

**City of Santa Monica**  
**Planning and Community Development Department**  
**Transportation Engineering & Management Division**  
**NOTICE OF REVISED PROCEDURES FOR REVIEW**  
**OF TEMPORARY TRAFFIC CONTROL PLANS**

Effective July 1, 2014, the Planning & Community Development Department is required to collect revised user fees for reviews of temporary traffic control plans, as follows:

**First two reviews, \$233.68 per sheet.**

**Third and each subsequent review, \$296.76 per sheet.**

These fees shall be collected at the time of submittal, or resubmittal, of any temporary traffic control plan. Payment may be made in cash, by check or credit card.

**Plans cannot be accepted without full payment.**

Please note that these fees shall be administratively revised on July First of each year.

For further information on submitting temporary traffic control plans for review by the Transportation Engineering & Management Division, please see the current **Notice to Preparers and Submitters of Temporary Traffic Control Plans**.

Please also see the current list of **Streets Requiring Approved Temporary Traffic Control Plans** for further information.

Please also see the current **Application and Use of Temporary Traffic Control Signs, Devices and Markings** for further guidance in preparing temporary traffic control plans.

The current **Temporary Traffic Control Plan General Notes** must be included in every temporary traffic control plan submittal.

Each submittal, or resubmittal, of temporary traffic control plans must be accompanied by a properly executed **Application for Review of Temporary Traffic Control Plans** with original (**wet**) signatures. Incomplete or incorrect applications will result in plans being returned marked "**NOT APPROVED**" and fees forfeited.

**Questions ?** Call (310) 458-8291 or e-mail at [traffic.engineering@smgov.net](mailto:traffic.engineering@smgov.net).

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**City of Santa Monica**  
**Planning & Community Development Department**  
**Transportation Engineering & Management Division**

**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:

01. Plans are required for any work or temporary traffic control in any street shown on the list "Streets Requiring Approved Temporary Traffic Control Plans". Plans may be required for other locations as deemed necessary by this Division.
02. Plans shall be prepared based on the most recent edition of the California Manual on Uniform Traffic Control Devices. Information on the California Manual on Traffic Control Devices applicable to temporary traffic control may be available at the Caltrans website.  
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd/CAMUTCD-TTC.pdf>
03. Plans shall provide accommodations for **all** applicable modes of transportation including pedestrians, bicycles, motor vehicles and public transportation.
04. Plans received by this Division shall be placed in queue with all other requests for service. The average maximum response time for requests in queue is **sixty** (60) days. Requests for status of plan review may result in a **delay** of the review process.
05. Plans submitted for a third or subsequent review shall be placed at the **end** of the queue for service. Response times for such reviews may exceed **ninety** (90) days.
06. Not less than **two** (2) complete sets of Plans shall be submitted for each review, along with a properly completed Application Form. For second or subsequent reviews, the prior marked-up copy with the City's **purple** stamp must also be submitted. All sheets, including marked copies, shall be submitted in a **single roll**. Folded sheets or multiple roll submittals are subject to being separated and may be lost. Plan sets shall **not** be stapled or paper clipped.
07. Unless otherwise advised by the Traffic and Parking Manager, or designee, the stamp of a Registered Professional Engineer is **not** required on any Temporary Traffic Control Plan.
08. Plans submitted with clear evidence of competent professional traffic engineering and meeting these requirements may be moved forward in the queue for service.
09. 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. (e.g., Main Street between 4<sup>th</sup> Street and 7<sup>th</sup> Street or East side of B Street north of Pier Avenue, etc.) The phrase "City of Santa Monica" shall not appear in the plan title unless the work is being done under contract to the City of Santa Monica. In that case the City's contract number shall also be shown. Use of the name "Santa Monica" is acceptable.
10. 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.
11. False or erroneous information may result in plans being marked NOT APPROVED and fees forfeited.
12. Submitters will be notified when plan review is completed as requested on the Application Form at the time the plans are submitted. Only **one** (1) means of notification or return will be accepted.

**NOTICE TO PREPARERS AND SUBMITTERS OF TEMPORARY TRAFFIC CONTROL PLANS**  
(cont'd)

13. 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.
14. Plans shall be drawn **to scale** utilizing one of the scales found on the common civil engineer's scale.
15. Plans shall be submitted on U.S. standard inch size sheets, including the following: 8-1/2" x 11", 11" x 17" or 24" x 36" paper. Image areas shall **not exceed** 22" x 34", including borders.
16. Plans shall be submitted in monochrome. Color submittals will **not** be accepted unless approved prior to submittal by the Traffic and Parking Manager, or designee.
17. Plans shall reflect **actual** field conditions in the City of Santa Monica, recognizing the spacing between cross streets and block lengths.
18. Plans shall show **all** driveways, cross streets, alleys, courts and places within the area shown on the temporary traffic control plan.
19. Plans shall show all existing and proposed signs within the area where 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 CAMUTCD designation. **Images** of signs shall **not** be shown in the body of the plan. Sign images should be shown as part of the Legend.
20. Plans shall show **all** curb zones, including but not limited to, valet parking zones, bus zones, taxi zones, passenger loading zones, commercial loading zones, parking spaces for persons with disabilities and all other red, green, blue, yellow and white zones within the area shown on the temporary traffic control plan.
21. 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.
22. In the event that 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.
23. Work areas shown on Plans shall be sized to include adequate space for **all** equipment, vehicles and materials involved in the work.
24. Plans shall show the duration, in days, for completion of the work. Plans shall also show the start date for the work.
25. Nothing above is intended to preclude the application of sound professional traffic engineering judgment.

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

**This document is subject to change without notice.**

**City of Santa Monica**  
**Planning & Community Development Department**  
**Transportation Engineering & Management Division**

