



City of Palo Alto

Public Works Engineering
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REQUIREMENTS FOR TRAFFIC CONTROL PLAN SUBMISSION

A traffic control plan, consistent with the following generally applicable conditions, must be included in an approved permit from the CPA Public Works-Engineering Division, prior to starting work in the CPA public right-of-way. Below are some guidelines for producing this required plan:

1. The permit applicant shall submit traffic control plans to the CPA Public Works Department for approval at the time of the submission of the permit application.
2. This plan will include a schedule of construction showing each phase of work and the anticipated method of handling traffic for each phase. The plan shall include a scaled drawing of the street, lane configuration, parking, and sidewalk relative to the proposed work area. The location of signs, barricades, cones, etc., to warn, direct, and guide the traffic should also be shown on the plan.
3. The Applicant may refer to the *Palo Alto Traffic Control Manual*, *Caltrans Manual of Traffic Controls* and/or the *Work Area Traffic Control Handbook (WATCH)* for traffic control design. The design shall meet the requirements for the speed limit of the street(s) affected.
4. An electronic arrow board type high level warning device may be required for setups requiring shifting of traffic to the wrong side of the road, and as otherwise required in the approved traffic control design.
5. All signs shall conform to the most recent Caltrans standards and be of the international symbol design whenever available.
6. In general, the Permittee shall maintain all vehicular, pedestrian, and bike movements. No total closure of any arterial or collector street, as well as business district streets, or driveway, or alley will normally be permitted. Local residential streets may be allowed to be closed, but the Permittee should always maintain local and emergency access.
7. The Permittee shall maintain one lane of traffic in each direction at all times on all streets. The clear width of the lane shall be a minimum of 10 feet.
8. A minimum four (4) foot (clear) sidewalk shall be maintained unless the work makes closure unavoidable, in which case the sidewalk may be closed while working, subject to this approval in the permit. An alternate pedestrian facility may be required for the duration of the closure. These alternate pedestrian facilities shall conform to construction requirements of the California Building Code (CBC) and the Americans with Disabilities Act (ADA). At intersections, work will be permitted at one corner at a time in order that safe pedestrian movements can be maintained through the intersection.
9. Each pedestrian crosswalk, when crossed by construction excavation, shall be provided with a safe pedestrian crossing platform with handrails. Any damaged striping shall be temporarily restored prior to returning the area to the public use. Permanent restoration must be accomplished within seven (7) days of project completion.
10. The Permittee will be required to pay for any public off-street "time-limited" parking spaces, within the University and California Avenue business districts or Stanford University areas, that will be rendered unusable to the public as a result of the permitted operations. These permits are available from the CPA Transportation Division. This includes spaces to maintain traffic lanes, for parking of construction vehicles during the work hours, or for issuing parking permits to the parked vehicles displaced from their private parking spaces, etc. The proposed use of parking spaces must be included in the traffic control plan submission.

11. The work shall not restrict visibility of any existing traffic control devices, including traffic signals, signs, etc.
12. The work affecting traffic in business districts bounded by Alma, Webster, Lytton, Forest (Downtown) and El Camino Real, Park Blvd., Sherman and Cambridge (California Avenue) will generally be permitted between the hours of 9 AM to 3 PM only.
13. No work will be permitted within 1500 feet of school grounds until after 8:30 a.m. on school days. Other special restrictions may be required at heavily used school crossings or on school commute routes beyond 1500 feet from the school grounds, as deemed necessary for student safety.
14. Work on arterial and collector streets will not be permitted between the hours of 7 and 9AM and 4 and 6PM. The streets include: Alma, Arastradero, Arboretum, Charleston, Embarcadero, Middlefield, San Antonio, Sand Hill, University, Hansen, Hillview, Park, Channing, Stanford, California, Quarry, Welch, Meadow, E. Meadow Circle, E. Bayshore, and W. Bayshore frontage roads.
15. The Permittee shall notify the abutting property owners/tenants at least 72 hours prior to commencing work at their specific locations. If the driveway to any garage or parking area will need to be closed for permitted construction work, the affected property owner/tenant shall be served notice in writing regarding this necessary closure. Arrangements shall be made with this owner/tenant to provide mitigation measures that are acceptable to them. Evidence of these negotiated mitigation measures must be submitted with the traffic control plan.
16. The Permittee is responsible for posting "No Parking-Tow Away" signs if temporarily restricted parking is necessary. A minimum of 72 hours advance notification is required for this posting. A sign must be placed at each affected parking space. A minimum of one inch *printed* letters shall be used on the sign and provide the following information: (1) date(s) and hours of space closure, and (2) telephone number of CPA Police Department for inquiry of towed vehicles. The CPA Police Department must be notified of this posting at the time of posting.
17. If work will impact transit stops or transit routes, the Permittee will be required to contact Santa Clara County Transit District, Samtrans, and/or other affected transit companies to address relocation of facilities or rerouting of buses prior to submitted the traffic control plan. The traffic control plan should indicate what actions are being taken to mitigate impacts on transit services.
18. The Permittee may be required, at Permittee's cost, to hire Palo Alto Police Officers to direct traffic when working at signalized intersections, especially when (1) equipment is intermittently blocking or crossing a traffic lane, (2) only one lane of traffic is available for two directions of traffic, (3) one lane of traffic is available in each direction, but the left turning traffic is also using the through lane, (4) working at multiple lane signalized intersections and (5) traffic signals are inoperable due to the Permittee's work. A minimum of two officers per intersection shall be required.
19. Any required flagging operation approved for the traffic control plan shall conform to Caltrans standards for dress, equipment and execution of this operation.
20. If the resultant traffic control operation does not conform to the approved traffic control plan and is unacceptable, the Palo Alto Police Department may take over the traffic control at the expense of the Permittee.
21. The above requirements are minimum and do not limit the Permittee's responsibility and liability for doing all that is practical and necessary to ensure the safety of workers, pedestrians, bicyclists, and motorists. The Permittee shall conform to the required traffic control conditions which are generally applicable to most common situations. Based on the nature of a job, additional conditions or exceptions to the above conditions may be necessary.

This publication is intended to be an informal means of informing the public about a City process. Although it is assumed that the information provided is accurate, the sheet is not intended to create any sort of legal obligation on the City's part. The actual process is governed by City ordinances, regulations and procedures, and the reader should make specific inquiry to the City for specific cases.