



**City of Tempe  
Traffic Barricade Manual**

**Updated September 2008**

# **1. Introduction**

The successful completion of construction and maintenance projects in the public right-of-way is vital to the economic health and quality of life in Tempe. Providing a safe working environment and maintaining the transportation system during these projects is the primary responsibility of the Traffic Engineering Section of the Transportation Division.

## **1.1 Purpose and Goals**

The purpose of this document is to provide clear and standardized guidelines and requirements for the proper planning and placement of temporary traffic control devices in the public right-of-way.

The goals of the Traffic Engineering Section for temporary traffic control are:

- To establish a cooperative work environment with contractors and barricade companies so that all traffic control barricading for construction and maintenance within the City's right-of-way are conducted safely with minimal disruption to the transportation system (vehicles, pedestrians, bicyclists, and transit).
- To reduce conflicts and coordinate street restrictions between multiple construction projects.
- To provide timely and accurate information to the workgroup and public on street restrictions resulting from construction activities and special events.
- To assist contractors and event promoters in timely completion of their project and event.

## **2. Temporary Traffic Control Devices**

Persons working within the right-of-way must have proper protective devices such as orange vests, traffic cones, barricades and any other traffic control device as required by the city.

City employees placing temporary traffic control within the City right-of-way shall receive training on the proper placement and implementation of traffic control. Acceptable training may include IMSA Work Zone Traffic Control Certification, ATSSA Traffic Control Technician Certification, or ATSSA Traffic Control Supervisor Certification.

A traffic barricade permit issued by Traffic Engineering is required for non-City employees prior to the placement temporary traffic control devices in the right-of-way.

### **2.1 Purpose of the Traffic Barricade Permit**

The purpose of the Traffic Barricade Permit is two-fold:

- To allow the contractor to work within the public right-of-way efficiently and effectively while maintaining a safe, uniform flow of traffic.
- To document the set-up that was reviewed by the City and to ensure traffic control plans are to specification.

## **2.2 Obtaining a Traffic Barricade Permit**

Barricade companies may obtain a Traffic Barricade Permit by completing the following steps:

1. Obtain an Annual Traffic Barricade Certification Permit
2. Obtain a right-of-way permit from Engineering or other government agency
3. Submit a Traffic Control Plan to Traffic Engineering for review and approval
4. Pay applicable fees

## **3. Annual Traffic Barricade Certification Permit**

The following items must be delivered to the Traffic Engineering Section in order to obtain the annual permit:

- ATSSA Certification for Designers, Field Supervisors, Foremen, and Operations Managers
- Insurance coverage (general, vehicle, etc.) with additional language as required by Engineering Division
- Copy of Contractor's License
- Copy of Contact Information form (Attachment A)
- Payment for annual certification permit of \$150

## **4. Right-of-Way Permit**

A Right-of-Way Permit issued by the Engineering Division or other governmental agency is required in order for work to take place within the right-of-way. This permit allows the contractor or utility company to conduct work within the right-of-way and is required prior to submitting the Traffic Control Plan. The permit number shall be identified on the Traffic Control Plan so that Traffic Engineering staff has all information necessary to proceed with review of the plan.

## **5. Traffic Control Plan**

A Traffic Control Plan is required whenever any construction work will take place within the public right-of-way which requires the placement of temporary traffic control devices on sidewalks, bike lanes, streets and alleys.

### **5.1 Traffic Control Plan References and Standards**

Traffic control plans are required to be designed according to the following references:

- The city has adopted the policies, standards and guidelines for proper design set forth in the City of Phoenix 2007 Traffic Barricade Manual except those sections that provide information such as fines, web sites, specific departments, and phone numbers with the following modifications:
  - All persons, contractors, utilities and other agencies must obtain a right-of-way permit from Engineering for work on all streets, sidewalks and alleys within the city of Tempe.
  - Peak traffic hours are 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m. weekdays.

- The contractor, utility or other agency, except City Department, may be required to provide a uniformed off-duty police officer to assist with traffic control.
  - The city of Tempe requires an operating arrow panel and either a light bar, yellow flashers or strobe lights for all short term operations not to exceed 30 minutes. A short taper of cones (minimum of 50 feet) is also required.
  - All temporary pavement markings shall be to city of Tempe standards.
- The City has adopted the policies, standards and guidelines for proper design set forth in the Manual on Uniform Traffic Control Devices (2003 Edition Updated) published by the U.S. Department of Transportation.
  - The Arizona Department of Transportation supplement to the Manual on Uniform Traffic Control Devices.

A copy of the city of Phoenix Traffic Barricade Manual can be obtained from the Right-of-Way Management Section counter located at Phoenix City Hall, 200 W. Washington St, 6th floor.

## **5.2 Traffic Control Plan Submittal**

Traffic Control Plans must be submitted to Traffic Engineering a minimum of two (2) working days prior to the proposed construction work or the placement of traffic control devices in the right-of-way.

