TRAFFIC CONTROL

FOR ENCROACHMENT PERMIT

CITY OF ORANGE
PUBLIC WORKS DEPARTMENT

June 2003

This document provides the general guideline for traffic control plans for the purpose of encroachment permit application.

POLICY

1. Single lane closure only in each direction of traffic.
2. Full street closures require approval by the City Council (per CVC).
3. Traffic Control requirements for projects impacting streets that are not on the City's Master Plan of Streets and Highways (MPSH), are at the discretion of the staff handling and issuing the permit.
4. For all projects impacting (encroaching) streets that are on the City's MPSH,, Traffic Engineering Division has to be consulted for the extent/scope of traffic control plans. Traffic Engineering Division's input/ requirement will be conveyed to plan designers. Staff handling/issuing permits will not issue any permits until approval has been received from Traffic Engineering Division. (See the attachments for list and location of MPSH).
5. Detours extending beyond one street block or involve critical intersections must be prepared/signed by registered Traffic Engineer
6. Any project requiring a night-time (or non-working day) closure/detour activity should be conditioned to deposit an amount adequate to compensate the City for all the staff's call-back time needed for inspection.
7. No Encroachment Permit shall be issued for work impacting streets on the City's MPSH between the Thanksgiving holiday and January 2nd. Emergency work may be exempted from this provision subject to review and approval by the Traffic Engineering Division. Street-cut or encroachment permits impacting any street in the Old Towne are during "Street Fair" or other "Special Events" need prior approval from Traffic Engineering Division.
8. All non-emergency permitted work encroaching onto public streets shall be limited to 8:30 a.m. – 3:30 p.m. Any work outside these hours should be reviewed and approved by the Traffic Engineering Division. Work should be limited to Monday through Thursday except when arrangements are made for inspection on Friday's or weekends. These arrangements will be made in view of staff availability and compensation to the City for staff time.
9. Provision should be made to keep bike lanes and trails open in the construction zone at all times.

TRAFFIC CONTROL PLAN

A traffic control plan should include, at the minimum, the following:

- Show dimensions of street width, lane striping, and lane width.
- Show street names for all streets, including cross-streets.
- Show all private driveway approaches that are affected.
- Show location and dimension of work area and distance to nearest intersection(s).
- Identify and show locations and distances for all delineators and traffic control signs. Indicate the speed limit used.
- Arrow board is required on arterial and commuter streets. See attachment for a list of these streets.
- Show map scale and north arrow.
- Show work hours.
- Show General Notes and any Special Conditions required by the City. A copy of the General Conditions is available on a separate page.

