



Department of Public Works

Construction Management • EP/TCP Team

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MEMO TO ALL CONTRACTORS AND TRAFFIC CONTROL COMPANIES

Effective October 1, 2007, all Traffic Control Plans (TCP) that are connected or associated with Encroachment Permits (EP) must be submitted at the same time.

The review fees (\$50) for the Traffic Control Plan and the Encroachment Permit (\$75) are paid at time of the submittal.

Resubmittals for Traffic Control Plans associated with Encroachment Permits will also be submitted by the Contractor over the counter.

The remaining costs for the Encroachment Permit are to be paid when the Permit is issued.

In the case of an Encroachment Permit resubmittal, the Contractor will provide a clean copy of the Traffic Control Plan and Encroachment Permit Work Plan with a completed application for each. The original/previously approved Traffic Control Plan and Encroachment Permit must accompany any resubmittal.

Any Traffic Control Plan that is rejected will require the Contractor to pick up the entire TCP/EP submittal and have it revised and resubmitted for approval. There is no review of the Encroachment Permit if the Traffic Control Plan is rejected.

All faxed Traffic Control Plans not associated with an Encroachment Permit will require an approved Off-site Permit Number or indicate Maintenance on the application.

All Encroachment Permit extensions must be submitted PRIOR to expiring. If package is submitted after the expiration date, an associated fee will be applied to that permit submittal.