**STREETS REQUIRING APPROVED  
TEMPORARY TRAFFIC CONTROL PLANS**

<u>Street</u>	<u>Range</u>
1 <sup>st</sup> Court*	Wilshire Boulevard to Vicente Terrace
2 <sup>nd</sup> Court*	Wilshire Boulevard to Broadway
2 <sup>nd</sup> Street	California Avenue to Colorado Avenue
3 <sup>rd</sup> Court*	Wilshire Boulevard to Broadway
4 <sup>th</sup> Street	Adelaide Drive to City Limit south of Marine Street
4 <sup>th</sup> Court*	Wilshire Boulevard to Colorado Avenue
5 <sup>th</sup> Street	California Avenue to Olympic Boulevard
6 <sup>th</sup> Street	California Avenue to Bay Street (south intersection)
7 <sup>th</sup> Street	City Limit north of Adelaide Drive to Pico Boulevard
10 <sup>th</sup> Street	Arizona Avenue to Santa Monica Boulevard
11 <sup>th</sup> Street	San Vicente Boulevard to Ozone Street
14 <sup>th</sup> Street	San Vicente Boulevard to Ashland Avenue
15 <sup>th</sup> Street	Wilshire Boulevard to Santa Monica Boulevard
16 <sup>th</sup> Street	Washington Avenue to Santa Monica Boulevard
16 <sup>th</sup> Street	Colorado Avenue to Olympic Boulevard
16 <sup>th</sup> Street	Pico Boulevard to Ocean Park Boulevard
17 <sup>th</sup> Street	San Vicente Boulevard to Marine Street
20 <sup>th</sup> Street	Montana Avenue to Ocean Park Boulevard
21 <sup>st</sup> Street	Olympic Boulevard to Michigan Avenue
23 <sup>rd</sup> Street	Arizona Avenue to Santa Monica Boulevard
23 <sup>rd</sup> Street	Pico Boulevard to City Limit near Dewey Street
24 <sup>th</sup> Street	Michigan Avenue to Delaware Avenue
26 <sup>th</sup> Street	City Limit north of La Mesa Drive to Cloverfield Boulevard
27 <sup>th</sup> Street	Virginia Avenue to Kansas Avenue
28 <sup>th</sup> Street	Pico Boulevard to Donald Douglas Loop North
31 <sup>st</sup> Street	Ocean Park Boulevard to Donald Douglas Loop North
Airport Avenue**	23 <sup>rd</sup> Street to Bundy Drive
Appian Way	Palisades Beach Road to Pico Boulevard
Arizona Avenue	Ocean Avenue to 26 <sup>th</sup> Street
Barnard Way	Hollister Avenue to Marine Street
Broadway	Ocean Avenue to Centinela Avenue
California Avenue	Ocean Avenue to Lincoln Boulevard
California Avenue	14 <sup>th</sup> Street to 16 <sup>th</sup> Street
California Incline	Palisades Beach Road to Ocean Avenue

**STREETS REQUIRING APPROVED TEMPORARY TRAFFIC CONTROL PLANS**  
(cont'd)

<u>Street</u>	<u>Range</u>
Centinela Avenue	Ocean Park Boulevard to terminus south
Chelsea Avenue	Arizona Avenue to Santa Monica Boulevard
Cloverfield Boulevard	Santa Monica Boulevard to Ocean Park Boulevard
Colorado Avenue	Ocean Avenue to Centinela Avenue
Dewey Street	Robson Street to 23 <sup>rd</sup> Street
Exposition Boulevard	Stewart Street to Centinela Avenue
Kansas Avenue	Cloverfield Boulevard to Stewart Street
Lincoln Boulevard***	Montana Avenue to City Limit south of Ozone Street
Main Street	Colorado Avenue to City Limit south of Marine Street
Marine Street	Barnard Way to Main Street
Marine Street	Lincoln Boulevard to 17 <sup>th</sup> Street
Michigan Avenue	21 <sup>st</sup> Street to terminus east of 24 <sup>th</sup> Street
Montana Avenue	Ocean Avenue to Stanford Street
Moomat Ahiko Way	Palisades Beach Road to Ocean Avenue
Neilson Way	Pico Boulevard to City Limit south of Marine Street
Ocean Park Boulevard	Barnard Way to Centinela Avenue
Ocean Avenue	City Limit near Adelaide Drive to Hollister Avenue
Ocean Way	Pico Boulevard to Bay Street
Olympic Boulevard	4 <sup>th</sup> Street to Centinela Avenue
Olympic Drive	Ocean Avenue to 11 <sup>th</sup> Street
Palisades Beach Road****	City Limit near Adelaide Drive to Portal of McClure Tunnel
Pearl Street	14 <sup>th</sup> Street to 20 <sup>th</sup> Street
Pearl Street	24 <sup>th</sup> Street to 28 <sup>th</sup> Street
Pico Boulevard	Terminus west of Appian Way to Centinela Avenue
Robson Street	17 <sup>th</sup> Street to Dewey Street
San Vicente Boulevard	Ocean Avenue to 26 <sup>th</sup> Street
Santa Monica Boulevard	Ocean Avenue to Centinela Avenue
Santa Monica Pier Bridge	Foot of Bridge near shore line to Ocean Avenue
Stewart Street	Colorado Avenue to Pico Boulevard
Third Street Promenade	Wilshire Boulevard to Broadway
Virginia Avenue	20 <sup>th</sup> Street to 27 <sup>th</sup> Street
Washington Avenue	14 <sup>th</sup> Street to 16 <sup>th</sup> Street
Wilshire Boulevard	Ocean Avenue to Centinela Avenue

\* Required if work will not provide for an 11 foot traffic lane.

\*\* Work in Airport Avenue requires approval of the Airport Manager.

\*\*\* May also require Caltrans approval or Encroachment Permit or both (Colorado Avenue to Michigan Avenue).

\*\*\*\* May also require Caltrans approval or Encroachment Permit or both.

NOTE: Work in Donald Douglas Loop North or Donald Douglas Loop South requires Approval of the Airport Manager.

**This document is subject to change at any time without notice.**

**City of Santa Monica**  
Planning & Community Development Department  
**Transportation Engineering & Management**  
Division

**APPLICATION AND USE OF  
TEMPORARY TRAFFIC CONTROL  
SIGNS, DEVICES AND MARKINGS**

Temporary traffic control signs, devices and markings shall be applied and used as follows:

- a. K-rail, if used, shall be frangible in compliance with Federal and State standards. Concrete or other non-frangible K-rail shall not be used.
- b. The use of steel plate bridging or any other construction activity which may result in vertical pavement height differences shall be treated as described in the General Notes.
- c. Pedestrian canopies, fences, K-rail, trailers and other structures placed in the roadway shall be protected with crash cushions which comply with Federal and State standards. Such crash cushions shall be properly maintained at all times.
- d. Delineators, cones and other devices used to indicate the paths of travel for vehicles or bicycles shall be not less than 36 inches in height.
- e. A clearance of two (2) feet shall be maintained between any vertical obstruction and any adjacent travel lane. The term "vertical obstruction", includes barricades, cones, delineators, K-rail and any other devices or objects having a vertical dimension in excess of one (1) inch.
- f. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. Open excavations may also be protected by frangible k-rail or similar protective systems.
- g. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.
- h. Pictogram signs, such as R4-7, W21-1 and C9A(CA) shall be used in favor of signs with text messages.
- i. C40(CA) series signs shall be used only when shown on an approved plan. Their use is recommended only on streets with speed limits of 35 miles per hour or higher.

j. Temporary speed limit signs {C17(CA) series} shall be used only when shown on an approved plan. Such signs shall be displayed only during times when workers are present in the roadway, unless the temporary alignment requires them to be in place at all times. If C17(CA) signs are used, C17(CA)(END) signs shall also be used at the end of the work zone on each roadway where the C17(CA) signs are used.

k. If Temporary NO PARKING signs are used, they shall be posted in accordance with City requirements. Only signs issued by the City of Santa Monica shall be used. Such signs shall show hours and days appropriate to the needs of the job. 24-hour NO PARKING restrictions shall not be used unless there is a demonstrated need for such restrictions. Signs not in compliance with this section may be removed by the City at a cost to the user of \$57.90 per sign removed. Such costs shall be paid by the user before the work is accepted.

