



PROCEDURES AND REQUIREMENTS FOR TEMPORARY TRAFFIC CONTROL PLANS

Overview

This guide contains important information regarding submittal and plan preparation requirements for temporary traffic control plans (TTCPs) that require City review and approval. All applicants and preparers are highly encouraged to read this document to be successful in the plan submittal and review process. Failure to adhere to the requirements set forth in this document may result in processing delays or additional rounds of review. The information contained in this guide is subject to change without notice. The latest version of this guide can be found on the City’s website [here](#).

Contact Us

- For questions regarding the **submittal** process for temporary traffic control plans, email transportation.planning@smgov.net.
 - Do not send requests for status updates to this email address.
 - Answers to most submittal questions can be found under the “Submitting Temporary Traffic Control Plans (TTCP) on Santa Monica’s Electronic Plan Review System (EPR)” section on [our website](#).
- For all other inquiries, email transportation.engineering@smgov.net.
 - The City strives to turn around all TTCPs within the timeframes stated in the Turnaround Times section below. Once plans are reviewed, the City’s Electronic Plan Review system will automatically email the listed applicant on file.

Where City-Approved Temporary Traffic Control Plans are Required

A City-approved TTCP is required for work on the street segments listed in Table 1 below.

Exception: Work is on a street segment listed in Table 1 that does not encroach into a general purpose/vehicular lane or bike lane (e.g., work is confined to the shoulder, parking lane, or sidewalk) does not require a City-approved TTCP. In these cases, contractors/workers shall comply with the [2019 Work Area Traffic Control Handbook \(WATCH\)](#) and Part 6 of the latest edition of the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#) but are not required to formally submit a TTCP to the City for review and approval.

TABLE 1: STREET SEGMENTS REQUIRING CITY-APPROVED TEMPORARY TRAFFIC CONTROL PLANS

Street	From	To
1 st Court ¹	Wilshire Boulevard	Vicente Terrace
2 nd Court ¹	Wilshire Boulevard	Broadway
2 nd Street	California Avenue	Colorado Avenue
3 rd Court ¹	Wilshire Boulevard	Broadway
4 th Street	Adelaide Drive	City limit south of Marine Street
4 th Court ¹	Wilshire Boulevard	Colorado Avenue
5 th Street	California Avenue	Olympic Boulevard
6 th Street	California Avenue	Bay Street (south intersection)
7 th Street	City limit north of Adelaide Drive	Pico Boulevard
10 th Street	Arizona Avenue	Santa Monica Boulevard
11 th Street	San Vicente Boulevard	Ozone Street
14 th Street	San Vicente Boulevard	Ashland Avenue
15 th Street	Wilshire Boulevard	Santa Monica Boulevard
16 th Street	Washington Avenue	Santa Monica Boulevard
16 th Street	Colorado Avenue	Olympic Boulevard
16 th Street	Pico Boulevard	Ocean Park Boulevard
17 th Street	San Vicente Boulevard	Marine Street
20 th Street	Montana Avenue	Ocean Park Boulevard
21 st Street	Olympic Boulevard	Michigan Avenue
23 rd Street	Arizona Avenue	Santa Monica Boulevard
23 rd Street	Pico Boulevard	City limit near Dewey Street
24 th Street	Michigan Avenue	Delaware Avenue