The following information should be included on the Traffic Control Plan submitted to the City for review:

- Start Date of construction
- Duration of construction
- Hours of traffic restrictions (24 hr, off-peak, night)
- Right-of-Way Permit Number (City of Tempe or other governmental agency)
- Contractor, contact name and number
- Show all streets within the area of work zone
- Location and placement of advance warning signs
- Potential conflicts (bus stops, bike lanes, driveways, etc)
- All crosswalks and traffic islands
- Indicate if intersection is signalized
- Indicate lane configurations (i.e. protected left turns, free right turns, share through and turning lanes, etc) at intersections

## **5.3 Traffic Control Plan Review**

Upon submittal of the Traffic Control Plan, Traffic Engineering will review the plan for accuracy and consistency with the established standards. Requests for street restrictions during weekday peak travel hours (7 – 9 a.m., 3:30 – 6:30 p.m.) shall be made to Traffic Engineering staff. Staff will review all factors including whether the restrictions could take place during non-peak hours in determining whether to approve the peak travel street restriction requests.

The City reserves the right to modify the submitted traffic control plan to better reflect traffic control on urban city streets. If the changes are minor, the changes will be made on the submitted plan, which will then become part of the approved Traffic Barricade Permit. If the changes are significant, the plan will be returned to the applicant for revision and resubmittal. The City may make changes with regards to the following:

- Placement of traffic cones
- Length of traffic cone tapers
- Location of arrowboard(s)
- Placement of advance warning signs
- Type of signs to be used
- The location of pedestrian detour signs
- The use of Off-Duty Police Officers
- The times the Traffic Control Plan is effective
- The dates of construction
- Other restrictions as necessary

## 6. Fees

Based on the final Traffic Control Plan, Traffic Engineering will provide a fee invoice, which lists all applicable fees due to the City, to the barricade company. Payment of the fee invoice is due to Traffic Engineering prior to issuance of Traffic Control Barricading Permit. The applicable fees are into two types, flat and variable fees.

### 6.1 Flat Fees

- \$50 for review of traffic control plan
- \$75 issuance of traffic barricade permit
- \$12,000 annual traffic barricade fee for public utilities  
Public Utility companies are required to submit traffic control plans for any work taking place in the public right-of-way; however fees for such work would be covered under the annual traffic barricade fee.

### 6.2 Variable Fees

Fees are applied to the placement of traffic control devices on arterial roadways during the weekday and vary by the amount of roadway capacity that is restricted and the number of days that the roadway restriction is in place. These fees do not apply to weekend, holiday and night (7 p.m. – 6 a.m.) roadway restrictions. Based on the criteria above, the following chart shows the variable fee structure:

Less than 50% travel restriction in the same direction		50% or more travel restriction in the same direction	
Time Period	Cost	Time Period	Cost
Day 1	\$0	Day 1	\$50
Day 2	\$75	Day 2	\$150
Day 3	\$100	Day 3	\$200
Day 4	\$125	Day 4	\$250

Day 5	\$150	Day 5	\$300
Day 6 - 10	\$300	Day 6-10	\$600
Day 11-29	\$525	Day 11-29	\$1,050
Day 30+	\$1,000	Day 30+	\$2,000

For example: A 10 day restriction at 50% or more travel restriction in the same direction would require a \$50 review fee, \$75 permit fee and \$600 variable fee for a total of \$725 in fees.

Variable fees also apply to closures of sidewalk and bike lane and path at \$50/day with a maximum fee of \$1000.

## 7. City of Tempe Contacts

For questions regarding the Traffic Barricade Manual, contact City of Tempe, Traffic Engineering at 480-350-8219.

Additional City of Tempe contacts are provided below:

### City of Tempe Telephone Numbers

*During normal work week:*

Engineering Construction..... 480-350-8200  
Traffic Engineering ..... 480-350-8219

*During weekends, holidays and night when above offices are closed:*

Police Department..... 9-1-1 or 480-966-6211  
Utilities Control Center ..... 480-350-2837

*The following telephone numbers may be useful:*

Fire Department ..... 9-1-1 or 480-858-7200  
Police Department (off-duty officers) ..... 480-350-8789  
Development Services ..... 480-350-8341  
Public Information ..... 480-350-2707  
Street Maintenance ..... 480-350-8229  
Traffic Signal Group ..... 480-350-8284  
Solid Waste ..... 480-350-8131  
Utility Construction – Water, Gas, Sewer..... 480-350-8341

**ATTACHMENT "A"**

**CONTACT INFORMATION PAGE**

	Current	Change/New
Company Name:		
Address:		
Designer/Phone#:		
Foreman/Phone#:		
Field Sup/Phone#:		
Ops Mgr/Phone#:		
General Mgr/Phone#:		
President/Phone#:		
Owner/Phone#:		
Office #:		
Fax #:		
Dispatch #:		

**PLEASE CHECK THE APPROPRIATE BOX AND SIGN.**

**All the above information is current and correct.**

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**Please update our information as outlined above.**

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