

# CITY OF FRESNO - PUBLIC WORKS DEPARTMENT

## POLICIES AND PROCEDURES

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**POLICY NUMBER:** 210.01

**POLICY NAME:** TRAFFIC CONTROL POLICIES AND PROCEDURES

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**Responsible Division:** Traffic Operations and Planning

**Date Issued:** June 4, 2019

**Date Revised:** September 15, 2025

**Approved by Assistant Director:** Jill Gormley/Signature on File 

**Approved by Director:** Scott Mozier/ Signature on File 

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**Purpose:** This policy governs Contractors in the preparation and submittal of a temporary Traffic Control Plan(s) (TCP). The basic objective of each TCP is to permit the Contractor to work within the public right-of-way efficiently and effectively, while maintaining a safe, uniform flow of traffic. Both construction work and the public must be given equal consideration when developing a traffic control plan. In addition, when considering the public, access or approved detours must be provided for all modes of traffic (vehicular, bicycle and pedestrian), through and/or around the work zone.

**Policy:** This policy is enacted to ensure consistent and efficient submittal and review of Traffic Control Plans.

**Procedure:** These procedures are intended to ensure traffic control plans are prepared and submitted in accordance with the current edition of the California Manual on Traffic Control Devices (CA MUTCD), the City of Fresno Standard Specifications, and City of Fresno Policies. A processed Street Work or Utility Permit Application by the City of Fresno Traffic Operations and Planning Division is required prior to submittal of a TCP. The Street Work or Utility Permit Application will not be approved until the TCP is approved by the City of Fresno Traffic Operations and Planning Division.

1. When a Plan is Required. A TCP is required for all work performed on classified streets (Arterials, Collectors, and Expressways), on local streets when Flagging or a Road Closure is required, alleys, or as required by the City Traffic Engineer. The TCP shall be prepared by a C-31.licensed Contractor or stamped by a California licensed Professional Engineer.
2. Types of Plans. TCP for the City of Fresno (City) will fall under one of three categories; Level 1, 2, or 3.
  - a. A Level 1 TCP is limited to sidewalk and/or shoulder closure(s).

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- b. A Level 2 TCP will be limited to lane closures, lane(s) shift, residential/local street closure(s), or a flagging operation.
- c. A Level 3 TCP will consist of any classified street closure(s), a TCP that consists of four (4) or more phases and/or contain multiple sheets for each phase.

### **3. Payment and Cancellation of Fees**

Traffic Control Review, Inspection, and Flash Request fees per the Master Fee Schedule shall be paid or prior to review of the TCP. Any plan submitted without the required fee or funds will not be reviewed. Drawdown accounts are no longer offered as a method of payment. The following options are available for payment of fees:

- a. Online Payment: Payment can be submitted using check or credit card using the online Fresno's Accelerated Application System to Track Electronic Reviews (FAASTER)/ Accela Citizen Access (ACA) portal. Receipt of online payment shall be provided prior to the TCP review.
- b. Inspection fees will be charged based on the number of working days shown on the TCP.
- c. Parking Meters in a construction area must be paid for prior to approval of TCP. Parking Division is located at 2600 Fresno Street Room 4019. Receipt of payment shall be provided to Traffic Operations and Planning.

The following will apply in the event of cancellation of a TCP review, inspection or Flash Request:

- a. Cancellation of a TCP review for a refund, including the associated inspection fees, can be made within three (3) business days of submittal. The cancellation shall be in writing and emailed to [DPWtrafficcontrol@fresno.gov](mailto:DPWtrafficcontrol@fresno.gov). Refunds will be credited through Accela account within three (3) business days of the cancellation. All other refunds will be made according to City refund policies. Review fees will not be refunded for cancellations made after three (3) business days. Additional review fees per the Master Fee Schedule may apply.
- b. Cancellation of a Traffic Signal Flash Request shall be made no later than 3:00 PM the business day prior to the scheduled flash request. Refunds will be credited through Accela account within three (3) business days of the cancellation. All other refunds will be made according to the City refund policies.
- c. Refunds for cancellation of a TCP review, inspection, and/or traffic signal flash request will be credited to an Accela account within three (3) business days of the cancellation. All other refunds will be issued within ten (10) business days.

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**4. Submittal Requirements**

The following checklist is provided to assist Contractors and Developers when submitting a TCP. This checklist shall be used as a guide to ensure that all of the basic elements are covered, and will help speed-up the plan review process. A TCP that does not include all of the required elements listed below will be found incomplete, and returned for revision and resubmittal. All previously approved TCP shall be modified to comply with these requirements.

