

TRAFFIC CONTROL SPECIFICATIONS
FOR
WORK IN STREET AND ALLEY PERMITS

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CITY OF RICHMOND, VIRGINIA
DEPARTMENT OF PUBLIC WORKS
TRANSPORTATION ENGINEERING DIVISION

Traffic Control Specifications for Work in Street and Alley Permits

Purpose of traffic control devices

The purpose of traffic control devices, as well as the principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways and private roads open to public travel. The needs and control of all road users (motorists, bicyclists and pedestrians within the highway including persons with disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA) is an essential part of highway construction, utility work, maintenance operations and the management of traffic incidents.

By using advance warning signs, traffic cones, delineators and barricades, an orderly flow of traffic may be maintained during construction. Furthermore, good sign, barricading and channelization around work areas in the streets are deterrents to accidents.

Who uses this document?

This document outlines proper traffic control methods to be followed by all public and private organizations in the City of Richmond when temporary disruption of traffic is required for street and sidewalk repairs or work utility lines under the street.

These procedures are in accordance with City Traffic Order #2844, dated August 12, 1998 Traffic Control Specifications for Work in Street and Alley Permits.

I. General

- A. Any work in City streets, sidewalks and alleys requires a permit. (Code of Virginia Section 15.2-2000 and Richmond, Virginia – Code of Ordinances Chapter 90 Streets, Sidewalks and Public Ways.) Applications for a Work in Street and Alley permit are available in Room 110 of City Hall.
- B. With Work in Street and Alley permit in hand the Transportation Engineering Division (TED) shall be notified not less than 48 hours prior to beginning street, sidewalk or utility construction by contacting 646-0442. If work requires changes in bus routes, bus stops or traffic detours, a 72 hour advance notice is required.
- C. Under no circumstances shall a roadway be closed for construction without the approval of the City Transportation Engineer or his agent and prior notification to Emergency Communications at 646-5123.
- D. The contractor shall not permit work, except that which is necessary to maintain traffic, to be done on Sundays and city observed holidays without written consent of the City Traffic Engineer or his designee.
- E. All EMERGENCY WORK during normal business hours (8:00am to 5:00pm, Monday-Friday), notify the TED (646-0442) and Emergency Communications (646-5123). TED will notify Public Information. Emergency Communications will notify the Fire Department.
- F. All EMERGENCY WORK after normal business hours including weekends and holidays call Emergency Communications (646-5123). Emergency Communications will notify the Fire Department.
- G. Except for emergencies, no work shall be performed in the Central Business District (an area bounded by and including: Jackson Street on the north, Byrd Street on the south, Belvidere Street on the west, and Fourteenth Street on the east), or on all arterial streets throughout the city between the hours of 7-9am and 4-6pm without specific consent of the TED. (A functional classification map showing these arterials is available on the City of Richmond website. <http://www.richmondgov.com/PublicWorks/Transportation.aspx>)

II. Traffic Control Devices

- A. All traffic control devices shall be in conformance with the latest Federal Highway Administration's Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and the Virginia Department of Transportation's Work Area Protection Manual (WAPM)
- B. All flaggers must be certified. The contractor shall provide copies of certifications of flaggers to be used to the Project Inspector prior to the commencement of work. Further, the flagger shall have the certification card on their person at all times while engaged in flagging operations.
- C. Before any work is started by the contractor the applicable barricades and traffic control devices shall be installed.

- D. The contractor shall maintain all signs and barricades in the roadway in the manner prescribed. All traffic control devices shall be kept in proper position, clean and legible at all times. Damaged traffic control devices shall be repaired or replaced immediately. Paper parking regulation signs are to be affixed so they will remain legible at all times, especially during inclement weather. In the event that work is halted, all unnecessary signs will be removed.
- E. In the event that a construction site is improperly signed, barricaded, or lighted, (i.e., in the opinion of the Department of Police, Division of Permits and Inspections, or the TED) the contractor will be notified. If the contractor cannot be reached immediately or fails to take necessary measures, the permit to work in the street may be revoked.
- H. All construction signing, barricades and traffic control devices shall be removed promptly when the construction is completed. Before removing any traffic control device, the TED shall be notified (646-1935) in order that temporary arrangements can be made. Any signs and signal equipment removed shall be delivered to the Sign/Signal Shop at 2800 Hermitage Road by the person removing same or his agent.
- I. All traffic control device removals (i.e., signs, signals, pavement markings or traffic signal detection) as a result of construction shall be replaced by the contractor at the completion of work at the affected intersection of road segment. For all traffic signal equipment a TED representative must be present before beginning any work involving their equipment and/or excavation in the vicinity of signalized intersections. Traffic detection damaged during excavation will be repaired at the contractor's expense.
- J. On streets with unlimited parking, "No Parking" signs shall be erected a minimum of 48 hours in advance of the beginning of any street construction or street cleaning. Such signs shall bear the effective day and time. Signs prohibiting parking shall be placed not more than 100 feet apart. Parking meters with bags or temporary "No Parking" signs must be approved by the TED.
- K. Whenever a traffic lane is blocked by construction work, all vehicles, equipment and materials shall be parked or stored in the same lane.
- L. No vehicles shall be parked on the streets or on the sidewalks behind fences and barricades on construction and demolition projects. The area behind fences and barricades, whether in the street or on the sidewalk area, is for either loading and unloading, or storage of necessary materials. Materials shall not be stored where they may cause a safety hazard by obstructing the vision of drivers and pedestrians.
- M. All existing regulatory signs which do not apply during construction shall be covered.
- N. Metal plates may be required over street openings to maintain adequate traffic movement in order to reopen travel lanes during peak traffic periods.

III. Single Lane Traffic Control

A. Where traffic in both directions must use a single lane for a limited distance, provisions must be made for alternate one-way movement to pass vehicles through the constructed section. At a “spot” obstruction, such as an isolated pavement patch, the movement may be self-regulating. However, where the one-lane movement section is of sufficient length, there must be some means of coordinating movements at each end so that vehicles are not simultaneously moving in opposite directions in the section and delays are not excessive at either end. Control points at each end of the route must be chosen to permit easy passing of opposing lines of vehicles.

B. The following minimum lane widths should be maintained at all times:

| | |
|-----------|--------------|
| One Lane | 10 Feet Wide |
| Two Lanes | 20 Feet Wide |

IV. Street Closures

- A. For all planned street closures on streets functionally classified as an Arterial or higher a sign of the notice of the closure must be placed a minimum of 72 hours prior to closure in the location entering the street to be closed.
- B. Local and emergency access must be provided from each end of the block at the intersections with use of flaggers and signage
- C. For all streets with an arterial or higher functional classification (A functional classification map showing these arterials is available on the City of Richmond website.
<http://www.richmondgov.com/PublicWorks/Transportation.aspx>)
 - i. Changeable message signs (CMS) must be used denoting the planned closure and in use throughout the construction. The CMS must be placed a minimum of 72 hours prior to the planned closures of all streets.
 - ii. Traffic control Maintenance of Traffic (MOT) plans must be submitted in person with the Work in Streets and Alleys permit. The applicant must certify that the MOT is in accordance with the MUTCD and WAPM.