

PUBLIC WORKS DEPARTMENT

Transportation Systems Division | 1055 South Grady Way, 5th Floor | Renton, WA 98057 | 425-430-7380
Website: rentonwa.gov



TRAFFIC CONTROL PLAN APPLICATION

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TRAFFIC CONTROL PLAN (TCP) MUST BE SUBMITTED TO PUBLIC WORKS TRANSPORTATION DIVISION FOR REVIEW/APPROVAL AT LEAST FIVE (5) WORKING DAYS BEFORE THE DATE OF WORK AND FOR TRAFFIC SIGNAL WORK WITHIN 150 FEET OF THE INTERSECTION AT LEAST FIFTEEN (15) WORKING DAYS BEFORE THE DATE OF WORK. FOR PURPOSES OF THIS APPLICATION, WORKING DAYS ARE DEFINED AS MONDAY THRU FRIDAY, AND EXCLUDING CITY HOLIDAYS.

The City of Renton requires any contractor, firm, corporation, or other public/private agency to prepare a Traffic Control Plan (TCP) and obtain City's approval of that plan when construction, repair, or maintenance work is to be conducted within the City's right-of-way.

1. Fill out the Traffic Control Plan (TCP) Application form and prepare required submittal documents.
2. All TCPs must conform to all attached requirements. Failure to do so may be subject to resubmittal.
3. Submit Application via email to TCP@rentonwa.gov with the subject line "TCP Application – [Project Name]."
4. Resubmittal may be required for TCPs that are incomplete and do not display proper requirements as described in the guidelines. Additional review time may be needed.

By signing, I certify that the information on this application and within the submittal documents are accurate to the best of my knowledge and I acknowledge and have read all the requirements and guidelines on this application.

Applicant's Signature Date

Applicant's Name (Print)

Project Name: _____ Permit #: _____

Site Address: _____

Work Date: From _____ To _____ Work Time: Start _____ End _____

Construction Company: _____

Contact Name: _____ Phone/Cell: _____

Business Address: _____ City/State: _____ Zip: _____

Description of Work: _____

24 Hour Emergency _____

Contact Name & Phone: _____

Approval By: _____ Date: _____
PW/Transportation or CED/Development Engineering Division

Note: The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

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APPLICANT AGREES TO ALL THE FOLLOWING REQUIREMENTS:

GENERAL

- Applicant is responsible for compliance with all traffic regulations of the City of Renton (City) and the State of Washington, including codes and regulations not described in this application.
- Work Zone Traffic Control shall be in accordance with Manual on Uniform Traffic Control Devices (MUTCD) and shown by a traffic control plan layout or reference to Washington State Department of Transportation (WSDOT) traffic control plans.
- Any lane or street closures not in conformance with the approved Traffic Control Plan (TCP) and/or without notification of emergency services may result in receiving a citation for violation of R.C.W. 47.36.200 Signs or Flaggers at thoroughfare work sites and R.C.W. 9A.36.050 Reckless Endangerment, and other applicable State and City codes.
- Indemnify and hold harmless the City from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to implementation of the approved TCPs including claims arising from towing of private vehicles and the acts of Applicant's agents and employees.
- Applicant must comply with all conditions of the application.
- The City shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event shall indemnify and hold harmless the City for any such claims paid, including the City's reasonable attorney's fees and litigation costs incurred resulting from such claim.
- In the event any claim or suit is brought against City within the scope of this application, Applicant is responsible to pay for legal counsel chosen by the City to defend against same.
- No more than one TCP shall be in use at any given time for a single project. If multiple TCPs are submitted for review and approval at the same time, the TCPs shall be clearly labeled as separate plans and include construction phasing and sequencing.
- Previously approved TCPs cannot be combined into a new TCP without review and approval by the City.
- Expired TCP is not valid and shall not be used. Applicant shall resubmit the expired TCP for approval with the updated date and time and/or any changes to TCP.
- Applicant must have the approved TCP prior to commencing the work.
- Approved TCP must be at the work site during work hours.
- Signage shall be used to warn motorcyclists/bicyclists of the potential hazards on any uneven surfaced or slippery road conditions during work and non-work hours.
- Any vehicle, equipment, barricade, or portable tow-away sign used within the work area must display a company logo or any legally acceptable sign showing the company name, address, and telephone number at a conspicuous place on the vehicle or equipment.
- At signalized intersections, vehicle detection shall always remain operational, unless approved in this TCP and notified Transportation Signal Maintenance prior to commencing work. If damage occurs to existing vehicle detection that is to remain, it is Applicant's responsibility to replace with video vehicle detection equipment that meets current City's standards at Applicant's expense.
- When not in use, temporary traffic control devices shall be removed or covered immediately. It is the Applicant's responsible to cover any temporary traffic control devices when not applicable for the construction activities. Similarly, when work is suspended for short periods of time, traffic control devices that are no longer necessary shall be removed or covered. If deemed abandoned, City crews will remove and may store them at the City's maintenance shop (3555 NE 2nd Street) for up to sixty (60) days. The City is not responsible for any private property from City assets and identifying the property owner.
- Applicant is responsible to maintain existing pedestrian accessible routes during work and non-work hours. At intersections, the work on pedestrian facilities shall be limited to one (1) corner at a time, with the least possible inconvenience or delay to pedestrians. Pedestrian pushbuttons shall remain accessible at all times, unless approved pedestrian accessible detour(s) are provided. Accessibility to existing or temporary



