



Traffic Control Plan Guidelines & Checklist

OVERVIEW

The purpose of the Traffic Control Plan Guidelines & Checklist is to assist developers and contractors in selecting or designing the most applicable Temporary Traffic Control (TTC) plan for all construction activities within the City of Moreno Valley's right-of-way. The basic objective of each TTC plan is to maintain a safe and efficient operation of all modes of transportation during construction. **Construction crews and members of the general public traveling through a work zone in vehicles, bicycles, or as pedestrians must be given equal consideration when developing and implementing a traffic control plan.**

These guidelines shall be used to ensure the basic elements of a TTC plan is covered in order to support a timely staff review. Please refer to the latest edition of the California Manual on Uniform Traffic Control Devices (CA MUTCD) or any of the latest edition of the following construction industry manuals listed below. The information included on a TTC plan may vary depending on the complexity of the project, the volume of traffic affected, roadway geometry, and the posted speed limits in the proposed work area(s). Certain project types may require additional City requirements—See below.

If applicable, the TTC plan must clearly depict the exact sequence of the construction operations, the work to be performed, and the traveled way that will be utilized by all movements of traffic during each **phase** of construction. Multiple phases of construction may require a separate TTC plan for each phase.

Submittals shall be in accordance with the City's Electronic Plan Review system called [SimpliCITY](#).

STANDARD VS CUSTOM TRAFFIC CONTROL PLAN (TCP)

The scope, duration, and location of a project determines which type of TCP may be submitted for review. Standard TCP refers to the construction industry's commonly used traffic control manuals such as the **Work Area Traffic Control Handbook (WATCH)** or the **California Temporary Traffic Control Handbook (CATTCH)**, and typically does not need to be signed and stamped by a registered civil engineer or registered traffic engineer. These manuals must conform to the latest edition of the CA MUTCD. Standard TCPs (*also known as "Typical TCPs"*) are typically used for minor encroachments in the public right-of-way where field conditions match exactly as the selected Standard *template*. Often, these are short-term (72 hours or less) construction-related activities utilized by licensed contractors



CITY OF MORENO VALLEY

Public Works Department

Transportation Engineering Division

and utility purveyors that services the City of Moreno Valley. Please click [here](#) for a listing of our partners and utility agencies.

Custom TCPs are for site-specific projects that could not be matched by any of the acceptable Standard templates, or as required by the Department of Public Works Director/City Engineer. Any customized TCP must have the Engineer of Record's (EOR) stamp and signature prior to Final Approval. Certain project types require the use of City-Standard Title Block prepared on a printable full-sized (24" x 36") PDF sheets, and approval from the City's Director of Public Works/City Engineer.

Table 1 below provides examples of different types of projects and suggested TCPs:

Table 1: Traffic Control Plan Types

Type of Project	Typical	Custom	
		11" x 17"	24" x 36"
Minor Encroachment	X		
Short-term (<72 hrs)	X		
Work on Arterials	X	X	X
Night-Time/Weekend	X	X	X
Temp Changes to Signal Timing		X	X
No Typical to Match Work Site Condition (Site Specific)		X	X
Work with any Road Closures			X*
Major Encroachment			X
Long-term (72+ hrs)		X	X
Major Street Improvements Associated with Commercial/Residential Developments			X

A traffic control plan that does not include each of the appropriate elements listed in the General Checklist below will be deemed incomplete and returned for revision and re-submittal. Traffic control plans shall be submitted in a timely manner to allow for the specified review period. It is important to note that each TCP must be selected or developed based on the actual construction work zone location.

* Road closures require Public Works Director/City Engineer's approval and/or City Council's approval.



CITY OF MORENO VALLEY

Public Works Department

Transportation Engineering Division

TRAFFIC CONTROL PLAN CHECKLIST – For Typical TTCP (Minor encroachments with short duration)

