

# Plan Review Branch

## Public Space Regulation Division

### Standard Operating Procedures (4<sup>th</sup> Edition, May 2018)

The District Department of Transportation (DDOT)'s Public Space Regulation Division (PSRD) is customer oriented. PSRD is a premiere contributor to DDOT's bottom line and as a relatively new branch, it is a very exciting time for the division.

#### **PSRD comprises the following branches:**

- Public Space Inspections Branch enforces public space laws, and monitors restoration of the right of way.
- Public Space Permits Branch processes all applications for public space permits including construction and mobile storage containers and permanent changes to the public space.
- Public Space Customer Relations Branch serves as the main point of contact for applicants and public inquiries regarding permits and inspections.
- Public Space Plan Review Branch provides civil engineering and traffic engineering review for public space permit applications, assisting with systems inspection and oversight as needed.

## Plan Review Branch

One of the primary functions of the Plan Review Branch is to provide the best possible customer service in an efficient and timely manner for all DDOT internal and external stakeholders, contractors, construction and consulting companies, businesses, District residents, etc.

The primary function of Maintenance of Traffic (MOT)/Temporary Traffic Control Plan (TTCP) is to provide safe, efficient, and convenient movements of vehicles, bicyclists, and pedestrians through and around work zones, while reasonably protecting workers, properties, and equipment. The primary purpose of the Temporary Traffic Control Plan is SAFETY, and EFFICIENCY.

The goal should be to route traffic through the work zone in a manner comparable to normal street situations.

This document is prepared to provide guidance for Maintenance of Traffic/Traffic Control Plan Application's submissions, so they may be approved in a timely manner. Missing or insufficient information will delay approval.

## Approval

If a Traffic Control Plan (TCP) or Maintenance of Traffic (MOT) Plan is submitted as part of a roadway or bridge reconstruction, rehabilitation or resurfacing project to DDOT's Traffic Operation & Safety Division (TOSD), it will be reviewed by the that group's traffic and civil engineering professionals.

MOT/TCPs shall be subject to review and verification by TOSD when there are the following conditions:

- Changes to existing traffic operations (temporary street conversions from two-way to one-way or from one-way to two-way).

MOT/TCPs shall be subject to review and verification by the Transportation Engineering and Signal Division (TESD) when:

- Proposed MOT/TCPs of traffic lane closures will impact traffic signal operations.

If a TCP or MOT Plan is submitted as part of a public space permit application to PSRD, it will be reviewed by the traffic/civil engineering group in the Plan Review Branch (PRB).

**COORDINATION:** DDOT/PSRD expects that the applicant-submitter coordinates with PSRD, TOSD, and the Infrastructure Project Management Division (IPMD) on the amount of public space needed for a project to ensure coordination with any adjacent work zone projects, and special events appropriate detour routing, and adequate level of service for street operations.

**REVIEW PERIOD:** Once the MOT/TCP has been designated by PSRD Plan Review Branch's reviewer as subject for a TOSD review, then an engineering technician of PSRD's Permitting Branch will add to Transportation Online Permitting System (TOPS) as a reviewer of TOSD.

The time for MOT/TCP review process starts immediately upon receipt of an email by transportation engineers from public space permit technicians through the Transportation Online Permitting System (TOPS). The estimated time for a review of a MOT/TCP drawing should be **10 working days** (two weeks).

Either PSRD or TOSD is to review and comment only on the MOT/TCPs that are assigned to each directly. Overlapping revisions will create inefficiencies and confusion for all parties: applicants, reviewers, and technicians processing the applications. We will reiterate this policy and redistribute this memo between PSRD and TOSD staff.

TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements. The MOT/TCP drawing must be checked against the "Detailed City Map," Geographic Information System (GIS), Citrix Program, TOPS/MapInfo Looking Tool.

Review MOT/TCP for construction and occupancy permit including: online application, MOT/TCP drawings, sequence of construction, phases and sub-phases of construction, truck routes, and detour plans.

