

Department of Public Works

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Traffic Control Plan Standards and Guidelines

These referenced guidelines have been developed by Clark County Public Works Construction Management – Development Division to assist the general public with providing information to assist with the submission of a Traffic Control Plan application. The information provided is typical of what is needed for permitting staff to review the Traffic Control Plan submittal.

Traffic Control Plan Application:

- All parts of the Traffic Control Application are to be filled out completely, correctly and clearly. See last page of guidelines for example.
 1. Traffic Control Plan Company information
 2. Contractor contact information
 3. Work description filled out completely and accurately
 - a. Examples: Sewer installation with bypass pumps; NVE/Cox/CenturyLink; Water; Street Lights
 4. Transit route information
 - a. Correct box checked for bus route
 - b. Correct bus route labeled on Traffic Control Plan
 - c. Correct cross streets
 5. Is the correct type of submittal box checked?
 - a. New – to be checked if a new submittal
 - b. Corrections – to be checked if the plan has been previously rejected or if a modification has been made by the traffic control company
 1. Required to supply previously approved/rejected Traffic Control Plan
 - c. Extension – to be checked if a previously approved traffic control plan is resubmitted for renewal
 1. Required to supply previously approved/rejected Traffic Control Plan
 - d. Addition – to be checked if an additional, new traffic control plan is submitted
 1. Required to supply previously approved/rejected Traffic Control Plan

6. Offsite and Encroachment Permit Numbers
 - a. Encroachment Permit number should match the Traffic Control Plan number
 1. Encroachment Permit numbers remain the same for the duration of the project as does the associated Traffic Control Plan
 2. Does the Traffic Control Plan cover the entirety of the work shown on the Encroachment Permit work plans/civil drawings?
 - b. Is the Offsite permit approved?
 1. If not a Traffic Control Plan cannot be submitted at this time.
 2. All the additional utility work must be added to the Offsite (I.E. power, gas, cable, phone)
 3. Does the Traffic Control Plan cover the entirety of the work shown on the Offsite Permit work plans/civil drawings?
 - c. If work is not related to an Offsite permit or Encroachment, indicate if it is maintenance or signage only (a new number will be issued to plan at the time of submission)
7. The nearest cross streets must be provided
 - a. Cross streets must intersect
 - b. Are the street names correct? (Ex. Riviera changed to Elvis Presley)
8. Is the Traffic Control Plan Application signed and dated?
 - a. Must use the most current edition of the Traffic Control Plan Application
Check Clark County website for forms
<http://www.clarkcountynv.gov/public-works/construction-mgmt/Pages/default.aspx>

TCP Design Requirements

- Field Conditions shall be shown accurately on the Traffic Control Plan
 - Field Conditions include but are not limited to:
Existing striping and conditions for the entire work area
 1. Work area is defined as the area encompassed by all signs on all intersecting roadways leading to and coming out of the construction area
 2. Any crosswalks and/or paved pedestrian paths
 3. Any long term existing traffic control set-ups

Traffic Signals, Yield and STOP signs

1. Shall show all existing traffic signals, pedestrian signals, emergency signals, yield and STOP signs
2. Shall show temporary STOP signs and shall adhere to RTC USD 625

- Proposed Design

- Tapers

Ensure proposed tapers (merging, shoulder, shifting) comply with MUTCD Section 6 minimum standards based on speed of the roadway.

- Street names and Speed limits clearly labeled on each page
 - North/directional arrows
 - Signage
 1. Appropriate size for the speed
 2. Sign spacing
 3. Device spacing to meet the requirements based on the speed of the street per the MUTCD and shown on proposed Traffic Control Plan
 4. Typically a legend of signs is used and the dimensions shown based on speed is sufficient
 5. All pre-warning signage to be shown on Traffic Control Plan not on detour plan
 - Type of equipment being used
 1. Drums/Type 2
 - a. Appropriate lights for night work or 24 hr. set
 2. Channelizing Devices
 - a. Type
 - b. Height
 3. Type III Barricades
 - c. Correctly delineated
 - d. Show existing Type III for permanently closed roadways
 4. Regulatory Signs
 - e. Must be sized in accordance with MUTCD
 - f. Typically a legend of signs is used and the dimensions shown based on speed is sufficient
 5. If night work, equipment used must be rated for use at night
 - g. Shall indicate on the Traffic Control Plan