pedestrian pushbuttons shall not be impaired. Deficiencies caused by Applicant's operations shall be repaired at Applicant's expense.

- Applicant shall provide complete assistance and accommodation from a dedicated pedestrian escort to all kinds of pedestrian traffic when sidewalk or walkway is impeded to safely redirect pedestrians around a work zone.
- Driveway and alley access shall be maintained at all times, also see RMC Chapters 9 and 10 for Street Closure and Street Excavation for details. Applicant is responsible for coordinating with the property owners and/or residents prior to commencement of the work.
- Pavement excavation shall be limited to a maximum of one travel lane at a time unless otherwise approved.
- Accessibility for emergency vehicles shall be maintained at all times.

PUBLIC OUTREACH

- Applicant must notify Transportation Signal Maintenance (425-430-7423) and City inspector (425-430-7203) at least twenty-four (24) hours before commencing work (lane shift/closure or near a signal) affecting the vehicle detection.
- Applicant shall notify emergency services (253-852-2121) twenty-four (24) hours before any street closures or lane closures.
- Applicant shall call Renton School District (425-204-4455) or any public/private agency, including public transit, to be affected by a temporary lane or road closure a minimum of five (5) working days (excluding weekends and holidays) prior to starting any work.
- Applicant shall coordinate with King County Metro Transit Construction Information Center (206-477-1140 or construction.coord@kingcounty.gov) for any construction or installation activities affecting transit operations or facilities. Notification information and guidelines can be found at: <https://kingcounty.gov/en/dept/metro/about/contractor-resources/transit-system-impacts>.

WORKING DAYS AND TIMES

- Normal working days are Monday through Friday. Work on holidays, weekends or at night shall not occur without City's approval. For work times between 10:00 p.m. and 7:00 a.m., see Night Work section below for details.
- Work time begins when any street or travel lane is fully or partially closed. This includes set up and removal within the traveled way.
- If the City determines the closure hours adversely affect traffic during the work, the City may require to adjust or reduce the working hours accordingly. Reduced work hours may be required by the City to minimize traffic impacts for any work located near a school during pick-up and drop-off times or on an arterial street. (See WSDOT Functional Classification Map: <https://www.wsdot.wa.gov/data/tools/geoportals/?config=FunctionalClass>)
- Applicant may request the City for consideration of extended or modified working hours. Such request must be approved by the City before changing hours of work.

CLOSURES

- All closure hours and days are subject to local permit and ordinance conditions (such as noise ordinances). More information can be found on <https://www.rentonwa.gov/City-Services/Permit-Center>. Total street closure lasting more than twenty-four (24) hours is subject to City Council authorization per Section 9-9 of the Renton Municipal Code (RMC).
- Road closure notice – Applicant must install Portable Changeable Message Sign (PCMS) boards no less than five (5) working days in advance of effective date and time, not including holidays, at location(s) as identified in the TCP. Other methods of displaying the messages shall be approved by the City.



- Road closure notice messages must include at least the following:
 - ROAD WILL BE CLOSED
 - MONTH/DAY – MONTH/DAY
 - _AM - _PM
- Road and/or sidewalk closure must be evaluated by the City with respect to both the necessity as well as the impact of the closure to the public. Applicant shall submit detour plans for road closures to accommodate both motorized and non-motorized users, including accessible pedestrian route(s). Road closures shall require additional temporary traffic control including advance notification, approach and detour signage.
- Applicant is responsible to temporarily remove the flags and install bags over the flag holders for any work requiring the temporary closure of a crosswalk equipped with pedestrian flags. Applicant shall ensure the bags remain intact and shall replace damaged bags as needed or determined necessary by the City of Renton inspector. For any misplaced or lost flags, Applicant is responsible to replace at Applicant's own expense. Upon restoration of the crosswalk, Applicant shall remove the bags and return all flags to the holders. Inventory of pedestrian flags must be submitted to the City inspector and reported to City of Renton Transportation Signal Maintenance (425-430-7423) prior to removal.