l. LANE CLOSED {SC11(CA)} signs shall be placed at 150 foot intervals throughout extended work areas in each lane that is closed.

m. At locations where sidewalks must be closed and no alternative pedestrian path of travel is provided, standard R9-series signs shall be utilized with signs provided in advance at the nearest signalized intersection or other City-approved crossing location. In addition, at locations where a sidewalk is closed and pedestrians might attempt to bypass the work area by walking in the roadway, R5-10c signs shall be provided in the roadway faced toward approaching pedestrians.

n. Construction which affects bike lanes shall be treated as described in the latest release from Caltrans regarding such activities, including modified signs SC11(CA) "BIKE LANE CLOSED" and W20-5 "BIKE LANE CLOSED AHEAD", as well as the W11-1 and W16-1 signs. To the extent possible, bike lanes shall be carried through temporary traffic control zones.

o. Temporary traffic control signs, devices and markings shall comply with the latest Federal and State standards.

p. Items required in order to comply with the General Notes shall be shown on the Plan.

**This document is subject to change  
without notice.**

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**City of Santa Monica**  
**Planning and Community Development**  
**Department**  
**Transportation Engineering and**  
**Management Division**  
**TEMPORARY TRAFFIC CONTROL PLAN**  
**GENERAL NOTES**

A. The term "USER" as used herein refers to the parties involved in the conduct of the work to which this Plan is applicable including, but not limited to: the owner, developer, contractor, subcontractor, traffic control provider or any other organization or individual who makes use of this Plan.

B. The term "DESIGNATED REPRESENTATIVE" as used herein refers to the individual designated by the Traffic and Parking Manager to act in matters related to the job.

C. By submitting this Plan for review by the City of Santa Monica, the User agrees to fully implement and comply with the Plan and these General Notes.

D. User further agrees that if any employee of the City of Santa Monica or any peace officer finds that the User is not in compliance with the Plan, said employee or peace officer may order the entire job shut down for 24 work hours, or the time it takes to correct the problem, whichever is longer. Such shut down hours do not include hours on Saturdays, Sundays or national holidays.

E. A copy of this Plan bearing the City's stamp with the purple message CONTENTS NOTED shall be maintained at the job site at all times. It shall be made available to any employee of the City of Santa Monica or to any peace officer within ten (10) minutes of a request for the Plan. Failure to provide a copy of the Plan within ten (10) minutes may result in the job being shut down as noted in D. above.

F. The Plan shall include the name, address and telephone number of the User (e.g., contractor) as well as the name and 24 hour telephone number of the Superintendent or other person responsible for work at the job site.

G. In the event that temporary traffic controls are left in place during times other than normal working hours, signs with the message EMERGENCY CALL and the phone number for the individual responsible for temporary traffic control for the job shall be placed at each approach to the temporary traffic control.

H. The User shall fully install and maintain the traffic controls as shown herein, as well as any additional traffic controls as may be necessary to ensure the safe movement of traffic and pedestrians through or around the Work Area and to provide maximum protection and safety for workers.

I. The User shall provide additional signs, barricades, caution tape and other items and flaggers as necessary to ensure that pedestrians do not enter the Work Area, even though such items may not be shown on this Plan.

J. Emergency vehicle access shall be maintained at all times, unless prior written approval is received from both the Traffic and Parking Manager, or the designated representative, and the Fire Marshal.

K. All traffic controls required by this Plan shall be installed, relocated or removed ONLY by a User holding a valid Class C-31 license as issued by the California Contractors State License Board. Alternatively, the traffic controls may be installed, relocated or removed by a User, competent in temporary traffic control, and holding a valid Class A license as issued by the California Contractors State License Board, subject to the prior written approval of the Traffic and Parking Manager, or the designated representative.

L. The Traffic and Parking Manager, or the designated representative, each, reserves the right to observe the Plan in use and to order the User to make any changes deemed necessary as field conditions warrant. Any such change shall supersede this Plan.

M. The User shall notify the Traffic and Parking Manager, or the designated representative, at (310) 458-8291 and by electronic mail at Transportation.Mgmt@smgov.net, the Santa Monica Police Department at (310) 458-8427, and the Santa Monica Fire Marshal at (310) 458-8674 not less than three (3) working days in advance of implementing this Plan or other detour.

N. The User shall notify the Big Blue Bus at (310) 451-5444 and Metro at (213) 922-6111 and any other affected transit service provider not less than three (3) working days in advance of implementing this Plan or other detour which affects any roadway on which transit service is provided.

O. Failure to make required notifications may result in the work being delayed until the notifications are properly made as noted in M. and N. above.

P. No signs, markings or other traffic control devices, other than those called for in this Plan shall be placed in the public right-of-way unless prior written authorization is received from the Traffic and Parking Manager, or the designated representative.

Q. No signs, markings or other traffic control devices shall be substituted for those shown in this Plan unless prior written authorization is received from the Traffic and Parking Manager, or the designated representative.

R. No vehicles, equipment or materials shall be staged, stored or parked outside the Work Area designated on the Plan unless prior written authorization is received from the Traffic and Parking Manager, or the designated representative.

S. The User shall comply with the requirements of the Americans with Disabilities Act (ADA) as related to pedestrian access and shall maintain pedestrian access at all times per ADA requirements.

T. All signs, stripes, delineators, barricades and other traffic control devices and their installation shall conform to the latest editions of the following documents: the State of California, Standard Specifications and, the California Manual on Uniform Traffic Control Devices. In the event of conflict between these

documents, the most stringent requirement shall apply. Sign sizes shall be those shown as "Standard", or larger, in the California Manual on Uniform Traffic Control Devices.

U. All traffic control devices shall be kept in their proper positions at all times, and shall be repaired, replaced or cleaned as necessary to preserve their maximum visibility and effectiveness. Devices to be in place for more than seven (7) days shall be affixed to fixed objects or pavement so as to prevent their movement. Signs to be in place for more than seven (7) days shall NOT be mounted on Type I or Type II barricades.

V. Conflicting striping or pavement markings shall be removed only by grinding or by SCAQMD-approved sandblasting. Painting or taping over conflicting striping or pavement markings is not permitted.

W. Traffic signals shall remain in operation at all times. Traffic signal operation during construction phases shall be coordinated with, and approved by, the Traffic and Parking Manager, or the designated representative. User shall immediately notify the Traffic and Parking Manager, or the designated representative, of any damage to or malfunction of any traffic signal equipment or wiring. In the event the damage or malfunction causes the traffic signal to fail, the User shall immediately notify the Santa Monica Police Department at (310) 458-8427.

