



CITY OF OAKLAND

APPLICATION FOR TRAFFIC CONTROL PLAN

**Oakland Department of Transportation
Safe Streets Division**

**Transportation Services Fee:
\$216.00/hr**

- Check the box that apply:
- New Application (Utility, Excavation)
 - Renewal Application
 - New Development w/Mgmt Plan
 - City of Oakland Project

Please Read the Following Statements Below:

1. An approved **Traffic Control Plan** along with an **Obstruction Permit** is **REQUIRED** to work in the City of Oakland right-of-way
2. Processing time for a Traffic Control Application is a **minimum of 10 business days**.
3. Traffic Control review is scheduled **only** on **Tuesdays** and **Thursdays from 9:00am to 11:30am or by appointment only**.
4. A scheduled **appointment** by phone or email with a TSD staff member is necessary to discuss all traffic control application and plans
5. Please **call ahead** to confirm that the traffic control application is ready for pickup @ **510-238-3467**
6. Businesses and residences adjacent to the work area must be provided **72 hour advance notice**.
7. **A complete** traffic control application may be faxed to **510-238-7415**.
8. **Incomplete** traffic control applications will not be processed and returned to applicant immediately
9. The initial approval for a traffic control plan is 1 month, the renewal submittal may be approved up to 3 months
10. After receiving TSD approval of the traffic control application, contractor shall proceed to the Permit Center to obtain an obstruction permit

Contact Person: _____ Phone: _____

Name of Company: _____ Fax: _____

Address of Company: _____

Describe type of work to be performed: _____

Location of work: _____ Between* _____ And* _____

Work date(s): _____ Mon-Fri Sat-Sun Work Hours: _____ to _____

Please follow these steps in order to complete a traffic control plan:

- A. **Drawing Area:** The full width of all streets adjacent to the site **MUST** be included in the drawing. Include the entire block in which your work is located for every street that is adjacent to your site
- B. **Include Street Names, Direction of Traffic on the Street and North Arrow**
- C. **Show Existing Number of Lanes in all Directions** (with any pavement arrows)
- D. **Check the Box(s) that Apply: All checked items MUST be shown on the drawing**
 - Lane Closure
 - Use of Median
 - Sidewalk Closure
 - Street Closure
 - Use of Parking Lane (must provide pedestrian walkway)
 - (must provide detour plan)
- E. **Show All Dimensions** of street widths (curb to curb), lane widths, sidewalk widths, and work area dimension.
(Note: Traffic Control Application/Plans missing the above information will not be accepted or processed)
- F. **Show Names and Locations** of all advanced warning devices, flaggers, delineators, warning and constructions signs to be used CA MUTCD

RENEWAL PROCESS: Resubmit a completed Traffic Control Application with the old approved plan (with the necessary modifications/changes to the plans).
FOR HELP in preparing a traffic control plan, see Temporary Traffic Control Pocket Reference Guide 2007, Work Area Traffic Handbook 2006, or the California Manual on Uniform Traffic Control (MUTCD) 2003, Chapter 6.
http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm
 For City website: <http://www.oaklandpw.com/page548.aspx>

*Name the streets that are the boundaries of your work area **Maintain five & one half feet (5.5') clear space on sidewalk for pedestrian access