UNIFORMED POLICE OFFICERS (UPO) / FLAGGERS

- Any construction activities within one hundred and fifty (150) feet of a signalized intersection shall require Uniformed Police Officer(s) (UPO) at the traffic signal, unless otherwise approved in this TCP and evaluated by City Transportation for the impacts of traffic signal operations and safety.
- Flagger and sign placement are subject to revision by the City Inspector on site, if needed to address traffic or pedestrian safety or travel.
- For TCPs that require the presence of UPO to manage vehicular traffic and pedestrians at signalized intersections, Applicant shall coordinate with Transportation Signal Maintenance (425-430-7423) at least twenty-four (24) hours in advance for any signal that will be placed in red flashing mode. Applicant shall notify Transportation Signal Maintenance when the intersection is back to the normal traffic signal operations.

TEMPORARY TRAFFIC SIGNALS OR TRAFFIC SIGNAL MODIFICATION

- Temporary traffic signal programming or modification requires a minimum fifteen (15) working days for each traffic signal controller to be programmed and tested by City Transportation staff before starting the work. The Start Date on this TCP shall reflect the time for temporary traffic signal programming or modification.

TEMPORARY NO-PARKING

- Applicant must post notice of date(s) and time(s) of Temporary No Parking Zone with signs at every hundred (100) feet at least seventy-two (72) hours in advance of effective date and time.
- Applicant is responsible to show on the TCP the limits of Temporary No Parking Zone, identifying barricade locations for vacate parking or curb lane usage. The cover sheet of this approved TCP form must be attached to each Temporary No Parking Sign on the project site.
- Two travel lanes (one for each approach) must be open at all times on arterial streets unless approved in this TCP.

NIGHT WORK

- Between the hours of 10 p.m. and 7 a.m., approved Noise Variance shall be required (See Section RMC 8-7-8) for night work. Process may take up to twelve (12) weeks. More information can be found at <https://www.rentonwa.gov/City-Services/Permit-Center/Land-Use-Development/Noise-Variance>.
- City may require night work for TCPs that have severe traffic impacts on arterial streets.



- Night work shall always be required if two lanes of traffic (One for each approach) cannot be maintained on an arterial street.
- Night work shall be required if an evaluation of existing traffic volumes and patterns finds that any TCP will functionally reduce an arterial or high-volume collector street to only one lane of traffic.
- The following configurations may require night work:
 - Work at traffic signals that requires shifting one direction of traffic into a left turn pocket where a high volume of left turns occur.
 - Work at traffic signals that requires shifting two directions of traffic into left turn pockets.
 - Work at traffic signals that requires shifting high-volume left-turn movement into a through lane on a single approach to the intersection.
 - Work at signals that requires shifting left-turning traffic into a through lane on multiple approaches to the intersection.
- If City's initial TCP review finds that night work is required, a pre-construction meeting is mandatory to confirm the extents of the work required, the duration of work, anticipated noise levels, and any potential alternatives to mitigate the impact of night work to adjacent residents prior to review and approval of the TCP.

TRAFFIC CONTROL PLAN (TCP) FORMAT

- TCP must be site and project specific. The TCP shall clearly indicate all existing transportation facilities impacted by work including roads, bike lanes, sidewalks, transit stops, and driveways. Typical drawings, taper tables and MUTCD illustrations, by themselves, are insufficient.
- Each construction phase shall be provided with appropriate work zone traffic control. The impacts of utility relocation, traffic delays, detours and capacity restrictions must be considered and addressed. A suitable sequence of construction activities must be discussed with City Staff prior to fully developing TCPs based on the complexity of a project.
- TCPs shall be clearly labeled as separate plans to identify the construction sequencing during each phase when more than one TCP layout is submitted.
- TCP must be submitted with an electronic copy of TCP layout(s), on 11" X 17" paper size PDF format, which consist of:
 - Map(s) showing the location of the project and work area.
 - All fonts shall be legible and a minimum 10-point font size.
 - All symbols of viewing or printing shall be clear and contrasting.
 - All streets shall be labeled, and layout must include a north arrow and scale.
 - Must show channelizing devices, signing, flagger locations, barricades, PCMS boards, etc.
 - Show locations where the standard traffic control plans are applied.

