CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

TRAFFIC CONTROL PLAN REQUIREMENTS

Department of Public Works, Development Services
200 East Santa Clara Street, San Jose, CA 95113
https://www.sanjoseca.gov/pwdev
(408) 535-7802

The purpose of a traffic control plan is to allow the contractor to work within the public right of way efficiently and effectively while maintaining a safe, uniform flow of traffic. **The construction work and the public traveling through the work zone in vehicles, bicycles or as pedestrians must be given equal consideration when developing a traffic control plan.**

Caltrans specifications may be used as a starting point, regarding the placement of traffic cones, lane tapers, arrowboards, etc. However, be aware that City Streets are not Highways, and frequently Caltrans standards cannot be implemented on City Streets. In those situations, City staff will modify the submitted plan to take into account the tighter conditions associated with urban streets. The City of San Jose Traffic Control Manual and Sample Traffic Control layouts can be found at: https://www.sanjoseca.gov/?navid=3113 .

The layout of traffic control devices in these samples can be applied to your site specific plan. The following guidelines should assist in understanding these requirements and preparing an appropriate plan.

GUIDELINES FOR SUBMITTAL OF TRAFFIC SAFETY ORDER (TSO) SKETCH

Please comply with the following when preparing the sketch:

1. The sketch is required to be **site specific** (i.e. the use of a generic Caltrans traffic plan shall not be permitted).
2. The sketch shall be no larger than 11” x 17” and no smaller than 8.5” x 11”.
3. Show a North arrow and scale or "NOT TO SCALE" (N.T.S.).
4. The sketch shall be prepared using drafting standards. If the sketch cannot be clearly understood, it will be returned for revision and resubmittal.
5. Show all streets within the area of work zone (approx. 1,000 ft radius). This area around the work zone is required to establish the following:
   - Location and placement of advance warning signs.
   - Creation of a pedestrian diversion plan, if the sidewalk area is part of the construction zone.
6. All affected streets within the 1,000 ft radius of the work zone shall show the following:
   - existing curb, gutter and sidewalk, or edge of pavement if there is no curb or gutter
   - all width dimensions of existing lane lines
   - 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, shared through and turning lanes etc.) at intersections

7. As previously mentioned, 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 permit. If the changes are significant, then 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 Certified Flaggers or Reserve Police Officers

Please note the following:

- Any work at or within 150 feet of a signalized intersection may require traffic control, pursuant to San Jose Municipal Code Section 11.12.050, by Flagger(s) or City of San Jose Police Officer(s). The need for Flagger(s) or Reserve Police Officer(s) will be determined based on site conditions. Flagger(s) shall be sufficiently trained and equipped in accordance with California Code of Regulations, Title 8, Section 1599. In addition, flaggers shall be certified by the American Traffic Safety Services Association (ATSSA) or the National Safety Council (NSC). The Director of Public Works reserves the right to require the use of Police Officers when conditions warrant.
- Any work in the Downtown Core area requires a minimum 10 day notice to City of San Jose Downtown Traffic Operations Engineer at (408) 975-3719, prior to the start of work. See the application form titled “Downtown Lane Closure Request Form”.
- Any work near VTA lightrail requires a minimum of 3 weeks advance notice to VTA Lightrail Operations at (408) 546-7608.
- Any work proposing to close a parking lane will require that “No Parking – Tow Away” signs be obtained from the Department of Transportation (408) 535-3850. If the parking lane has City parking meters, then additional fees will be due to compensate the City for lost revenue. See the application form titled “Tow Away Permit”.
- Any work proposed on a street designated as a State Highway will require a permit from CalTrans. Contact Jim Wong at (408) 452-7131.

Sample Traffic Control plans from previously approved projects are attached to provide examples of an approvable Traffic Control Plan.