full width of all streets adjacent to the site **MUST** be included in the drawing. Include the entire block in which your work is located for every street that is adjacent to your site.

**B. Include Street Names, Direction of Traffic on the Street, and North Arrow**

**C. Show Existing Number of Lanes in all Directions** (with any pavement arrows)

**D. Check the Box(s) that Apply:** All checked items **MUST** be shown on the drawing

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Lane Closure                               | <input type="checkbox"/> Use of Median    | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Street Closures (must provide detour plan) | <input type="checkbox"/> Use Parking Lane | (must provide pedestrian walk way)        |

**E. Show All Dimensions** of street widths (curb to curb), lane widths, sidewalk widths, and work area dimension.

**(Note: Traffic Control Application / Plans missing the above information will not be accepted or processed.)**

**F. Show the Name and Locations** of all advanced warning devices, flaggers, delineators, warning and construction signs to be used.

**RENEWAL PROCESS:** Resubmit a completed Traffic Control Application with the old approved plan (with the necessary modifications / changes to the plans).

**FOR HELP** in preparing a traffic control plan, see Temporary Traffic Control Pocket Reference Guide 2007, Work Area Traffic Control Handbook 2006, or the California Manual on Uniform Traffic Control (MUTCD) 2003, Chapter 6.

[http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca\\_mutcd.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm)

For City website: <http://www.oaklandpw.com/Page548.aspx>

\* Name the streets that are the boundaries of your work area.