The PRB engineer will go into the field for an on-site inspection of the existing conditions of the site versus the MOT/TCP that was submitted with the application.

The MOT/TCP drawing and field observations and notes are brought back to the office where the content of the MOT/TCP is checked against current District of Columbia standards pertaining to the traffic safety, pedestrian safety, the safe accommodation for pedestrians and bicyclists, mobility, and ADA/Section 540 of the Rehabilitation Act that related accessibility standards, regulations and policies for work zone projects.

Notes on the drawings shall be made in red ink to indicate any oversights on the MOT/TCP by the applicant. Additionally, reviewer may use online **Reviewing Agencies Notes Text** box for adding comments and recommendations addressed to the applicant.

Once the standards are verified, met and are satisfactory, the plan is stamped “Approved.” Minor modifications can be made to the drawing as the reviewer sees fit, however, modifications made should be short of redesigning the original MOT/TCP. All changes are to be made in red ink to distinguish them from the original markings.

If standards are not verified and the drawing is incomplete, inaccurate to the point the reviewer would consider the changes to be too extensive compared to the original submission, or the area is too congested for any further projects at that time, or no plan is uploaded with the application, then the application should be stamped “Revision Needed.”

Once the MOT/TCP has been designated as “Approved,” a copy should be made of the approved MOT/TCPs drawing by the reviewer.

The uploading process of the reviewed MOT/TCP drawing to TOPS should be done by an engineering technician of the Permitting Team.

Once an application has been designated as “Revision Needed,” TOPS will automatically inform the applicant about the issues with the application.

The applicant can upload revised MOT/TCP drawing electronically to the reviewer for further processing.

The applicant is given an opportunity to come in to discuss the issues with the reviewer and receive instructions on how to revise the plans if it cannot be done electronically through TOPS.

The time for MOT/TCP review process starts immediately upon receiving technician e-mails on TOPS by the traffic engineer. The estimated time for review MOT/TCP drawing should be **10 working days (two weeks)**.

**SUBMISSION REQUIREMENTS:** The requirements for submission are based on the 2009 Manual on Uniform Traffic Control Devices (MUTCD), DC Temporary Traffic Control Manual Guidelines and Standards -2006 Edition, Traffic Services Administration, and the Design & Engineering Manual - DC Department of Transportation IPMD; Pedestrian Safety and Work Zone Standards, Pedestrian Safety and Work Zone Standards: Covered and Open Walkways; Preliminary Design Review Meeting Submittal Requirements Checklist.

Recent Traffic Control Plan (TCP) Submittal Guidelines 19<sup>th</sup> Edition, PSRD, February 14, 2018,  
Traffic Control Plan Inspection Criteria 19<sup>th</sup> Edition, PSRD, February 14, 2018.  
All items are commonly available to contractors and their engineers.

MOT – Maintenance of Traffic drawings shall include sequence of construction, phases and sub-phases of work zone, traffic control plans – designated work zone, traffic control signs, channelizing devices, barricades, existing pavement markings, peak hour’s restrictions, truck routes, as well as detour plans if they are required by work zone traffic conditions.

Applicant must apply for the public space permit and follow TOPS prompts and instructions.

Make sure the online application is filled out, including details of scope of work, and is complete. Upload MOT/TCP drawing for review electronically.

Applicant must schedule his construction work in the public space properly, and submit the MOT/TCP drawings per following submittal criteria:

- Each submitted application through Transportation Online Permitting System (TOPS) must not exceed **20 TCPs**, including all phases, sub-phases, and detour plans,
- All above-mentioned **20 TCPs** must describe all work zones directly related to the application and located within **3 blocks** (in any direction) of the application's address,
- In the event an application has work zones located beyond three-block radius, the applicant must submit a new application to include all these work zones. The new application must not exceed **20 MOT/TCPs**. TOPS will generate a new application tracking number. If an application doesn't meet any of these above mentioned criteria, it will be returned to the applicant for resubmission,
- The traffic and parking conditions should be maintained as normally as possible. Avoid frequent and abrupt changes in road geometry and traffic pattern. Inhibit traffic movement as little as possible.

