

## **TRAFFIC CONTROL PLAN (TCP) SUBMITTAL REQUIREMENTS**

### **Allow 10 days to process traffic control plans**

If your work involves a travel lane, street or sidewalk closure, you are required to submit a **legible** TCP at time of application submittal. All traffic control plans **must comply with MUTCD requirements**. All Traffic Control Plans must accurately show the street details of your site. Use the checklist below as a tool to create the TCP. If the closure is complex the TCP should be prepared by a Traffic Control Supervisor or Professional Engineer.

#### All Traffic Control Plans must include:

- **Title block with:**
  - Address of work site & project name (if work is in the street, identify general address)
  - Contractor name, contact name & number (with emergency number) & email address
  
- **Base map of street layout and TCP overlay with:**
  - Legend
  - North arrow
  - Number of Travel Lanes
  - Direction of Travel
  - Work zone clearly depicting which portion of the street/sidewalk it occupies
  - Street names, including the two nearest cross streets that the work zone falls in between
  - Detour route signs
  - The following may NOT be used as a base map: Google Maps; Aerial View; Building Plan; Parking Location Diagram (on Street Use Permit Application)

#### Other Considerations:

- **Standard TCP's may be used to develop a site specific TCP**
  - Add all of the above information to make the TCP site specific
  
- **Central Business District (CBD) Standard TCP's may not be used outside of the CBD**
  
- **Standard TCP's for sidewalk closures (7a – 7d) may be used citywide as applicable**
  
- **Parking – closures affecting/involving parking needs:**
  - If there is a pay station on the block, identify its location & if your work restricts access to it
  - Identify how much parking you need (in 20ft increments) on each block face on the TCP
  - Specify days of week, dates, and times of parking removal
  - If not reserving parking, notate on the TCP "Parking to remain open"
  
- **Notifications to affected businesses and residents**
  - Create a flyer if your work closes a sidewalk, lane, or street. [Flyer Template](#)
  - Flyer should include:
    - Date, days and times of proposed closure
    - Name, telephone number and e-mail address of the jobsite contact
    - Reason for the closure
  - Mail or deliver flyer by hand to all affected businesses within 2 block radius
  - Attach a copy of the flyer to your TCP

**Submit your completed TCP to the Temporary Street Use Permitting group, along with a completed application to [CPAC@portlandoregon.gov](mailto:CPAC@portlandoregon.gov)**

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>