X. User shall cover or remove existing signs which conflict with the Plan.

Y. Signs not in active use shall be stored so that their messages are not visible to the public.

Z. Flaggers shall be provided as necessary to properly direct and control traffic, including motor vehicles, bicycles and pedestrians. Such flaggers shall at all times have in their possession documentation of training as set forth in Chapter 6E. FLAGGER CONTROL of the California Manual on Uniform Traffic Control Devices and as required by Section 1599 of the Construction Safety Orders as issued by the California Department of Industrial Relations, Division of Industrial Safety. Any flagger found without such documentation shall be immediately removed from the job site. The C28(CA) STOP / SLOW paddle shall be visible to motorists only while in the hand of a properly trained flagger.

AA. In the event steel plate bridging is used, plates shall be placed so that they do not move or make noise when vehicles pass over them. Plates shall be skid resistant. Wherever possible, plates shall be recessed into the pavement. Plates which extend more than one-half (1/2) inch above the surrounding pavement shall be ramped with temporary pavement with a slope not less than one (1) vertical to four (4) horizontal (1:4) in all directions. Warning signs W8-24 "STEEL PLATE AHEAD" signs shall be placed on all approaches to steel plates.

AB. In the event that temporary pavement, steel plate bridging or other construction activity causes the surface of one travel lane to be more than one-half (1/2) inch higher or lower than an adjacent travel lane, C41(CA) "uneven lanes" warning signs shall be installed on all approaches to the affected area.

AC. Any vertical pavement height difference of one (1) inch or more shall be provided with ramped temporary pavement with a minimum slope of one (1) vertical to four (4) horizontal (1:4) in all directions.

AD. A clearance of two (2) feet shall be maintained between any vertical obstruction and any adjacent travel lane. The term "vertical obstruction" includes barricades, cones, delineators, k-rail and any other devices or objects having a vertical dimension in excess of one (1) inch.

AE. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. Open excavations may also be protected by frangible K-rail or similar protective systems. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.

AF. Equipment which produces any sound exceeding 90dBa shall be used only between the hours of 10 a.m. and 3 p.m.

AG. Work hours are subject to City ordinance and shall be shown on the Plan.

AH. Temporary traffic control plans are valid only for the activities and locations specified in applicable City-issued permits.

AI. Temporary traffic control plans shall be valid for one year from the date shown hereon.

**This document is subject to change without notice.**



# Application for Review of Temporary Traffic Control Plans

**PLANNING & COMMUNITY DEVELOPMENT**  
1685 Main Street, Room 115, PO Box 2200  
Santa Monica, CA 90407-2200 • 310.458.8291  
traffic.engineering@smgov.net

- Submit completed form, at least 2 sets of the plan, and fees in person to counter staff. NO DROP-OFFS.
- Include a photocopy of this form with all subsequent review submittals. Include most recent marked up "redline" plan with submittal.
- When TTCP is received, it is placed in queue with other requests for service. Average review time is 60 days per review for first two reviews and 90 days for third and subsequent reviews.

Temporary Traffic Control Location: \_\_\_\_\_

Job Address: \_\_\_\_\_ Number of Sheets: \_\_\_\_\_

Check for Excavation Permit # \_\_\_\_\_ Notify [transportation.planning@smgov.net](mailto:transportation.planning@smgov.net) when TTCP is approved

Public Works Permit No.: \_\_\_\_\_ (If applicable) Building Permit No.: \_\_\_\_\_ (If applicable)  
(must provide one or the other)

**Applicant (MUST BE COMPLETED)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Plan Preparer (MUST BE COMPLETED)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Contractor (Do not leave blank. Complete as much as possible, write N/A if not applicable or TBD if still to be determined)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**C-31 Subcontractor (Do not leave blank. Complete as much as possible, write N/A if not applicable or TBD if still to be determined)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Expedited Plan Review**

Expedited plan review is available upon request at the time of submittal for an additional fee of \$242.99 for each two (2) sheets. Review time is no more than ten (10) business days and covers this submittal only. Submitter must sign below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Submitter (MUST BE COMPLETED, SIGNED and SUBMITTED IN PERSON AT City Hall, Permit Center Station E)**

Preferred notification method when review is complete (Check **ONE ONLY**):  US Mail  Phone  Email

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone \_\_\_\_\_

**City of Santa Monica Use Only**

TTCP Application 18MAY15

Date Received: \_\_\_\_\_ Fees Waived by \_\_\_\_\_ Ext.: \_\_\_\_\_ Initial: \_\_\_\_\_

1 TPOS- \_\_\_\_\_ by CA CK CC for: # of Pages \_\_\_\_\_ x Amt/Page \$ \_\_\_\_\_ = Amount \$ \_\_\_\_\_

Expedited Fee # of Pages \_\_\_\_\_ x \$242.99 each 2 pages = Amount \$ \_\_\_\_\_

# \_\_\_\_\_ Former # \_\_\_\_\_ Former # \_\_\_\_\_ Total Amount Received \$ \_\_\_\_\_

**City of Santa Monica**  
**Planning & Community Development Department**

**INSTRUCTIONS FOR APPLICATION FOR REVIEW OF  
TEMPORARY TRAFFIC CONTROL PLANS**

This application must be filled out completely, legibly and accurately. The following paragraphs describe the information necessary to complete the application:

**Temporary Traffic Control Location-** Describe the **actual street location** where the plan will be implemented. (e.g., Main Street between 4<sup>th</sup> Avenue and 9<sup>th</sup> Avenue; or South side of Hill Street east of Lemon Avenue.)

**Job Address** – The address of the job site.

**Number of Sheets** – The total number of sheets of plans submitted.

**Public Works Permit No.** - The number of the permit to be issued by the Public Works Department in connection with the plan submitted, if applicable. This may be an Excavation Permit, Street Permit, Use of Public Property Permit, Crane Permit, Film Permit or any other permit issued by the Public Works Department.

**Building Permit No.** – The number of the Building Permit to be issued for the job, if applicable.

**(MUST have either a Public Works Permit OR a Building Permit)**

**Applicant** – The information of the party applying for the review of the plan. This must be completed.

**Preparer** – The information of the party that prepared the plan. This must be completed.

**Contractor** – The information of the Contractor performing the work at the job site. Provide as much information as possible.

**C-31 Contractor** – The information for the C-31 licensed Contractor responsible for implementing the traffic control shown on the plan. Provide as much information as possible.

**Submitter** – The information for the party submitting the plan for review. This must be completed. Mark **ONLY ONE** notification method.

Do not leave any space blank. If the same party is responsible for more than one of the above areas, the message “same as \_\_\_\_\_” may be used. Insert “N/A” if there is no information applicable to a space.