6. Type of Barrier rail being used
 - a. Clearly label Type/Style being proposed
 - b. Shy Offset if applicable
 - c. Flare Rate if applicable
 - d. Type of attenuator if applicable
 - e. Detailed specifications must be provided with submission

7. Impact attenuation
 - a. Clearly depict location of attenuation
 - b. If truck mounted attenuation is used provide manufacturer specifications for truck and attenuating device(s)

- Pedestrian considerations
 1. Viable detours
 2. Is the detour ADA compliant?
 3. Flaggers to assist only if necessary and can be utilized properly
 - a. Detailed information shall be provided if flaggers are to be utilized
- Bike Lanes and Shoulders
 1. Bike lane and/or shoulder must be clearly depicted on the traffic plan
 2. Appropriate taper lengths used for the bike and shoulder. Typically 50 to 100 linear feet based on speed of roadway for bike lane. Shoulders shall comply with MUTCD recommendations
- Bus Turnouts
 1. No merging or shifting tapers at a bus stop
 2. Indicate all affected bus stops on plan
- Time Restrictions
 1. Is the roadway that work is to take place on Time Restricted per Title 30 Development Code?
 2. Is work within a 1,000ft of a school?
 - a. Work hours are limited to between bell times only
 - b. Check each school for particular bell times
- Project Signs
 1. Shall indicate that Project Signs will be utilized after 72 hours of the first day of the project start

- Legends
 1. All proposed traffic control plans shall have a section that clearly depicts devices via symbols/wording/sizing
- Other considerations
 1. All 24 hr. sets or road closures may require up to 2 weeks for review
 - a. CCPW Upper Management assessment is required and approval of request not guaranteed
 2. Any Traffic Control Plan requiring a crane to be placed in the right-of-way shall have the crane specifications from the manufacturer provided with submittal
 3. Any changes to work hours, requests for road closures or 24 hr. sets, or any “highly impactful” Traffic Control sets shall require a justification letter with submittal
 - a. CCPW Upper Management is required and approval of request not guaranteed
 4. Any extension to a previously approved 24 hr. set or road closure requires an updated justification letter with **detailed** notes as to why the work was not completed, what work is left to be completed, percentage complete and reason for extension with exact dates
 - a. CCPW Upper Management is required and approval of request not guaranteed
 5. If multiple closures or 24 hr. sets are submitted, each closure or 24 hr. set shall have the exact dates needed for each closure and shall not conflict
 - a. CCPW Upper Management is required and approval of request not guaranteed
 6. Is this a “highly impactful” setup?
 - a. Will message boards need to be utilized?
 - b. Will reaching out the news stations or Clark County Public Outreach be required?
 7. Coordination of proposed set-up with existing set-ups, Capital Improvement Projects, other jurisdictional projects and long term projects.

Be advised that approval of a Traffic Control Plan Submittal **does not** automatically provide or guarantee 30 days of activity. Some plans are date specific others may have restricted/phased approvals within a larger submittal.

Submittal of Traffic Control Plans **does not** automatically guarantee approval. If rejected, additional resubmittal fees may be required and are due at the time of resubmittal. All Traffic Control Plans are reviewed on an individual basis and do not set a precedence for future approvals.

Helpful Tips

The MUTCD Fundamental Principles of Temporary Traffic Control shall be considered when drafting and implementing a Traffic Control Plan (MUTCD Section 6B.01)

- Road user movement should be inhibited as little as practical
 1. Is the Traffic Control setup accommodating the traveling public as much as possible while providing enough work area for contractors?
- Motorists, bicyclists, and pedestrians should be guided in a clear and positive manner while approaching and traversing Temporary Traffic Control zones and incident sites
 1. All road users must be accounted for the in Traffic Control Plan
- Each person whose actions affect Temporary Traffic Control zone safety, from the upper-management through the field workers, should receive training appropriate to the job decisions each individual is required to make
 1. Ensure that proper training is being provided
- Good public relations should be maintained
 1. Shall contact residents and businesses of construction in area
 2. Shall contact Traffic Operations to ensure that traffic signals are appropriately phased
- Contact Regional Transportation Commission (RTC) when affecting any bus stops

Reference the Manual on Uniform Traffic Control Devices (MUTCD), AASHTO Roadside Design Guide, Regional Transportation Commission Uniform Standard Specification and Drawings, Title 30 Development Code, and other policies and practices on the Clark County Public Works website.