## Standards

- Traffic Control Plan (TCP) must be tailored to fit contractor's specific situation.
- All traffic control shall conform to the standards set forth in 2009 Edition Manual on Uniform Traffic Control Devices (MUTCD) and DC Temporary Traffic Control Manual. Guidelines and Standards -2006 Edition DDOT.
- All traffic control shall adhere to DDOT Standards Specifications for Highways and Structures [the "Gold Book"] 2013 Edition. Reference section 104.02 Maintenance of Traffic, 603. Guardrails and guardrail Terminals (603.01 – 603.09), 610 Traffic Barriers (610.01 – 610.03), 612. Traffic Control (612.01 – 612.21), 616. Traffic Signing (616.01 – 616.08), 617. Impact Attenuators (617.01 – 617.03), 207. Trench Excavation and Backfill (207.01 – 207.07), and 215. Excavations and Restorations /Utility Lines/ (215.01 – 215.09)
- Review MOT plans including TCP drawings, Traffic Detour Plans, Sequence of Construction, and Work Zone Truck Routes Plans. Ensure that the submitted staging plan on the construction site provide maximum protection to motorists, bicyclists, and pedestrians for ingress and egress. The safe accommodation for pedestrians, bicyclists and other roadway users within public space must be maintained during the entire period of construction process.

## Property Information

- Provide detailed information about property location.
- Provide name, address, main telephone number, emergency telephone number/cell phone/ e-mail address of the persons, and the person responsible for the submission of the application and the attached MOT\TCP drawings.

## Project Information

- Provide TOPS tracking number.
- Provide project name.
- Provide address of premise for which public space work is proposed.
- Provide lots and square numbers.

## Other Information

- No regulatory signs can be covered or removed from the streets and no traffic operation can be changed in the District of Columbia without DDOT/TOSD's prior approval or authorization. Neither shall be blocked by temporary TCP signs.
- Waiver for cutting on suspended streets must be approved by PSRD Permitting Office prior to MOT/TCP review by PSRD traffic/civil engineering group, and engineer technician of PSRD's Plan Review Branch.
- Special Zone Parking near John A. Wilson building. The 1200-1400 Blocks of Pennsylvania Avenue NW are locked in TOPS. In order to unlock these addresses and issue a permit for the use of these blocks, whether for construction or occupancy, any application must include a specific delineation of the curb lanes impacted by the proposed work. See PSRD Memo, and attached map, shown Special Zone Parking restriction in red. Do not block SZP. Office of Secretary of State must approve the plan if the proposed work will impact the areas designated in the map for SZP (date: 02/11/2015).
- Provide temporary handicap ramps, and crosswalks, and signs to meet Americans with Disabilities Act (ADA) for all pedestrians within construction work zone area. *(NOTE: The entire handicap ramp including side flares must be located within a crosswalk. The minimum crosswalk has a 15-foot width, unless otherwise noted. The top and bottom of a ramp must have a five-foot clearance. Stop lines are 12 inches wide, located five foot before crosswalk. If using a striped crosswalk, the stripes are two-foot wide, with two-foot spacing and make stripes parallel to curb line of street. Edge lines are required on all crosswalks.)*
- Restricted parking whether meters, or residential permit parking (RPP), and/or unrestricted.

## Conditions

- Applicants cannot place equipment of any type when the following conditions exist: "NO PARKING ANYTIME ZONE," "NO STANDING OR PARKING ANYTIME," and "NO STANDING OR PARKING METRO BUS ZONE."
- All required dimensions shall be shown on crane and dumpster applications.
- If any prohibiting signs (Regulatory) are proposed ("No Left Turn," "No Right Turn," whether symbolic or text message), advanced coordination with the TOSD Traffic and Parking Operation engineers must occur to ensure that adequate traffic movements are provided in the vicinity of the project site.
- When traffic signals are specified in the contract, the contractor will provide the timing plan for approval and will also provide whatever detection he or she feels will best fit the situation. District traffic is to be consulted to help review timing plans and detection zones. Overhead lighting must be provided at each signal location.