- a. All TCP shall be in accordance with the current edition of the California Manual on Traffic Control Devices (CA MUTCD) and the City of Fresno Standard Specifications and City policies. Please review and be familiar with the Temporary Traffic Controls section of the CA MUTCD prior to drafting and submitting a TCP. The Traffic Control Plan shall be prepared by a C-31 licensed Contractor or stamped by a California licensed Professional Engineer.
- b. All TCP shall be drawn on 11" x 17" sheet(s) using a minimum of size 11 text font. Level 1 TCP can be drawn on an 8 ½" x 11" sheet. Photocopied sections of the CA MUTCD or any other manual will not be accepted as a traffic control plan. All TCP shall be site specific. Typical TCP will be accepted if warranted (approval from City Traffic Engineer).
- c. All TCP shall be submitted no later than five (5) business days prior to the start of work (no exceptions). All reviews and comments from City shall be addressed and a corrected TCP be resubmitted in a timely manner. All TCP shall be approved by 2:00 PM two (2) business days prior to the start of work. All corrected TCP submitted after 12:00 PM will be reviewed the following business day.
- d. All TCP submitted less than eight (8) business days prior to the start date and requiring more than two (2) reviews will have the start date adjusted forward by one (1) business day.
- e. TCP shall be submitted in PDF format on the City approved template available at [www.fresno.gov](http://www.fresno.gov) through Accela A TCP received by 10:00 AM will be logged as received on that business day.
- f. A TCP may be submitted a maximum of 45 days prior to the start date shown on the plan but not less than five (5) business days prior to the start date. Work shall be performed during the time period listed and approved on the TCP. All TCP inspections will be charged per the time listed and approved on the TCP. Any changes will need to be requested in writing prior to 10:00 AM at least two (2) business days in advance. Additional days must be approved in writing by the City Traffic Engineer or Construction Manager. The City reserves the right to initiate field changes to assure public safety.

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- g. Road closures will require a minimum five (5) business day notice and shall be approved by the Department of Public Works Traffic Operations Division prior to closure. All road closures will be per Policy 210.1, Conditions for Roadway Closures and Lane Closures. Road Closure TCP will not be approved until Pre-Notification Sign(s) or Changeable Message Board(s) are in place.
- h. The TCP shall be legible; using either ink or computer-generated graphics. If hand drawn TCP are submitted, a straight edge must be used for all line work.
- i. Any work that disturbs normal traffic signal operations shall be approved by the City of Fresno's Traffic Operations and Planning Division and Construction Management Division. A Traffic Signal Flash Request Application shall be submitted at least 72 hours in advance of the requested start date (If work will be done on a Monday, notice shall be given by the previous Thursday).
- j. Parking Meters in a construction area must be paid for prior to approval of TCP. Parking Division is located at 2600 Fresno Street, 4<sup>th</sup> Floor. Receipt of payment shall be provided to Traffic Operations and Planning.
- k. Fresno Area Express (FAX) must be notified of any impacts to any Bus Stops or FAX facilities by contacting 559-621-1424. Written notice of approval from FAX shall be provided to Traffic Operations and Planning prior to approval of TCP.
- l. Written notification from affected agencies (CALTRANS, City of Clovis, County of Fresno, school districts, etc.) shall be provided prior to City of Fresno approval of a TCP when said agency will be affected by the traffic control setup.

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### **5. Required Plan Elements**

The following checklist is provided to assist Contractors and Developers in establishing uniformity in the development of TCP. This checklist shall be used as a guide to ensure that all of the basic elements are covered, and will help speed-up the plan review process. A TCP that does not include all of the required elements listed below will be found incomplete, and returned for revision and resubmittal.

