

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Steps to an Approved Traffic Control Plan

December 17, 2010

A Traffic Control Plan (TCP) is a plan for safety in the public right-of-way (ROW) and is designed and implemented by all those who perform work on an arterial street. The TCP provides safe and effective work areas and warns, controls, protects and expedites vehicular, bicycle and pedestrian traffic. Permit applicants are required to submit a TCP at application intake if the work involves impacts to the arterial ROW. Your TCP will be reviewed by the City Traffic Engineer for conformance with the City of Seattle Manual for In-Street Work

This Client Assistance Memo (CAM) is intended to provide you with a step-by-step process for developing a TCP for inclusion with your Street Use Permit application that will fulfill all requirements and allow for speedy approvals. When everything is submitted properly, your TCP can be approved in ten business days.

All General Contractors will be required to submit TCPs for all sub-contractors.

Please follow these steps for the fastest path to approval:

Stage I: Pre-Submittal Research

At the Street Use permit application submittal phase you may need to submit: 1) a Site Plan, 2) a Restoration Plan, 3) a Traffic Control Plan and 4) a deposit. You should complete much of this work prior to submittal. Follow these steps:

1. Obtain a Street Use Permit Application at http://www.seattle.gov/transportation/stuse_permits.htm
2. Obtain a Traffic Control Plan Checklist at http://www.seattle.gov/transportation/stuse_docs.htm
3. Obtain a Traffic Control Template at http://www.seattle.gov/transportation/stuse_docs.htm

4. Obtain a Channelization Plan from the Street Use Counter at the time of submittal (or before, if you are able).
5. Using your Channelization Plan and your Traffic Control Plan Check list, draw your Traffic Control Plan. You can do this prior to submission, or you can do this work at the table in the Street Use lobby immediately before submitting your application. Forms and a computer for on-line assistance are available in the Street Use lobby, located in the Seattle Municipal Tower, 700 5th Avenue, Suite 3700, Seattle, WA 98104.

Stage II: Submit Application Packet

Gather your completed Application, Site Plan, Restoration Plan, Traffic Control Plan and your deposit for submittal:

1. In person: Seattle Municipal Tower, 700 5th Avenue, Suite 3700, Seattle, WA 98104
2. To submit application materials on-line, go to http://www.seattle.gov/transportation/stuse_permits_online.htm
3. Via email: sdotpermits@seattle.gov
4. Via US Postal Service: City of Seattle, Seattle Department of Transportation, Street Use Division, PO Box 34996, Seattle, WA 98124.

Stage III: Approval

As soon as your permit is approved, you will be notified by SDOT Street Use.

Additional Information Resources:

1. The SDOT Street Use home page http://www.seattle.gov/transportation/stuse_home.htm
2. The permit counter can be reached by phone at 206-684-5283, however priority is given to walk-in customers.
3. Evergreen Safety Council provides classes on traffic control. Contact them at (206) 382-4090 or <http://www.esc.org/index.htm>

www.seattle.gov/transportation