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26th Street	City limit north of La Mesa Drive	Cloverfield Boulevard
27th Street	Virginia Avenue	Kansas Avenue
28th Street	Pico Boulevard	Donald Douglas Loop North
31st Street	Ocean Park Boulevard	Donald Douglas Loop North
Airport Avenue²	23 rd Street	Bundy Drive
Appian Way	Palisades Beach Road	Pico Boulevard
Arizona Avenue	Ocean Avenue	26 th Street
Barnard Way	Hollister Avenue	Marine Street
Broadway	Ocean Avenue	Centinela Avenue
California Avenue	Ocean Avenue	Lincoln Boulevard
California Avenue	14 th Street to	16 th Street
California Incline	Palisades Beach Road	Ocean Avenue
Centinela Avenue	Ocean Park Boulevard	Dead end south of Ocean Park Boulevard
Chelsea Avenue	Arizona Avenue	Santa Monica Boulevard
Cloverfield Boulevard	Santa Monica Boulevard	Ocean Park Boulevard
Colorado Avenue	Ocean Avenue	Centinela Avenue
Dewey Street	Robson Street	23 rd Street
Exposition Boulevard	Stewart Street	Centinela Avenue
Kansas Avenue	Cloverfield Boulevard	Stewart Street
Lincoln Boulevard	Montana Avenue	City limit south of Ozone Street
Main Street	Colorado Avenue	City limit south of Marine Street
Marine Street	Barnard Way	Main Street
Marine Street	Lincoln Boulevard	17 th Street
Michigan Avenue	21 st Street	Dead end east of 24 th Street
Montana Avenue	Ocean Avenue	Stanford Street
Moomat Ahiko Way	Palisades Beach Road	Ocean Avenue
Neilson Way	Pico Boulevard	City limit south of Marine Street
Ocean Park Boulevard	Barnard Way	Centinela Avenue
Ocean Avenue	City Limit near Adelaide Drive	Hollister Avenue
Ocean Way	Pico Boulevard	Bay Street
Olympic Boulevard	4 th Street	Centinela Avenue
Olympic Drive	Ocean Avenue	11 th Street
Palisades Beach Road	Contact Caltrans District 7 for Encroachment Permit	
Pearl Street	14 th Street	20 th Street
Pearl Street	24 th Street	28 th Street
Pico Boulevard	Terminus west of Appian Way	Centinela Avenue
Robson Street	17 th Street to	Dewey Street
San Vicente Boulevard	Ocean Avenue	26 th Street
Santa Monica Boulevard	Ocean Avenue	Centinela Avenue
Santa Monica Pier Bridge	Contact Mobility Division	
Stewart Street	Colorado Avenue	Pico Boulevard
Third Street Promenade	Wilshire Boulevard	Broadway
Virginia Avenue	20 th Street	27 th Street
Washington Avenue	14 th Street	16 th Street
Wilshire Boulevard	Ocean Avenue	Centinela Avenue

¹ Required only if work will not allow one 11 ft lane. If 11 ft clearance can be maintained, a [Use of Public Right-of-Way: Alleys form](#) may be used in lieu of a TTCP. Submit this form to Public Works as part of your permit application; do not submit it to the Mobility Division.

² Prior to submitting a Temporary Traffic Control Plan to the Mobility Division, the applicant must obtain the approval of the Santa Monica Airport Manager and include this approval as part of the application documents in Supporting Docs in the Electronic Plan Review system.

³ Work on Lincoln Boulevard between Colorado Avenue to Michigan Avenue is adjacent to/within Caltrans right-of-way and may require a [Caltrans District 7 Encroachment Permit](#).



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A Temporary Traffic Control Plan is Not a Permit

A City-approved TTCP is not an authorization to implement the TTCP in the public right-of-way or to perform any other work. Once a TTCP is approved, applicants are required to obtain the appropriate permit from the Public Works Department. Information on Public Works Permits can be found on the [Engineering and Street Services Division website](#). For further information, email pwpermits@smgov.net.

Turnaround Times

TTCPs are reviewed within the timeframes prescribed in Table 2 below.

TABLE 2: TEMPORARY TRAFFIC CONTROL PLAN TURNAROUND TIMES		
Review Cycle	Standard Review	Expedited Review
1	60 calendar days	10 calendar days
2	60 calendar days	10 calendar days
3+	90 calendar days	10 calendar days

Expedited Review

In certain limited circumstances the City may grant expedited review of TTCPs. Expedited reviews are granted on a discretionary basis and must be requested for every round of review (along with payment of expedited review fees). The following factors are taken into consideration when evaluating expedited review:

- The urgency of the work being performed to fulfill a public health, safety, and welfare need.
 - The City will not consider the urgency of a construction schedule or project timeline when reviewing an expedited request unless it addresses a clear and imminent public health, safety, and welfare need.
- City staff capacity to accommodate the request.

If expedited review is granted on a round of review, it is not guaranteed on any other round of review, and it does not set precedent for other TTCPs submitted to the City. Therefore, **applicants are always encouraged to submit plans well ahead of project deadlines**, and if requesting expedited review, ensure that all traffic control plan requirements are met.