**Please ask for help if you need it. Our staff is here to help you.**

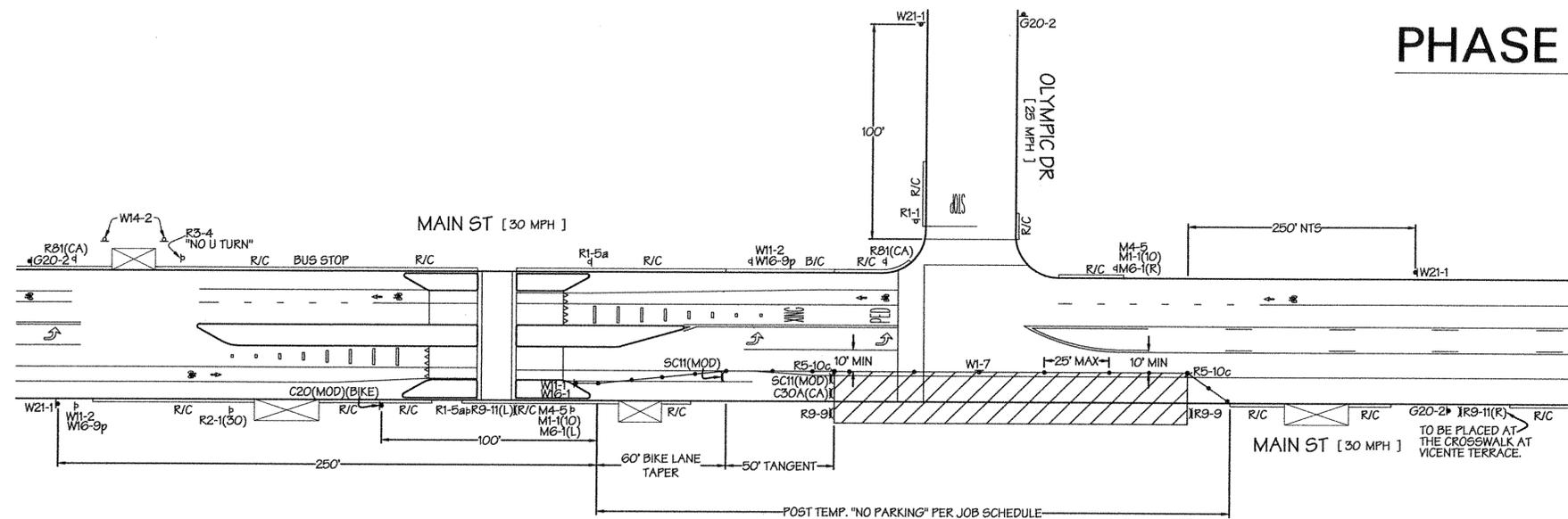
**Strategic and Transportation Planning Division - Tel: 310.458.8291**

**SAMPLE  
TRAFFIC CONTROL PLANS**

- A. The term "USER" as used herein refers to the parties involved in the conduct of the work to which this Plan is applicable including, but not limited to: the owner, developer, contractor, subcontractor, traffic control provider or any other organization or individual who makes use of this Plan.
- B. The term "DESIGNATED REPRESENTATIVE" as used herein refers to the individual designated by the City Traffic Engineer to act in matters related to the job.
- C. By submitting this Plan for review by the City of Santa Monica, the User agrees to fully implement and comply with the Plan and these General Notes.
- D. User further agrees that if any employee of the City of Santa Monica or any peace officer finds that the User is not in compliance with the Plan, said employee or peace officer may order the entire job shut down for 24 work hours, or the time it takes to correct the problem, whichever is longer. Such shut down hours do not include hours on Saturdays, Sundays, or national holidays.
- E. A copy of this Plan bearing the City's stamp with the purple message CONTENTS NOTED shall be maintained at the job site at all times. It shall be made available to any employee of the City of Santa Monica or to any peace officer within ten (10) minutes of a request for the Plan. Failure to provide a copy of the Plan within ten (10) minutes may result in the job being shut down as noted in D. above.
- F. The Plan shall include the name, address and telephone number of the User (e.g., contractor) as well as the name and telephone number of the Superintendent or other person responsible for the overall conduct of the job.
- G. In the event that temporary traffic controls are left in place during times other than normal working hours, signs with the message EMERGENCY CALL and the phone number for the individual responsible for temporary traffic control for the job shall be placed at each approach to the temporary traffic control.
- H. The User shall fully install and maintain the traffic controls as shown herein, as well as any additional traffic controls as may be necessary to ensure the safe movement of traffic and pedestrians through or around the Work Area and to provide maximum protection and safety for workers.
- I. The User shall provide additional signs, barricades, caution tape and other items and flaggers as necessary to ensure that pedestrians do not enter the Work Area, even though such items may not be shown on this Plan.
- J. Emergency vehicle access shall be maintained at all times, unless prior written approval is received from both the City Traffic Engineer, or the designated representative, and the Fire Marshal.
- K. All traffic controls required by this Plan shall be installed, relocated or removed ONLY by a User holding a valid Class C-31 license as issued by the California Contractors State License Board. Alternatively, the traffic controls may be installed, relocated or removed by a User, competent in temporary traffic control, and holding a valid Class A license as issued by the California Contractors State License Board, subject to the prior written approval of the City Traffic Engineer, or the designated representative.

- L. The City Traffic Engineer, or the designated representative, each, reserves the right to observe the Plan in use and to order the User to make any changes deemed necessary as field conditions warrant. Any such changes shall supersede this Plan.
- M. The User shall notify the City Traffic Engineer, or the designated representative, at (310) 458-8291 and by electronic mail at Transportation.Mgmt@smgov.net, the Santa Monica Police Department at (310) 458-8427, and the Santa Monica Fire Marshal at (310) 458-8674 not less than three (3) working days in advance of implementing this Plan or other detour.
- N. The User shall notify the Big Blue Bus at (310) 451-5444 and Metro at (213) 922-6111 and any other affected transit service provider not less than three (3) working days in advance of implementing this Plan or other detour which affects any roadway on which transit service is provided.
- O. Failure to make required notifications may result in the work being delayed until the notifications are properly made as noted in M. and N. above.
- P. No signs, markings or other traffic control devices, other than those called for in this Plan shall be placed in the public right-of-way unless prior written authorization is received from the City Traffic Engineer, or the designated representative.
- Q. No signs, markings or other traffic control devices shall be substituted for those shown in this Plan unless prior written authorization is received from the City Traffic Engineer, or the designated representative.
- R. No vehicles, equipment or materials shall be staged, stored or parked outside the Work Area designated on the Plan unless prior written authorization is received from the City Traffic Engineer, or the designated representative.
- S. The User shall comply with the requirements of the Americans with Disabilities Act (ADA) as related to pedestrian access and shall maintain pedestrian access at all times per ADA requirements.
- T. All signs, stripes, delineators, barricades and other traffic control devices and their installation shall conform to the latest editions of the following documents: the State of California, Standard Specifications and, the California Manual on Uniform Traffic Control Devices. In the event of conflict between these documents, the most stringent requirement shall apply. Sign sizes shall be those shown as "Standard", or larger, in the California Manual on Uniform Traffic Control Devices.
- U. All traffic control devices shall be kept in their proper positions at all times, and shall be repaired, replaced or cleaned as necessary to preserve their maximum visibility and effectiveness. Devices to be in place for more than seven (7) days shall be affixed to fixed objects or pavement so as to prevent their movement. Signs to be in place for more than seven (7) days shall NOT be mounted on Type I or Type II barricades.
- V. Conflicting striping or pavement markings shall be removed only by grinding or by SCAQMD-approved sandblasting. Painting or taping over conflicting striping or pavement markings is not permitted.