- **Work Area Traffic Control Handbook (WATCH)**
 - **California Temporary Traffic Control Handbook (CATTCH)**
 - **Field Guide for Temporary Traffic Control (FGTTC)**
 - **California Manual on Uniform Traffic Control Devices (CA MUTCD)**
1. If submitting a TTCP using the latest edition of one of the handbooks listed above, the selected template/drawing number or typical work zone layout shall match the existing street conditions and must be applicable for the proposed work activities. Otherwise, a custom TTCP prepared by a licensed civil or traffic engineer is required—see below checklist for Custom TTCP.
 2. Label street names, including cross-streets or intersections to assist Plan Reviewer locate/identify the precise location of the work area.
 3. Each sheet must have the north arrow symbol that clearly indicates the orientation of the “true north.”
 - a. EXCEPTION: When the same template or drawing number is used for multiple locations that have varying north arrow orientation, the applicant has the option to include the following note in lieu of the north arrow: “NORTH ARROW SUBJECT TO CHANGE PER LOCATION USE” provided that it includes a full listing of all the street names with similar conditions. This avoids the unnecessary submittal of multiple sheets.
 4. Posted speed limits of all streets shown shall be clearly indicated on each sheet.
 5. Work area dimensions must be provided (LxW).
 6. Where driveways are affected, the following note must be included: “ALL DRIVEWAYS TO REMAIN OPEN AT ALL TIMES”. Other notes may be added at the discretion of the Plan Reviewer.
 7. Attach any references, Tables, or supplemental sheets associated with the selected template.
 8. Indicate the proposed working days (weekdays/weekends), hours, and duration.
 9. Indicate the contractor’s name, address, telephone number, including the 24-hour contact person.



CITY OF MORENO VALLEY Public Works Department Transportation Engineering Division

10. “No Parking” signs, if applicable, shall be posted a minimum 72 hours prior to start of work.
11. For nighttime work or overnight use of temporary traffic control devices, specify how the work area will be protected (i.e., trench plates, temporary lighting, barricade flasher lights, etc.).
12. Temporary Traffic Control Devices that are no longer needed must be removed immediately by the contractor.
13. At a signalized intersections where left turn lanes are to be closed, each left turn signal heads must be covered in addition to installing “No Left Turn” (R3-2) signs.
14. Temporary traffic control zones located in the City of Moreno Valley’s designated truck routes shall maintain a minimum 12-foot wide travel lanes. Truck Route Map is available on the City’s website or by clicking [HERE](#).
15. Submittals shall be in accordance with the City’s Electronic Plan Review system called [SimpliCITY](#).



CITY OF MORENO VALLEY

Public Works Department

Transportation Engineering Division

TRAFFIC CONTROL PLAN CHECKLIST – For Custom TTCP (Site-specific encroachments that cannot be covered by Typical. Requires EOR's stamp and signature)

1. Items 1-15 above applies.
2. Plans must be prepared and submitted as PDF sheets (11" x 17") unless the City's Standard Title Block is used.
3. If using the City's Standard [Title Block](#), it must be prepared and submitted as a printable full-sized (24" x 36") PDF sheets.
4. The applicant shall use the City's Standard Title Block on projects related to the following but not limited to:
 - a. CIP projects.
 - b. Large private developments.
 - c. Major or long-term construction activities in the public right-of-way, including projects involving full road closures—which require special approvals.
 - d. As required by the Director of Public Works/City Engineer.
5. Include EOR's stamp & signature on each sheet.
6. Include the current City of Moreno Valley's Traffic Control Plan General Notes.
7. The plan must be prepared in a manner that is clear to understand, legible, reproducible, and conforms to the latest edition of the CA MUTCD.
8. The drawings shall be prepared using drafting standards, preferably computer-generated graphics such as AutoCAD or similar tools, and drawn in engineering scale (1"=50' or larger) in order to adequately show location of advanced warning signs, dimensions for the placement of channelizing devices, pavement markings, work area limits, etc.
9. If applicable, the TTCP must clearly depict the exact sequence of the construction operations, the work to be performed, and the traveled way that will be utilized by all traffic movements including cyclists and pedestrians during each phase of construction. A separate traffic control plan is required for each **phase** or **stage** of operation.
10. Work hours shall be indicated on the plan for each phase, including nighttime and/or weekend hours, if applicable.



CITY OF MORENO VALLEY

Public Works Department

Transportation Engineering Division

11. For work on a multi-lane arterial roadway, the closure of two (2) or more thru lanes in the same approach must be done at night and/or weekends. **EXCEPTION:** No nighttime work within 500 feet of residential.
12. Show existing potential conflicts (bus stops, driveways, posted traffic signs, etc.), traffic striping, pavement markings, lane configuration, painted crosswalks and bike lanes. Include total roadway widths, individual lane widths, bike lane widths, median dimensions, etc.
13. Show and/or label existing curb lines, berm, edge of pavements (EOPs), sidewalks, and intersections within construction zones, including areas affected by taper transitions.
14. Use only CA MUTCD nomenclature for all sign symbols and associated codes, and show as part of plan's Legend.
15. Submit Detour Plan, if applicable.
16. Portable Changeable Message Sign (CMS) boards is required and must be shown on plan for long-term work (72 hours or more) on roadways with an average daily traffic (ADT) of 15,000 or higher. The CMS shall be placed at least 7 days prior to start of construction or lane closures. Messages on the CMS must conform to Caltrans' *Changeable Message Sign (CMS) Guidelines, April 2021*.