Expedited reviewed must be requested in advance of submitting plans to the City’s Electronic Plan Review (EPR) system. To request expedited review, email Thomas Check, PE, Transportation Engineer (thomas.check@smgov.net) with the following information:

1. A completed Request for Expedited Temporary Traffic Control Plan Review application; and
2. A copy of the temporary traffic control plans.

The City will review the request and approve or deny expedited review. If approved, upload a copy of the approved Request for Expedited Temporary Traffic Control Plan Review application to Supporting Docs when submitting to the EPR system.



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Fees

Plan Review Fees

TTCP review fees are based on the number of sheets submitted and are described in Table 3 below. Fees are collected at the time of submittal or resubmittal (if applicable). All sheets submitted to the City are counted when tabulating fees (e.g., title sheets apply toward the sheet count). TTCPs are not routed for review until all outstanding fees are paid. **Once TTCPs are routed for review, fees are not refundable.** The fees described below are valid for the fiscal year ending June 30, 2021. TTCPs submitted after this date will be subject to the fees in effect for the current fiscal year.

TABLE 3: TEMPORARY TRAFFIC CONTROL PLAN REVIEW FEES

Review Cycle	Fee	
	Standard Review	Expedited Review
1	\$312.43/sheet <i>(See Example A)</i>	Standard Review Fee + \$413.55 for every 2 sheets <i>(See Example B)</i>
2	No fee	\$413.55 for every 2 sheets <i>(See Example C)</i>
3+	\$337.66/sheet	Standard Review Fee + \$413.55 for every 2 sheets <i>(See Example D)</i>

Fee Examples

Example A: A four (4) sheet TTCP is submitted for review cycle 1 under standard review.
Fee: 4 sheets × \$312.43/sheet = \$1,249.72

Example B: A five (5) sheet TTCP is submitted for review cycle 1 under expedited review.
Fee: *Standard Review Portion:* 5 sheets × \$312.43/sheet = \$1,562.15
Expedited Review Portion: 3 × \$413.55 = \$1,240.65
The Expedited Review Portion is calculated by dividing the sheet count by 2 and rounding up to the nearest whole number and multiplying by the fee rate. In this example, 5 sheets are submitted so, 5 ÷ 2 = 2.5, which rounds up to 3.

Total: \$1,562.15 + \$1,240.65 = \$2,802.80

Example C: A five (5) sheet TTCP is submitted for review cycle 2 under expedited review.
Fee: *Standard Review Portion:* \$0
Expedited Review Portion: 3 × \$413.55 = \$1,240.65
The Expedited Review Portion is calculated by dividing the sheet count by 2 and rounding up to the nearest whole number and multiplying by the fee rate. In this example, 5 sheets are submitted so, 5 ÷ 2 = 2.5, which rounds up to 3.

Total: \$0 + \$1,240.65 = \$1,240.65

Example D: A five (5) sheet TTCP is submitted for review cycle 3 under expedited review.
Fee: *Standard Review Portion:* 5 sheets × \$337.66/sheet = \$1,688.30
Expedited Review Portion: 3 × \$413.55 = \$1,240.65
The Expedited Review Portion is calculated by dividing the sheet count by 2 and rounding up to the nearest whole number and multiplying by the fee rate. In this example, 5 sheets are submitted so, 5 ÷ 2 = 2.5, which rounds up to 3.

Total: \$1,688.30 + \$1,240.65 = \$2,928.95

Temporary Traffic Control Plan Submittal Process

Effective July 1, 2020, the City transitioned to an Electronic Plan Review (EPR) system for TTCPs. All TTCPs submitted after this date must be submitted through the EPR system. Please see the “Submitting Temporary Traffic Control Plans (TTCP) on Santa Monica’s Electronic Plan Review System (EPR)” on the [City’s website](#) for detailed instructions.

Professional Engineer Certification

TTCPs that meet any of the conditions listed below shall be stamped, signed, and dated by a professional civil or traffic engineer in accordance with the California Professional Engineers Act:

- Traffic control duration longer than 72 hours (continuous);
- Installation of crash cushions, K rail, temporary striping, or other semi-permanent traffic control elements beyond Type I/II/III barricades, signs, and channelizers (regardless of duration);
- Contra-flow on any street with raised medians or on arterial streets (generally, street names ending with “Boulevard”); or
- Whenever required by the City Transportation or Principal Traffic Engineer.

The City further reserves the right to require the seal of both a civil **and** traffic engineer.

