

City of La Habra

Notice to Preparers and Submitters of Temporary Traffic Control Plans:

Effective until further notice, the following requirements shall apply to **all** Temporary Traffic Control Plans (hereinafter referred to as “Plans”) submitted for review by this Division:

1. Plans are required for any work or temporary traffic control in any street throughout the City of La Habra. Plans may be required for other locations as deemed necessary by this Division.
2. Plans shall be prepared based on the most recent edition of the; Caltrans Standard Plans, Caltrans Standard Plans and Caltrans Standard Specifications, California Manual on Uniform Traffic Control Devices (CA MUTCD), and Work Area Traffic Control Handbook (WATCH Manual), followed in order shown.
3. Plans shall provide accommodations for **all** applicable modes of transportation including pedestrians, bicycles, motor vehicles, and public transportation.
4. Not less than **two** (2) complete sets of Plans shall be submitted for each review, if a hard copy is being submitted. Digital submission, in **PDF** format, is accepted in lieu of hard copy submittal for review. Final version must be submitted as a hard copy.
5. Plans submitted with clear evidence of competent professional engineering and meeting these requirements may be moved forward in the queue for service.
6. The title block of **each** sheet of a Plan shall include a title describing the **actual location** where the temporary traffic control is to be implemented. Use of the name “La Habra” is acceptable.
7. Each sheet of a Plan shall include the full name, address, and telephone number of the individual or organization that prepared the Plan. Each sheet of a Plan shall also include the Permit Application Number, if available, and the street address of the job.
8. False or erroneous information may result in plans being marked **NOT APPROVED**.
9. Submitters will be notified when plan review is completed. Only **one** means of notification for return will be accepted.
10. Other original documents related to the work should **not** be submitted with Plans. This Division cannot be responsible for the return of such other documents.
11. Plans shall be drawn **to scale** utilizing one of the scales found on the common civil engineer’s scale. If drawing is not-to-scale (NTS), complete dimensions shall be provided.
12. Plans shall show the North Arrow correctly identifying north.
13. Plans shall be submitted on U.S. standard inch size sheets, including the following: 11” x 17” or 24” x 36” paper. Image areas shall **not exceed** 22” x 34”, including borders.

14. Plans shall be submitted in monochrome. Color submittals will **not** be accepted unless approved prior to submittal by the Traffic Manager, or the designated representative.
15. Plans shall reflect **actual** field conditions in the City of La Habra, recognizing the spacing between cross streets and block lengths.
16. Plans shall show **all** driveways, cross streets, and alleys within the work area.
17. Plans shall show all existing and proposed signs within the area where the temporary traffic control is to be established. Signs shown on the Plans shall be appropriately coded to reflect existing signs, existing signs to be removed or covered, as well as proposed signs necessary for temporary traffic control. Signs removed or covered shall be **restored** upon removal of the temporary traffic controls. Signs and devices shall be shown on the plans using appropriate symbols along with their CA MUTCD designation. **Images** of signs shall **not** be shown in the body of the plan. Sign images should be shown as part of the Legend.
18. Plans shall show **all** curb zones, including but not limited to loading zones and parking spaces for persons with disabilities and all other red, green, blue, yellow, and white zones within the work area shown.
19. The current version of the City's Temporary Traffic Control Plan General Notes shall appear as part of any Plan submittal. Said General Notes need appear on only one sheet of multi-sheet Plan sets, so long as they are referenced on **each** sheet of the Plan set.
20. In the event that the Plans call for several construction phases, each such phase shall be drawn independent of the other phases. When substructures (e.g., underground pipes, vaults, or conduits) are to be constructed in several phases, the phases shall show **overlaps** so that the construction may actually proceed safely.
21. Work areas shown on Plans shall be sized to include adequate space for **all** equipment, vehicles, and materials involved in the work.
22. Plans shall show the duration, in days, for completion of the work. Plans shall also show the start date for the work.
23. Plans shall show speed limits on all streets.
24. All street widths shall be dimensioned.
25. Plans shall show typical spacing for all delineators.
26. Leader lines (or call outs) to utilities (i.e. power poles, manholes, etc.) shall be continuous to that utility. If leader line (or call out) is not shown, utility identification shall be shown clearly next to that utility on the Plan.
27. Plans shall show a vicinity map with the project area clearly identified.

28. If street closure is a part of the project, a detour map shall be shown on the Plan.

29. Nothing above is intended to preclude the application of sound professional engineering judgment.

30. Match lines shall be clearly labeled and references to the continuation are shown.

Failure to comply with the requirements stated above may result in plans being marked NOT APPROVED and returned to the submitter.

This document is subject to change without notice.