- W. Traffic signals shall remain in operation at all times. Traffic signal operation during construction phases shall be coordinated with, and approved by, the City Traffic Engineer, or the designated representative. User shall immediately notify the City Traffic Engineer, or the designated representative, of any damage to or malfunction of any traffic signal equipment or wiring. In the event the damage or malfunction causes the traffic signal to fail, the User shall immediately notify the Santa Monica Police Department at (310) 458-8427.
- X. User shall cover or remove existing signs which conflict with the Plan.
- Y. Flaggers shall be provided as necessary to properly direct and control traffic, including motor vehicles, bicycles and pedestrians. Such flaggers shall at all times have in their possession documentation of training as set forth in Chapter 6E. FLAGGER CONTROL of the California Manual on Uniform Traffic Control Devices and as required by Section 1599 of the Construction Safety Orders as issued by the California Department of Industrial Relations, Division of Industrial Safety. Any flagger found without such documentation shall be immediately removed from the job site. The C28(CA) STOP/SLOW paddle shall be visible to motorists only while in the hand of a properly trained flagger.
- Z. In the event steel plate bridging is used, plates shall be placed so that they do not move or make noise when vehicles pass over them. Plates shall be skid resistant. Wherever possible, plates shall be recessed into the pavement. Plates which extend more than one-half (1/2) inch above the surrounding pavement shall be ramped with temporary pavement with a slope not less than one (1) vertical to four (4) horizontal (1:4) in all directions. Warning signs W8-24 "STEEL PLATE AHEAD" signs shall be placed on all approaches to steel plates.
- AA. In the event that temporary pavement, steel plate bridging or other construction activity causes the surface of one travel lane to be more than one-half (1/2) inch higher or lower than an adjacent travel lane, C41(CA) "uneven lanes" warning signs shall be installed on all approaches to the affected area.
- AB. Any vertical pavement height difference of one (1) inch or more shall be provided with ramped temporary pavement with a minimum slope of one (1) vertical to four (4) horizontal (1:4) in all directions.
- AC. A clearance of two (2) feet shall be maintained between any vertical obstruction and any adjacent travel lane. The term "vertical obstruction" includes barricades, cones, delineators, k-rail and any other devices or objects having a vertical dimension in excess of one (1) inch.
- AD. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. Open excavations may also be protected by frangible k-rail or similar protective systems. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.
- AE. Equipment which produces any sound exceeding 90dBa shall be used only between the hours of 10 a.m. and 3 p.m.
- AF. Work hours are subject to City ordinance and shall be shown on the Plan.
- AG. Temporary traffic control plans are valid only for the activities and locations specified in applicable City-issued permits.
- AH. Temporary traffic control plans shall be valid for one year from the date of issuance of applicable City-issued permits.



## PHASE 1 OF 2

City of Santa Monica  
TRANSPORTATION MANAGEMENT  
**CONTENTS NOTED**  
 NO exceptions taken  
 Make corrections noted  
Seq No 2744 Rev No 2  
By [Signature] Date 08/17/13

### EXISTING SIGNS


### PROPOSED SIGNS


The roadways of Main St. and Colorado Ave. shall be unobstructed and open to traffic between the hours of 7 A.M. to 9 A.M. and 4 P.M. to 7 P.M. No work, including set up or removal of traffic controls, shall occur during these hours.

**LEGEND:**

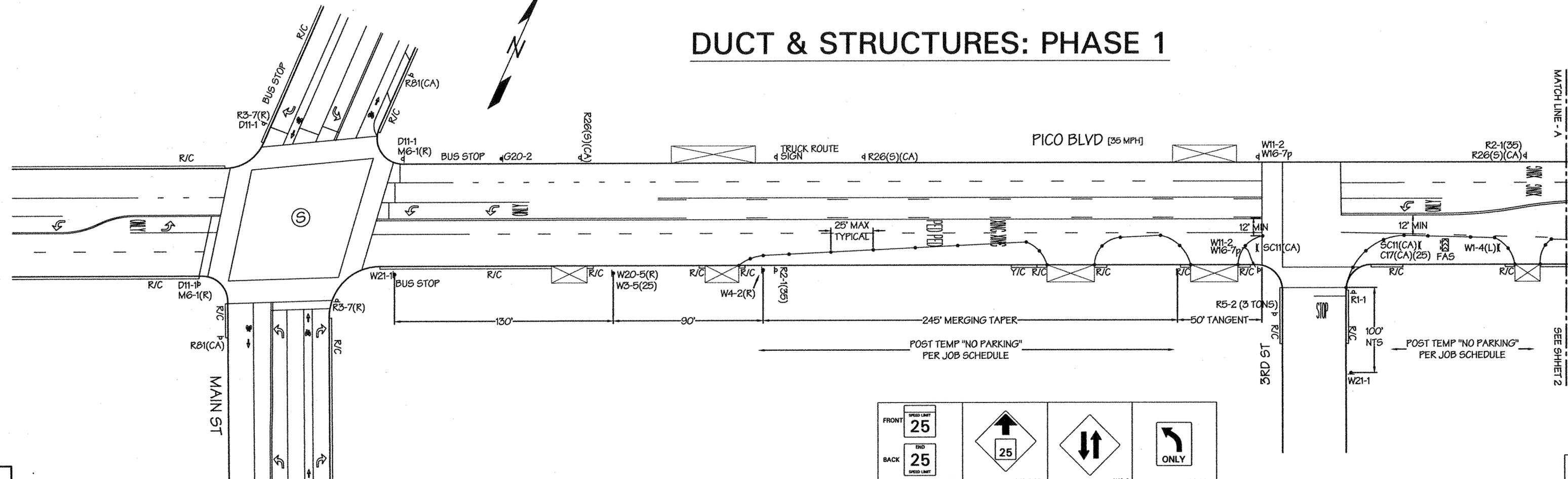
- WORK AREA
- HIGH LEVEL WARNING DEVICE
- FLASHING ARROW SIGN (FAS)
- FLAGGER
- TYPE-III BARRICADE
- TYPE-I OR II BARRICADE
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN

**STRIPING TO REMAIN**

**STRIPING TO REMOVE**

**STRIPING TO ADD**

# DUCT & STRUCTURES: PHASE 1



### LEGEND:

- WORK AREA
- HIGH LEVEL WARNING DEVICE
- FLASHING ARROW SIGN (FAS)
- FLAGGER
- TYPE-III BARRICADE
- TYPE-I OR II BARRICADE
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN
- TS 11
- WATER FILLED K-RAIL
- ABSORB 350
- 20' CONC. K RAIL