- a. If construction work requires a detour, the TCP must show a line map indicating the detour route and signs.
- b. Each TCP shall include the following statement: "Safe access for pedestrians shall be maintained at all times in accordance with subsection 7-10.1, Traffic and Access, of the City of Fresno Standard Specifications. All necessary signage shall be in accordance with the latest version of the California MUTCD and approval by the City of Fresno Traffic Engineer."
- c. Indicate Contractors name, address and telephone number. Include name and telephone number of the 24-hour contact person representing the Contractor should issues need to be addressed.
- d. Indicate on TCP, name of company setting up traffic control devices and name the responsible party with contact information for each.
- e. Indicate north arrow and scale or not to scale.
- f. Show the location and dimensions of the construction work zone.
- g. Identify all streets, with their speed limit, in the work zone vicinity to ensure proper orientation.
- h. Identify all existing traffic signals and traffic control signs.
- i. Show all impacted facilities and infrastructure, such as existing striping, pavement markings, painted crosswalks and bike lanes. Include total roadway widths, individual lane widths, bike lane widths, median dimensions, etc.
- j. Show existing curbs, gutters, sidewalks, driveways, intersections and bus stops in the construction work zone, including areas affected by taper transition.
- k. Indicate posted speed limits.
- l. Show staging area and materials storage area, as appropriate.
- m. Indicate locations of construction signs (note signs by symbol and sign code), barricades and delineators, including cones. Signs shall be located behind curbs, maintaining an ADA path of travel at all times, or outside the travel way. Signs shall not be located in the bike lane unless a "Share the Road" is in place.

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- Signs for a 24 hour TCP extending three (3) days shall be installed on posts per City, California MUTCD, and/or Caltrans standards.
- n. Label all taper lengths and widths, delineator spacing and sign spacing. All taper lengths and widths, delineator spacing and sign spacing shall be per the CA MUTCD.
  - o. Use a legend to define all symbols and designate them with CA MUTCD nomenclature.
  - p. Show all parking restriction zones and signs, as appropriate. Signage shall be per the City of Fresno policy regarding No Parking signage.
  - q. Signs and barricades will be required to direct pedestrians and bicyclists through or around the construction work zone and shall be shown on the TCP.
  - r. Indicate the duration of the construction work and subsequent traffic control on the TCP.
  - s. Lane closures within 250 feet of signalized intersections shall extend to both sides of the intersection. If the work area moves beyond 250 feet of the intersection, clear the intersection zone (250 feet on all sides of the intersection) of traffic control.
  - t. Lane closures shall be limited to a ¼ mile prior to and ¼ mile beyond the work area unless otherwise approved by the City Traffic Engineer.
  - u. A minimum of twelve (12) foot travel lanes shall be maintained along all designated truck routes. A minimum of ten (10) foot travel lanes shall be maintained at all times on non-truck routes. Pedestrian controls (ADA) shall be provided on the TCP per the most recent City of Fresno Standard Specifications and California MUTCD.
  - v. Access to driveways shall be maintained at all times unless other arrangements are made.
6. Implementation/Inspection
- Traffic Control shall be setup per the approved plan by a C-31 licensed Contractor. The following checklist is provided to assist Contractors with common setup/inspection questions/issues.
- a. All traffic control devices shall be removed from the public right-of-way when not in use.
  - b. Work hours shall be restricted to between 9:00 AM to 4:00 PM unless approved otherwise in advance and in writing from the City Traffic Engineer or Construction Manager. Traffic control device setup can begin at 8:30 AM. All traffic control devices to be removed from right-of-way prior to 4:30 PM.

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- c. Trenches shall be back filled or plated during non-working hours. If plated, the plate(s) shall comply with the most current version of the CALTRANS Encroachment Permit Manual. All trench plates shall be recessed unless otherwise noted.
- d. Type K temporary railing or other authorized protective systems (K-rail) shall be utilized under the following conditions:
  - i. Excavations: All excavation work shall submit a traffic control plan designed to specifically address the proposed work. An appropriately designed clear zone area, to be approved by the City Traffic Engineer consistent with AASHTO guidance, shall be required if the excavation cannot be tapered to a 4:1 slope. Any excavation deeper than two (2) feet within 15' from the edge of travel way shall be protected by K-rail. These requirements shall apply during both non-working and/or operating hours.
  - ii. Storage areas: The storage of all material and/or equipment within fifteen (15) feet of the edge of the traveled way shall be protected by K-rail during both non-working/operating hours.
  - iii. Installation of Type K temporary railing is not required if the excavation is protected by steel plates, concrete covers of adequate thickness, barriers or railings to prevent accidental entry by traffic or the public.
- e. In the event of a necessary emergency lane and/or road closure, immediate notification to the City of Fresno Public Works Department will be required and Traffic Control setup shall be per most recent California MUTCD requirements. The location, cause, and estimated length of closure are required as a part of the notification.
- f. Flaggers must be qualified as required by the California MUTCD and California State Contractors License Board.
- g. The adopted City of Fresno Holiday schedule shall be followed.
- h. Violation for non-compliant traffic control setups are subject to fines in accordance with the City of Fresno Master Fee Schedule.