Be advised as roadway requirements may change, Clark County reserves the right to update this guideline to reflect currently accepted methods and standards.



Department of Public Works

Construction Management • EP/TCP Team

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Is the Traffic Control Plan along a roadway with an existing RTC Transit Route? NO ___ YES ___
 If YES, Route NO. 4
 Major Cross Streets: _____
 and _____

TRAFFIC CONTROL PLAN APPLICATION

Traffic Control Plan Company Name: _____
 Phone Number: 1 _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Person: _____
 Phone Number (8 a.m. to 5 p.m.): _____
 Emergency Contact Person: 2 _____
 Emergency Phone Number (other than 8 a.m. to 5 p.m.): _____
 Contractor's Name: _____

The applicant hereby petitions to encroach upon Clark County right-of-way to perform the following: (description of work) 3 _____

STANDARD TRAFFIC CONTROL CONDITIONS:

- Inspections are required. Call 24-hours in advance 702-455-4610, or fax 24 hours in advance 702-380-9816.
- Any changes made to the Traffic Control Plan or Traffic Control Zone by any agency other than Clark County Department of Public Works will cause the permit to be null and void.
- Clark County Department of Public Works reserves the right to change or adjust any zone or plan in the interest of public safety.
- Proper signs, barriers, barricades, and lights shall be placed and maintained in accordance with the latest "Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways" as published by the U.S. Department of Transportation.
- Call before you dig "1-800-227-2600" for underground service alert.
- By implementing accepted Traffic Control Plans with required traffic signal adjustments, (may include, but many not be limited to; detection modification bagging of signal and/or pedestrian heads, re-phasing/re-timing of the signal and/or bagging of traffic control signs on the mast arms), the Contractor agrees to be responsible for ALL COSTS incurred by Clark County Traffic Management required to implement and remove the required adjustments. A minimum of three (3) business days advance notice to Traffic Management is required prior to plan being implemented or removed if within 500ft of traffic signal. 702-455-6000
- Traffic or street signs of any kind are not to be moved for any reason without first obtaining permission from the Clark County Department of Public Works.
- No open trench shall be allowed across a street or within ten feet of any travel-way. Areas covered by acceptable steel plates are not to be construed as trench. Any excavation deeper and wider than one foot within ten feet of travel-ways shall require barrier rail placed in accordance with Clark County (CC) Drawing 602. All excavations shall be fenced, backfilled, or plated after hours.

Type of submittal: New 5 Corrections (Please provide HTE number, submit previous plan) Extension (Please provide HTE number; provide stamped copy of original as well as new plan.) Addition 6
 HTE# _____
 Encroachment and/or Offsite Permit Number _____
 Traffic Control Plan Number _____
 Traffic Control Plan Approval Date _____
 Traffic Control Plan Expiration Date Work _____
 Work Start date _____
 Nearest Streets: 7 _____

- Steel plates used to cover excavations in the road shall only be allowed for two weeks, unless prior approval is obtained from this office. Steel plates shall be placed and maintained per CC Specifications 208.03.21.
- This Traffic Control Plan shall not be construed as a permit to perform work in the public right-of-way. An approved encroachment permit or off-site must be obtained prior to starting work.
- When issued, the permit and Traffic Control Plan must be on the job site at all times. All work in the County right-of-way must be completed within the time limit of the permit. It is the Permittee's responsibility to maintain a current approved Traffic Control Plan for the work done under the appropriate permit.
- No pre-stringing or storage of traffic control devices is permitted in the right-of-way (ROW) during non-working hours or when not in use. Any barricading device left in the ROW will be subject to an investigation and appropriate fee(s).
- TCP/EP permits are valid for work performed within a common half-mile (.5) grid. Any work, related or otherwise, outside this common grid must be permitted separately.
- I agree to the terms and conditions of this Traffic Control Plan and all of the applicable State and County laws and/or specifications and further agree that the County and its officers and employees shall be saved harmless by the Permittee from any liability or responsibility from any accident, loss, or damage to persons or property happening or occurring as the proximate result of any of the work herein, under the terms of this permit (plan), and that all of said liabilities are hereby assumed by the Permittee. Permittee further agrees that in case of damage to the street improvements by reason of these operations, to repair or restore the streets to their original condition.

SIGNED: 8 _____
 NAME: (TYPED OR PRINTED) _____
 TITLE: _____ DATE: _____