

ENCROACHMENT PERMIT APPLICATION CHECKLIST - TRAFFIC CONTROL

TR-0411 (NEW 04/2019)

NAME OF APPLICANT OR ORGANIZATION

TRACKING NUMBER

DISTRICT / COUNTY / ROUTE / POSTMILE

All work performed within State highway right-of-way must conform to all applicable Departmental construction standards including but not limited to the Encroachment Permits Manual, Standard Specifications, Standard Plans, Project Development Procedures Manual, Highway Design Manual and Special Provisions.

APPLICATION

- _____ All boxes must be filled out (write "N/A" if not applicable).
- _____ Work description within State highway right-of-way must be comprehensive.
- _____ The "Standard Encroachment Permit Application" (form TR-0100) must be signed by the applicant/project or property owner or organization. If signed by an agent, attach a letter of authorization. Note: Box 28 is the applicant's information and box 29 is the authorized agent's.
- _____ Signatures are required on both the application and the letter of authorization.

PLANS

- _____ Plan Set Requirements are available at: http://www.dot.ca.gov/trafficops/ep/docs/plan_set_requirements.pdf
- _____ Six complete sets of plans folded 8 ½" x 11" signed, stamped with license expiration date and date stamped by a California Registered Civil Engineer.
- _____ Six complete sets of Traffic Control/Traffic Management plans (for detours) folded to 8 ½" x 11", signed, stamped with license expiration date and date stamped by a California Registered Civil or Traffic Engineer.
- _____ Identify responsibility for traffic control (must be provided by a qualified Traffic Control contractor, local law enforcement and/or local agency forces).
- _____ Traffic control and detour plans must comply with CA MUTCD, Caltrans Standard Plans (S.P.) and Standard Specifications (S.S.).
- _____ Closure locations and times between 9:00 AM to 3:00 PM.
- _____ Closure locations and times other than 9:00 AM to 3:00 PM. Obtain approval from the District Traffic Management Center.
- _____ Location of Portable Changeable Message Sign(s), message, and installation dates.
 - _____ Must comply with Caltrans "Changeable Message Sign Guidelines".
 - _____ Must comply with CA MUTCD Section 6F.60 and Figure 6F-104(CA).
- _____ Traffic control plan per the S.P. T9 through T14 (T13 with NSSP Section 12-3.36).
- _____ Traffic control plan per CA MUTCD Chapter 6H (Typical Applications).
- _____ Aerial crossings requiring assistance from the California Highway Patrol must comply with "Rolling Traffic Break Special Provisions" (TR-0407).
- _____ Custom design/site specific traffic control plan.
 - _____ Existing posted speed limit (mph).
 - _____ Placement of traffic cones in front of warning signs before beginning of lane closure.
 - _____ Advance warning sign spacing per S.P. T9, Table 3.
 - _____ Longitudinal buffer space and flagger station spacing per S.P. T9, Table 2.
 - _____ Tangent (min. 2L) taper length per S.P. T9, Table 1.
 - _____ Merging (min. L) taper length per S.P. T9, Table 1.
 - _____ Shifting (min. L/2) taper length per S.P. T9, Table 1.
 - _____ Shoulder (minimum L/3) taper length per S.P. T9, Table 1.
 - _____ Maximum cone/channelizing device spacing per S.P. T9, Table 1.
 - _____ 11 feet minimum open lane width (12 feet is preferred).

NOTES:*Forms are available at: <http://www.dot.ca.gov/trafficops/ep/apps.html>

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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- _____ Sidewalk/crosswalk closure – temporary pedestrian facilities or pedestrian detour must comply with the "Temporary Pedestrian Facilities Handbook", CA MUTCD Part 6, Chapter 6 D (Pedestrian and Worker Safety), and S.P. T30 through T34.
- _____ Bike lane closure and bike detour (W11-1, W16-1P, etc.)
- _____ Truck turn template using STAA Design Vehicle (Length = 72 feet).
 - _____ Truck detour plan.
- _____ Temporary K-rail must comply with S.S. 7-1.04; end taper with at least 10:1 taper or else provide appropriate crash cushion.
- _____ Speed reduction must comply with "California Manual for Setting Speed Limits" Section 2.3 and A.3 – Table 2C.4 CA MUTCD Guidelines for Advance Placement of Warning Signs.
- _____ Additional flaggers for driveway, pedestrian and truck traffic control.
- _____ Temporary relocation of bus stop.
- _____ Arrangements for driveway blockage, parking and bus stop restrictions.
- _____ Confirm closures are appropriate for the work involved and must comply with S.S. 12-4.02C(3):
 - _____ Any work encroaching within 3 feet of the edge of the travel lane for areas with a posted speed limit below 45 mph requires the closure of the adjacent travel lane.
 - _____ Any work encroaching within 6 feet of the edge of the travel lane for areas with a posted speed limit at 45 mph or higher requires the closure of the adjacent travel lane.
 - _____ Any work encroaching within 6 feet of the edge of shoulder, requires the closure of the shoulder lane.

SUPPORTING DOCUMENTATION*

- _____ Resolutions or approvals from all impacted local agencies indicating formal approval of detour plans.
- _____ For proposed traffic control on freeway and expressways, provide lane closure charts with backup calculations.
- _____ Caltrans public information office involvement – plan for providing advance notification to TV, radio, newspapers, notification letters or flyers to local area businesses.

NOTES:

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