Temporary No Parking Signs

If Temporary No Parking signs are required, the contractor shall be responsible for paying for the appropriate signs from the City and posting them in accordance with City requirements. Signs will be issued in conjunction with a Public Works Permit after the TTCP is approved (see “A Temporary Traffic Control Plan is Not a Permit” section above).

Signs must be posted a minimum of 24 hours and a maximum of 72 hours in advance of the effective time and date shown on the sign. Full posting details are available on the [City’s website](#) (see “Temporary No Parking Signs Posting Guidelines” at the bottom of the page). Signs must be removed when work is complete. Improperly posted signs, or signs not removed after completion of work, are subject to a \$206.78/sign removal fee and shall be due to the City prior to finalization of any work.

Temporary Traffic Control Plan Preparation Requirements

The following requirements apply to all temporary traffic control plans submitted to the City for review. No requirements in this guide are intended to preclude the application of sound professional engineering judgment. Exceptions may be granted on a case-by-base basis at the discretion of a City Transportation or Principal Traffic Engineer.

1. Plans shall be prepared in compliance with the [2019 Work Area Traffic Control Handbook \(WATCH\)](#) and Part 6 of the latest edition of the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#).
2. Plans shall be site-specific. Do not reference the WATCH or CA MUTCD page number/typical application on the plans. Do not submit non site-specific plans.
3. Plans shall show current field conditions, including current striping, cross streets, and location of signalized intersections. Curb zones, driveways, and existing signage shall be shown if they relate to or are impacted by the traffic control plan. For example, show all driveways that may be closed/impacted by the traffic control plan, and show any existing signage that needs to be covered for the duration of the work.
4. Plans shall be professionally prepared using industry standard drafting software or equivalent.
 - a. High-quality, well prepared plans that clearly demonstrate competent professional traffic engineering knowledge may be moved forward in the queue for service.
5. Plans shall be drawn to scale using an engineering scale appropriate for the work proposed. The scale shall be 1” = 40’ or larger (e.g., 1” = 50’ is not acceptable, but 1” = 30’ is acceptable). A text and graphic scale shall be included on the plans.
 - a. Use discretion when using jogged dimension lines for sign spacing, especially on streets with close intersections, driveways, freeway ramps, etc. The City reserves the right to request that all sign spacing be shown to scale.
6. Maximum sheet size: 24” x 36”

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7. Whenever possible, an entire phase should be shown on one sheet. Match lines should be limited whenever possible. Use of unnecessary or excessive match lines will delay the review process.
8. Plans shall provide accommodations for **all** applicable modes of transportation, including pedestrians, bicycles, motor vehicles, and public transportation.
9. Bike lane closures are not permitted for projects with a duration longer than seven (7) consecutive days unless approved by a City Transportation or Principal Traffic Engineer.
10. Projects with a duration longer than seven (7) consecutive, continuous days that propose a sidewalk closure shall ensure ADA compliant pedestrian access through/around the work zone (e.g., pedestrian canopy) unless otherwise approved by a City Transportation or Principal Traffic Engineer.
11. All existing/proposed signs shall be appropriately labeled with the MUTCD sign code. A legend of signs shall be provided on the plan. Do not show images of signs directly in the body of the plan.
 - a. If plans consist of multiple sheets, a legend of signs shall be included on every sheet for only those signs shown on that sheet.
12. Plans shall provide a brief description of the work proposed as part of the TTCP (e.g., trenching for conduit placement in street, crane for HVAC equipment, etc.). When applicable, provide a simplistic depiction of the work on the plans. For example, use a line to depict a trenching route in the public right-of-way.
13. Each phase of a phased plan shall be clearly labeled. Plans shall be logically phased for the type of work being performed. When substructures (e.g., underground pipes, vaults or conduits) are to be constructed in several phases, the phases shall have **overlaps** so that the construction may proceed safely.
14. Directional or full closures of roadways are not preferred and should be avoided whenever possible, and plans should be phased and contra-flow should be used to avoid such closures.
15. When work impacts crosswalks, no more than one crosswalk may be closed at a time.
16. Temporary railing (type K; "K Rail"), if used, shall be in accordance with the latest Caltrans Standard Plans and Specifications.
17. Crush cushions shall be used as required by the CA MUTCD.
18. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. A 5 ft clear dimensions shall be clearly shown on the plans.
19. OPEN TRENCH (C27(CA)) signs shall be provided on all approaches to open excavations.
20. Lane closures that span several blocks should include a LANE CLOSED (C30(CA) or SC11(CA)) after each intersection. Additional LANE CLOSED signs should be installed to ensure that the maximum spacing between signs does not exceed approximately 150 ft.
21. When lane closures are proposed, channelizers shall be placed along existing striping as much as possible to provide clear notification to motorists of the closure. When the lane closure is a left turn pocket, channelizers should be placed sufficiently upstream and in such a manner so as to discourage drivers from accidentally entering the closed pocket.
22. 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.