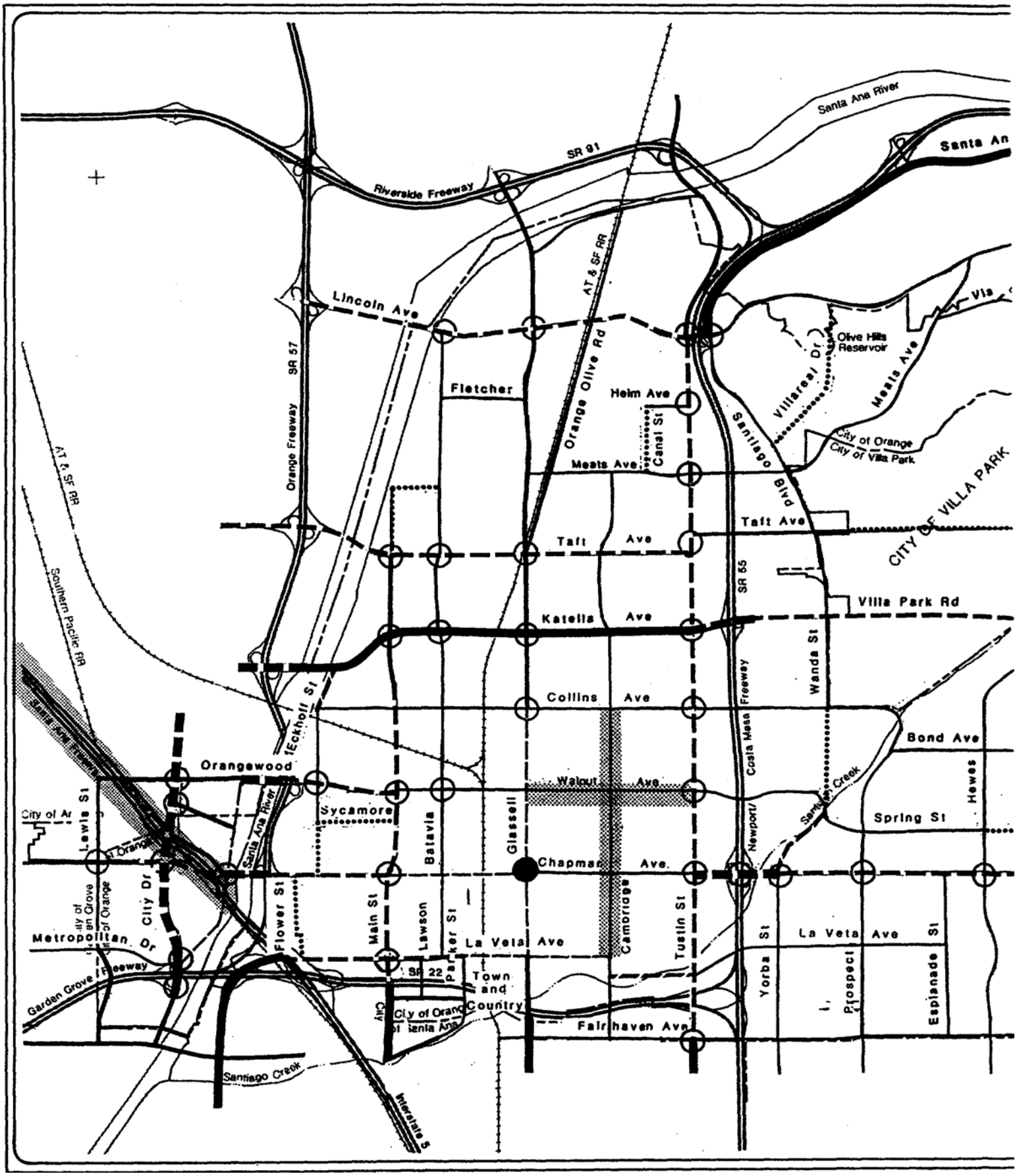
Submit drawings on 11 by 17 ledger size pages. Multiple-phased traffic control plans should be drawn on separate pages.

The following general notes should be shown on the traffic control plan, when applicable.

GENERAL NOTES

1. All work and materials shall comply with the Caltrans Manual of Traffic Controls in construction and maintenance zones, and the Work Area Traffic Control Handbook (W.A.T.C.H.), both latest edition.
2. All striping and marking shall conform to the State of California, Standard Plans and Specifications, latest edition.
3. All signs shall be reflectorized and standard size.
4. All delineators shall be 28" minimum portable, reflectorized and maintained erect in the indicated position at all times, and shall be repaired, replaced, or cleaned as necessary to preserve their appearance and continuity.
5. The contractor shall have all traffic control devices as shown on these plans properly installed prior to commencing construction, and shall maintain on a 24-hour basis all these devices to ensure proper flow and safety of traffic.
6. All conflicting striping shall be removed. Black-out paint shall be allowed no longer than two weeks for temporary removals only.
7. Construction operations shall be conducted in such a manner as to cause as little inconvenience as possible to abutting property owners. The contractor shall provide for access to all adjacent properties, except as indicated on these plans.
8. These plans indicate vehicular traffic control through the work area during construction activity. Additional traffic controls, traffic signs, or barricading will be required in the field. Contractor shall be responsible for the placement of any additional devices necessary to assure safety to the public at all times during construction.
9. Exact location and type of construction sign(s) shall be as directed by the engineer based upon construction conditions.
10. During non-work hours, contractor shall maintain all lanes open on city streets, remove all traffic control devices from the travel way and remove or turn construction signs away from traffic.
11. The contractor shall notify the City of Orange police department at least three days in advance of occupying temporary No Parking zones. City approved "No Parking, Tow Away Zone" signs shall be post 48 hours in advance of start of work in this area.
12. The duration of the temporary parking restriction and hours of operation shall be indicated on the "No Parking, Tow Away Zone" signs. The duration should represent the actual time span of the construction.
13. Access to all private properties shall be maintained at all times during construction. Contractor shall notify residents / tenants at least twenty-four hours before commencement of any work in the area.
14. Work shall be scheduled around trash pickup day.
15. WORKING HOURS: _____ A.M. TO _____ P.M.