- Each plan page of all submissions must include the following statement:
  - *“I certify that this plan conforms to the requirements set forth in the 2009 Edition Manual on Uniform Traffic Control Devices (MUTCD), the 2006 DDOT DC Temporary Traffic Control Manual. Guidelines and Standards and adheres to DDOT Standards Specifications for Highways and Structures,”* followed by an original signature. This requirement is exempted for submission with Professional Engineer stamp.
- MOT/TCP is only valid **6 months** after initial approval seal has been placed on by DDOT/PSRD/PLAN REVIEW DIVISION REVIEWER. MOT/TCP must be renewed thereafter.

**TYPICAL TCPs FOR UTILITY WORK:** Twenty-one typical TCPs for **utility work** only and **local streets** are available through the DDOT website in PDF format for use. Please visit the website for further information [https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/ddot\\_work\\_zone\\_utility\\_typicals.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/ddot_work_zone_utility_typicals.pdf)

According to DDOT’s Road Functional Classification map, the typical TCPs are applicable only for **local streets**. Submit only those typicals that apply. The submitted typical TCP should fit to the real street conditions. Otherwise, submit MOT/TCP individually based on actual real street conditions and work zone location, using a recent edition of the “Traffic Control Plan (TCP) Submittal Guidelines” as a bare minimum.

MOT/TCP for utility work must be accompanied with utility lines engineering drawings.

The above mentioned is the link to the Temporary Traffic Control Manual Guidelines and Standards, Work Zone Pocket Guide, and Utility Work Zone Typical.

Typical TCPs of **MOBILE CRANE OPERATION** are available in Standard Operation Procedure (SOP) document as well as in the Guidelines for Maintenance of Traffic for Mobile Crane Operation Application (2nd Edition, October 31, 2015).

MOT/TCP must follow the DDOT/PSRD guideline documents, and various types of bicycle traffic control guideline drawings for safe accommodation of pedestrians and bicyclists. Twenty five guideline traffic control drawings (**Not Typical**) are available through the DDOT website in PDF format for use.

The submitted typical TCPs should match real street conditions. Otherwise, submit MOT/TCP individually, based on actual real street conditions and work zone location, using a recent edition of the “Traffic Control Plan (TCP) Submittal Guidelines” as a bare minimum.

- When submitting DDOT typicals, make sure to specify the existing street condition, street geometry and dimensions, curb cuts, right of way, existing pavement markings, street names, etc. Each typical Traffic Control Plan drawing should contain the list of locations for which the TCP is applicable.

**SPECIAL EVENTS:** Scheduled special events such as sporting activities, parades, major concerts, or major conventions can have significant impacts on traffic operations within District of Columbia. Special events usually generate large volumes of pedestrian and vehicular traffic, and congestion generally occurs on the city large streets segment at or near the generator. Managing traffic during special events can result in reduced congestion and delay and improved safety.

A traffic control plan must be submitted by the event sponsor at least four weeks (20 business days) in advance of the event for approval by DDOT.

**INSPECTION:** DDOT reserves the right to periodically inspect work zones to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

The whole package of documentations which should include the following: PSRD-approved permit(s), together with Approved Maintenance of Traffic or Approved Traffic Control Plan, Traffic Control Plan Submittal Guidelines, Traffic Control Plan Inspection Criteria must be at the construction site during all phases and sub phases of construction until its 100 percent completion for mandatory inspection. PSI inspector must request to see the permit for Work Zone projects within public space, and check the expiration date.

The goal is a Vision Zero-safe work zone. Thank you for your cooperation.

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