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23. 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.
24. 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.
25. 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 water filled K Rail or similar protective systems. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.
26. **All of the following elements shall be included on the plans:**
 - a. City's general notes: See City of Santa Monica General Notes section below. If the plans consist of multiple pages, the notes only need to appear on one page.
 - b. The location where the traffic controls are to be implemented: This can be an address (e.g, 1685 Main Street) or a street location (e.g., Main Street between Bay Street and Bicknell Street) depending on the size of the traffic control setup.
 - c. The name, address, and telephone number of the individual or organization that prepared the TTCP.
 - d. The proposed duration and hours for the TTCP. If the traffic controls are intended to be installed 24/7 for the proposed duration, indicate this.
 - e. Plans that call for daily set up and break down of traffic controls shall include the following note in a conspicuous location on **each** sheet: THE ROADWAYS SHOWN ON THIS PLAN SHALL BE OPEN AND UNOBSTRUCTED TO TRAFFIC BETWEEN THE HOURS OF 7 AM TO 9 AM AND 4 PM TO 7 PM. NO WORK, INCLUDING SET UP OR REMOVAL OF TRAFFIC CONTROLS, MAY OCCUR DURING THESE HOURS.
 - f. Plans that propose work in Downtown Santa Monica, and specifically on Arizona Avenue between Ocean Avenue and 4th Street, shall bear the following note: NO WORK ON WEDNESDAYS OR SATURDAYS DUE TO FARMERS MARKET.
 - g. Plans that require traffic signal modifications shall have a callout at each signal to be modified with the following note: CONTACT ERIC WAGNER, TRAFFIC OPERATIONS SUPERVISOR ERIC.WAGNER@SMGOV.NET A MINIMUM OF 3 BUSINESS DAYS IN ADVANCE FOR MODIFICATION OF TRAFFIC SIGNAL TO ACCOMMODATE THIS TEMPORARY TRAFFIC CONTROL PLAN.

City of Santa Monica General Notes

The following general notes shall appear on the temporary traffic control plans. If the plans consist of multiple pages, the notes only need to appear on one page.

- 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. User agrees to fully implement and comply with the Plan and these General Notes.
- C. 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 City-recognized holidays.
- D. A copy of this Plan bearing the City's stamp (with permit number and date of approval) 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 C above.
- E. 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.

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- F. The User shall exercise all due caution and provide additional signs, barricades, caution tape and other items and flaggers as necessary (even if not shown on the Plan) to ensure that unauthorized individuals do not enter the Work Area.
- G. 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.
- H. A City Transportation or Principal Traffic Engineer 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.
- I. 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.
- J. Failure to make required notifications may result in the work being delayed until the notifications are properly made as noted in I above.
- K. 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 a City Transportation or Principal Traffic Engineer.
- L. 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.
- M. All signs, stripes, delineators, barricades, and other traffic control devices and their installation shall conform to the latest editions of the Caltrans Standard Specifications/Plans and the California Manual on Uniform Traffic Control Devices. Sign sizes shall be those shown as "Standard" or larger in the California Manual on Uniform Traffic Control Devices.
- N. 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.
- O. 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.
- P. User shall immediately notify a City Transportation or Principal 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.
- Q. User shall cover or remove existing signs which conflict with the Plan, even if not noted directly on the Plan.
- R. Signs not in active use shall be stored so that their messages are not visible to the public.
- S. Temporary Traffic Control Plans are valid only in conjunction with a permit issued by the Public Works Department. A Temporary Traffic Control Plan itself is not a permit to perform work.
- T. Temporary Traffic Control Plans shall be valid for one year from the approval date shown hereon.