R4-7	R14-1	R3-7	M4-12	R3-1	R3-2	R3-3	R3-4	W16-7p	W11-1	C17(CA)(25)	W3-5(25)	W8-3	R3-5(L)	R5-1			
R5-2	D11-1	W16-1	R2-1(25)	R2-1(30)	R2-1(35)	R9-9	R3-18	S1-1	S4-2	R9-9	R9-11 (R/L)	R4-7	R3-2	SC11(CA)	G20-2	SS1	W4-3
TYPE N(CA)	R10-22	R1-1	R1-4	S4-3	R26A(S)(CA)	R9-11 (R/L)	W11-2	R81(CA)	M6-1(R/L)	C9A(CA)	W3-4						

MAJOR CONSTRUCTION AHEAD  
 FLAGGER TO ASSIST WITH HOTEL TRAFFIC BE PREPARED TO STOP  
SIGN A

City of Santa Monica  
 TRANSPORTATION MANAGEMENT  
**CONTENTS NOTED**  
 No exceptions taken  
 Make corrections noted  
 Seq No 2904 Rev No 3  
 By [Signature] Date 12/26/13

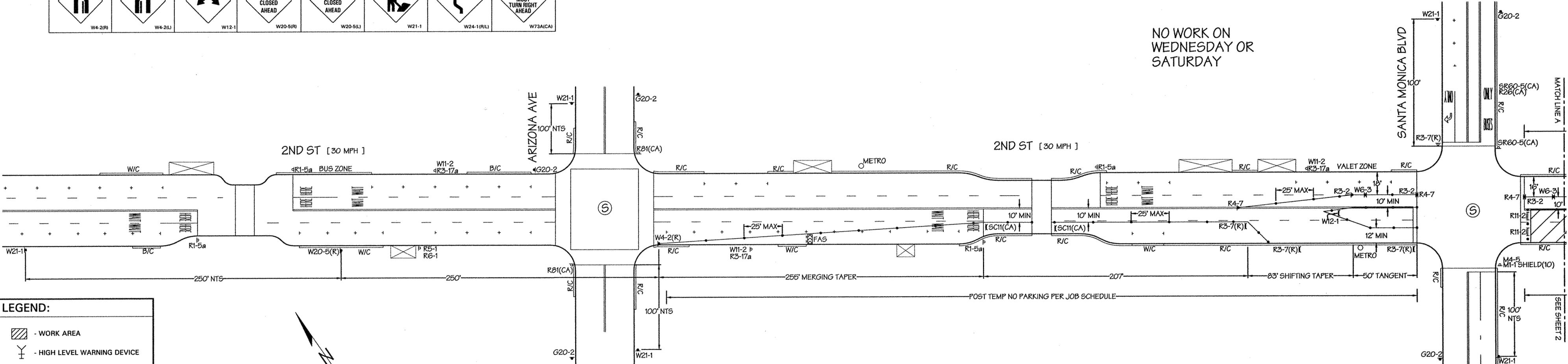
# PROPOSED SIGNS

G20-2	R3-1	R3-2	R3-7(R)	R4-7	R11-2	SC11(CA)	
W4-2(R)	W4-2(L)	W12-1	W20-5(R)	W20-5(L)	W21-1	W24-1(R/L)	W73A(CA)

No exceptions taken  
 Make corrections noted

Seq No 2811 Rev No 2  
By [Signature] Date 10/15/13

NO WORK ON  
WEDNESDAY OR  
SATURDAY



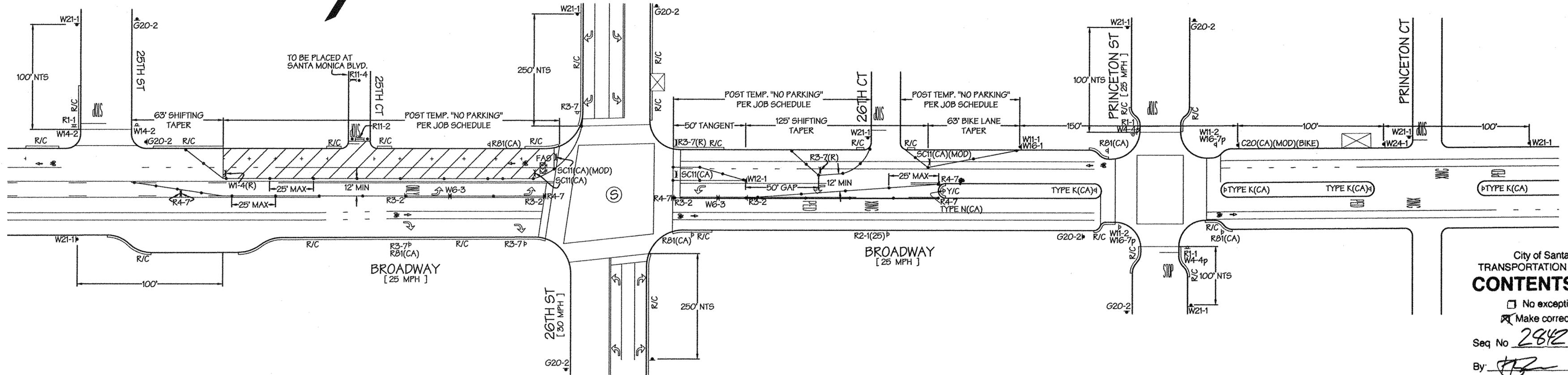
**LEGEND:**

- WORK AREA
- HIGH LEVEL WARNING DEVICE
- FLASHING ARROW SIGN (FAS)
- FLAGGER
- TYPE-III BARRICADE W/ SIGN
- TYPE-I OR II BARRICADE W/ SIGN
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN

**PHASE 1**

MATCH LINE A  
SEE SHEET 2

# 26TH ST & BROADWAY



City of Santa Monica  
 TRANSPORTATION MANAGEMENT  
**CONTENTS NOTED**  
 No exceptions taken  
 Make corrections noted  
 Seq No 2842 Rev No 2  
 By: [Signature] Date 11/07/13

### EXISTING SIGNS:


### PROPOSED SIGNS:


#### LEGEND:

- WORK AREA
- HIGH LEVEL WARNING DEVICE
- FLASHING ARROW SIGN (FAS)
- FLAGGER
- TYPE-III BARRICADE W/ SIGN
- TYPE-I OR II BARRICADE W/ SIGN
- CHANNELIZATION DEVICE
- SIGN
- EXISTING SIGN

The roadways of Stewart St., Cloverfield Blvd., Olympic Blvd., Colorado Ave., 26th St. and Broadway shall be unobstructed and open to traffic between the hours of 7 A.M. to 9 A.M. and 4 P.M. to 7 P.M. No work, including set up or removal of traffic controls, shall occur during these hours.

