

Somerset County, Maryland
Office of County Engineer

Guidelines for Traffic Control Plan Preparation

These guidelines are for preparing Traffic Control Plans (TCP's) in Somerset County. Closely following these guidelines will result in a more expeditious approval of a TCP. Our experience indicates that these guidelines help develop an acceptable TCP that minimizes inconvenience to the public while assuring safe conditions for workers and all road users including pedestrians and bicyclists.

The involvement of Somerset County in the development of a TCP is limited to *review and approval*. The *preparation* of a TCP is the full responsibility of the preparer. A TCP will be returned unapproved with only general comments if the TCP cannot be implemented and is not site specific.

1. The preparation and concepts of the TCP shall follow those stipulated in the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD) as well as Maryland's Standard Specifications for Construction and Materials.
2. Field checks of the construction site are mandatory prior and during the preparation of a TCP. It is our experience that inadequate TCP's are prepared in the office without a field investigation by the TCP preparer. In addition, it must be recognized that many of the necessary traffic control devices are located outside the construction limits of the project.
3. Specific drawing scales are helpful to adequately show the locations of intersections within the work zone and advance construction signs, the dimensions for the placement of channelizing devices and pavement markings, or other phases of construction as required.
4. Any considerations for the closure of a road must be carefully reviewed and justified with respect to both the necessity as well as the impact of the closure to the public. Justification for closure, including a detailed analysis of alternatives considered, must be submitted in writing to the Public Works Department for review. If acceptable, the recommendation will be forwarded to the Director of Public Works as well as the County Board of Commissioners, for approval. The County Board of Commissioners must concur with the proposed road closure prior to the approval of TCP that contains the details of how such a closure would be implemented.
5. References to typical drawings, taper tables and illustrations in the MUTCD or SHA typical applications are usually insufficient for use on a specific project. Specific sign messages, sign sizes, taper lengths, barricade or traffic drum spacing, types of barricades, typicals for barrier connections, etc., must be site specific and shown on the TCP drawings. Special coding of signs (other than MUTCD numbers, R1-1, etc.) will not be accepted. *Typical* urban situations are difficult to find in the "real world." Closely spaced intersections, short road lengths, short block lengths, traffic signals, the presence of commercial driveways, and variable road widths are never illustrated on *typical* drawings. All sign spacing, taper lengths, and device spacing should follow those found in Maryland's Standard Specifications for Construction and Materials typical applications.

6. All special traffic signs (non-standard MUTCD signs) must be designed. Design details required are typical of those shown in the MUTCD supplement Standard Highway Signs and Maryland Sign Standard Book. If you are not strongly familiar with these books, it is assumed that you will obtain services of those who are qualified to do this type of work.
7. The TCP shall require the contractor to designate and submit to Somerset County the name of the person designated as the "Traffic Manager" for the project prior to construction. All signs, arrow boards, barricades, lights, flagmen, etc. needed for maintenance of traffic shall be furnished by the contractor. All traffic control devices shall be properly maintained to insure that the general public's safety is never jeopardized. It is the responsibility of the contractor to replace any pavement markings disturbed during construction. Any work that is expected from Somerset County must be requested and approved in writing in advance of being shown on the TCP. With the exception of long lines, all other pavement marking shall be preformed thermoplastic. Any pavement markings changes or additions must be specific with respect to line widths, placement of arrows and stop bars, and any other dimensions necessary to assure the proper installation of the pavement markings.
8. The TCP must be submitted with the Construction Improvements Plan or Site Plan and be on a separate sheet. However, it will be approved in conjunction with these plans. It is expected that the design work necessary for proper traffic control will be completed prior to submittal of the TCP. In order for a TCP to be reviewed, Somerset County must receive four copies of the plan. The TCP must include all special provisions and appropriate drawings. Approval by the State Highway Administration (SHA) and local municipalities may be required when entering upon or approaching roadways maintained by these jurisdictions.
9. A qualified individual having adequate training and experience in traffic control shall prepare the TCP. The plan shall include the following statement with a signature block:

"I hereby certify that this plan has been prepared under my supervision and in accordance with the latest edition of the Manual on Uniform Traffic Control Devices and Maryland's Standard Specifications for Construction and Materials. I further certify that the plan features the minimum amount of traffic disruption for the shortest period of time necessary to complete the work in and along the public roadway while guaranteeing the safety of the general public."
10. Somerset County reserves the right to modify or add to these guidelines at any time.