City Master Plan of Streets and Highways (1/2)



City Master Plan of Streets and Highways (2/2)

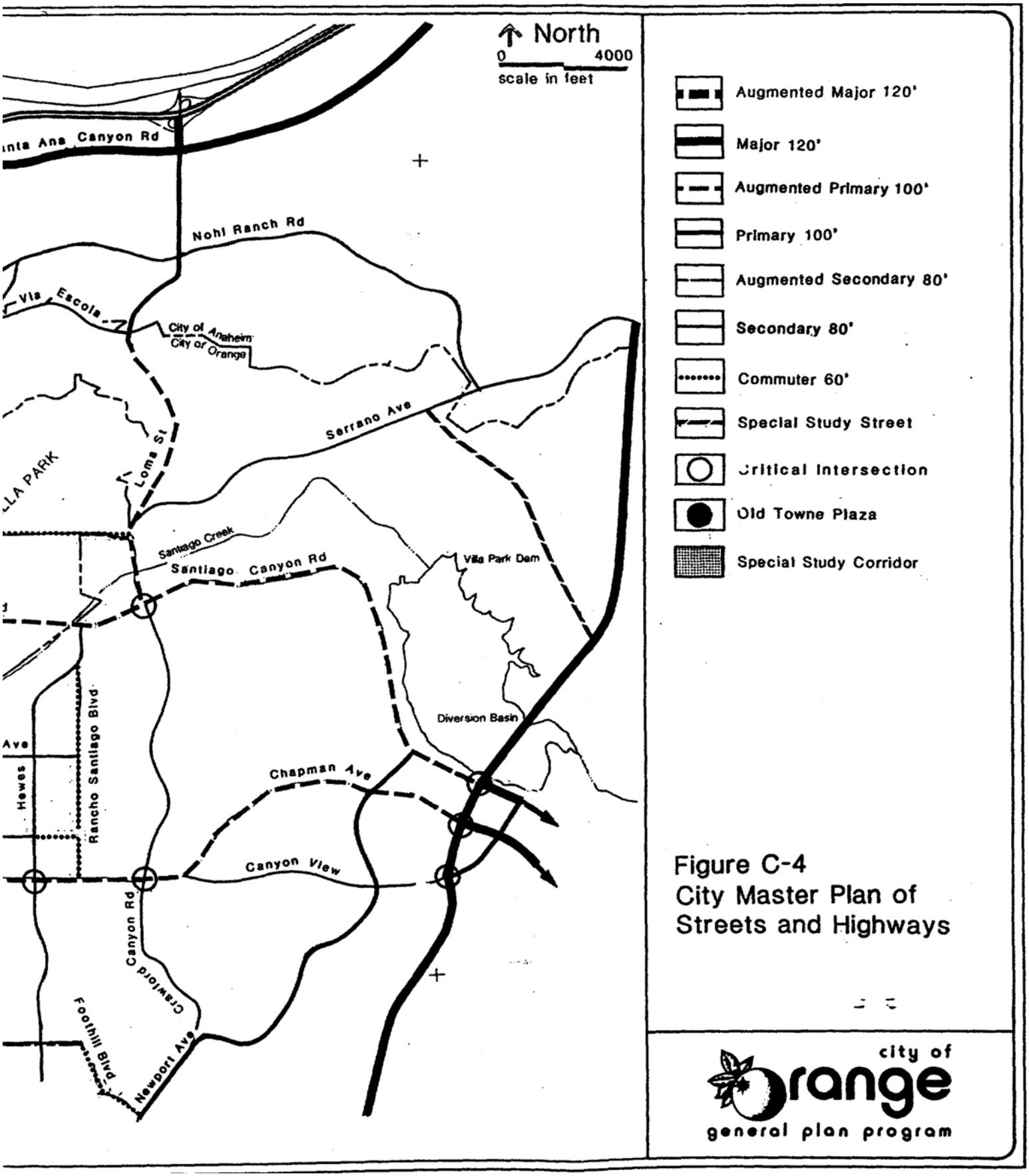


Figure C-4
City Master Plan of Streets and Highways

Flashing Arrow Board Required

The following streets in the City of Orange are considered to be arterials or commuters which require arrow-boards for traffic control:

N-S Streets:
Lewis SL
State College BIvd.
City Dr.
Main St.
Batavia SL
Glassell SL
Cambridge St.
Tustin St.
Yorba St.
Wanda Rd./Santiago BIvd.
Prospect St.
Esplanade St. s/o Chapman
Hewes St.
Rancho Santiago BIvd.
Cannon St. (a.k.a. Loma, Crawford Canyon)
Newport Blvd.
Jamboree Road

E-W Streets:
Fairhaven Ave.
La Veta Ave.
Chapman Ave.
Walnut Ave.
Collins Ave.
Katella Ave./Santiago Canyon Rd.
Taft Ave.
Meats Ave.
Lincoln Ave./Nohl Ranch