**LEGEND**

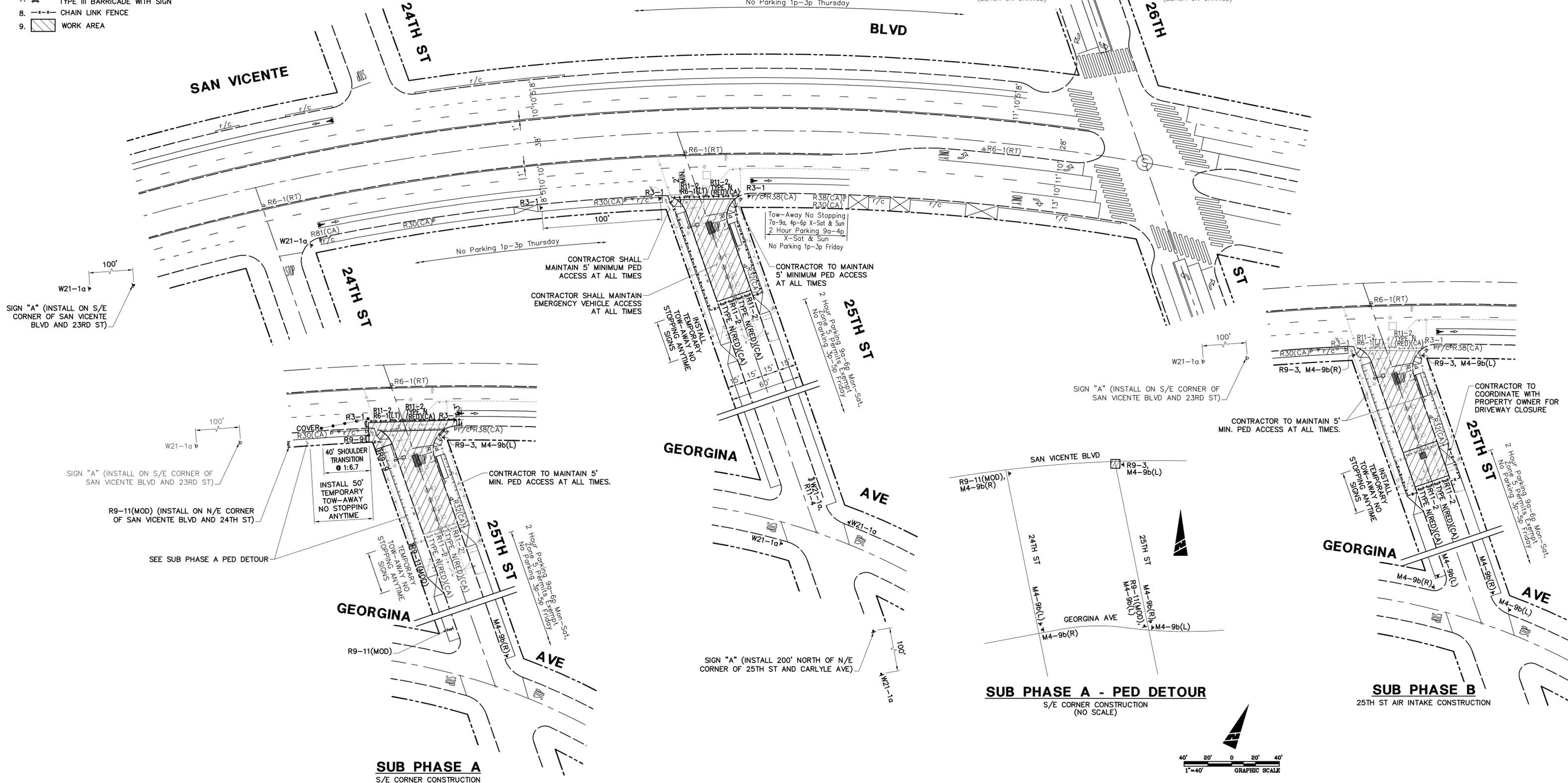
- = EXISTING STRIPING & MARKINGS TO REMAIN.  
 = EXISTING STRIPING & MARKINGS TO BE REMOVED.  
 = PROPOSED STRIPING & MARKINGS.
- = EXISTING SIGN AND POST.  
 = EXISTING SIGN AND POST TO BE REMOVED OR RELOCATED.  
 = PROPOSED SIGN AND POST.
- = SIGNALIZED INTERSECTION.
- = PROPOSED 28" TRAFFIC CONE WITH 13" REFLECTIVE MARKER
- = TYPE II BARRICADE
- = TYPE III BARRICADE
- = TYPE II BARRICADE WITH SIGN
- = TYPE III BARRICADE WITH SIGN
- = CHAIN LINK FENCE
- = WORK AREA

**GENERAL NOTES**

- FOR OTHER REQUIREMENTS RELATED TO TRAFFIC CONTROL PLANS AND WORK AREA MAINTENANCE, THE CONTRACTOR SHALL FOLLOW THE CALIFORNIA MUTCD (LATEST EDITION) AND ALL RELATED SECTIONS OF THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, INCLUDING SECTION 7-10 "PUBLIC CONVENIENCE AND SAFETY," AND 302-4.4 "PUBLIC CONVENIENCE AND TRAFFIC CONTROL."
- CONTRACTOR SHALL MAINTAIN ALL PEDESTRIAN & DRIVEWAY ACCESS AT ALL TIMES DURING CONSTRUCTION AND SHALL COORDINATE WITH RESIDENTS/BUSINESSES FOR ANY CLOSURE/LIMITED ACCESS TO THEIR DRIVEWAYS.
- WORK SHALL BE DONE BETWEEN 8AM - 6PM MONDAY THRU FRIDAY & 9AM - 5PM SATURDAY. WORK PERFORMED OUTSIDE OF THIS TIME MUST BE APPROVED BY THE TRAFFIC ENGINEER.
- LANE CLOSURE SHALL BE IMPLEMENTED NO MORE THAN 1 DAY.
- CONSULT CITY TRAFFIC ENGINEER FOR TRAFFIC SIGNAL TIMING MODIFICATION DURING CONSTRUCTION.
- CONTRACTOR TO COORDINATE WITH TRANSIT AGENCIES AND MAINTAIN BUS ACCESS AT ALL TIMES.

**SIGN LEGEND**

- |            |       |                               |                               |          |          |        |      |          |
|------------|-------|-------------------------------|-------------------------------|----------|----------|--------|------|----------|
| R9-9       | R11-2 | R11-4                         | TYPE N(RED)(CA)               | C30A(CA) | SIGN "A" | W21-1a | R3-1 | R6-1(LT) |
| R9-11(MOD) | R9-3  | M4-9b(L)<br>(BLACK ON ORANGE) | M4-9b(R)<br>(BLACK ON ORANGE) |          |          |        |      |          |



**SUB PHASE A - PED DETOUR**  
S/E CORNER CONSTRUCTION  
(NO SCALE)

**SUB PHASE B**  
25TH ST AIR INTAKE CONSTRUCTION

