

Permit Submittal Requirements for Type C ROW Use Permits



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Temporary Traffic Control Plans (TCP)

TCP must be developed using MUTCD (Manual on Uniform Traffic Control Devices) / WSDOT guidelines and be consistent with City of Sammamish Public Works Standards for any activities within the Right-Of-Way or public utility easements (collectively the "ROW") that disrupt traffic pattern.

For project whose impacts are contained on local streets

- Must comply with City of Sammamish Public Works Standard and the Manual on Uniform Traffic Control Devices.
- Standard TCP may be used
 - Contractor's name, address, and phone number
 - Name and mobile telephone number of the 24-hour contact person representing the contractor and responsible for the temporary traffic control
 - Identify roadway name, speed limit, placement of signage, cones and flaggers, buffer/taper lengths, channelization, traffic flow and/or diversion, etc.
 - Provide sidewalk closure sign and identify pedestrian detour route
 - North arrow and scale
 - Indicate the duration of the traffic control and estimated construction timeline

For all other project impacts that will be impeding traffic in any way on arterials

Site-specific TCPs are required to be submitted with a ROW Use Permit application whenever the proposed work and/or work areas:

1. Impact traffic flow on an arterial street (principal, minor or collector arterials).
2. Occur on a roadway functioning as an arterial, identifiable by centerlines, fog lines, medians, streetscapes and/or other features.
3. Require a traffic control setup on (or impacting) one of these streets (e.g. a flagger standing at an intersection between a residential street and an arterial, or a setup involving signs on an arterial).
4. Impact signalized intersections and provide on-site off-duty officer.
5. Involve lane closure or shifts, or work on an arterial street shoulders that influence traffic operations or safety.
6. Take place near emergency response facilities (fire stations, police stations), where work may impact traffic and cause disturbances.
7. Are within school zones or impact designated school crossings, where work may impact traffic and cause disturbances.
8. Impact transit operations or require pedestrian detour routes.

TCP Preparation and Certification

9. TCPs shall be prepared by a certified Traffic Control Supervisor (TCS), certified Traffic Control Design Specialist (TCDS) or licensed Professional Traffic Operations Engineer (PTOE).
10. Site specific TCP must be developed traffic control software (or other software capable of clearly displaying traffic control elements) for projects located in arterials.

11. The certified professional must include their name, current certification number, expiration date, and contact information on the plan.
12. TCPs must follow all MUTCD and WSDOT guidelines and be formatted in 11x17 size (electronic or printed).

TCP Content

13. General Information:
 - a. Contractor's name, address, and phone number
 - b. Name and mobile telephone number of the 24-hour contact person representing the contractor and responsible for the temporary traffic control
 - c. Indicate the duration of the traffic control
 - d. A legend to define all signs and symbols, using MUTCD nomenclature
 - e. Legible lettering and clear, contrasting symbols for viewing or printing
 - f. North arrow and scale
14. Traffic Control Setup and Infrastructure:
 - a. All traffic signals, midblock crossings, and regulatory signing within the work area and affected traffic control zone
 - b. All existing and proposed channelization, including lane widths, within the work area and affected traffic control zone
 - c. All existing pavement markings, painted crosswalks and bike lanes or shared lanes within the work area and affected traffic control zone
 - d. All existing parking areas, restrictions, and proposed temporary parking restriction zones and signs, as needed, within the traffic control zone
 - e. All taper lengths, lane widths, and sign and channelizing device spacing
 - f. Type of construction signs (showing MUTCD sign reference number), barricades, and channelizing devices
 - g. Location of construction signs, barricades, and channelizing devices
 - h. Location and dimensions of the construction work area
 - i. Staging area and materials storage area (when applicable)
15. Site Features and Coordination:
 - a. Posted speed limits on all impacted streets
 - b. Existing curbs, gutters, sidewalks, driveways, and intersections in the traffic control zone, including all driveways, streets, alleys (public and private) impacted by the traffic control
 - c. Pedestrian/bicycle accommodations or detours where sidewalks or other pedestrian or bike facilities are impacted (including appropriate signs, barricades, flaggers, spotters, etc.)
 - d. Notify and coordinate with appropriate parties at the beginning of each day with City's assistance: City inspector, School Districts, Police, and Fire
16. Construction Sequence

A detailed description of the work being done, including estimated durations of each phase of the project, construction method (trench, directional drill, etc.), requested work/lane closure hours (including a justification for night work), and where applicable, a reference to the larger project to which this work is related. Provide a separate timeline exhibit including desired start date, target completion date, and duration for each phase of construction at all locations (both number of

working days and hours per shift). Refer to relevant site plans or Traffic Control Plan for all phases of construction.

Comment Resolution Tracking Table and Call Out for Revisions

1. The resolution to every comment in categories of accepted, rejected, or discussion needed.
2. Brief explanation of how each comment is addressed including changes made when it is accepted.
3. Provide individual call-out on plans for each change made from previous permit submittal.
4. Cross reference information in comment resolution tracking table and call out on plans.
5. A comment resolution meeting will be held upon request by applicant.