PRINCE GEORGE'S COUNTY GOVERNMENT
Department of Permitting, Inspections and Enforcement
(301) 883-5710

TRAFFIC CONTROL DESIGN REVIEW CHECKLIST

This checklist serves as a guide for the consultant in the preparation and for the County to review Traffic Control Plans. Any questions regarding items contained herein should be referred to the reviewing agency (Prince George's County DPW&T or DPIE) for clarification. (The latest edition of all applicable references and manuals shall be used.)

NOTE: PLANS SUBMITTED WITHOUT A COMPLETED CHECKLIST MAY BE RETURNED WITHOUT REVIEW

Site/Project Name: _____ Date: _____

Consultant: _____ Applicant: _____

Phone Number: _____ Email Address: _____

Permit No: _____

Consultant: Please complete the checklist below by indicating the following:
✓ = Complete or checked; X = Not Applicable; O = Outstanding, need to address
Please place the appropriate symbol in the A/E column.

Item #	Design Checklist Item	Reference	CONSULT	DPIE
A	**PLAN SHEET REQUIREMENTS**			
A-1	Scale: 1″=50′ or 1″=30′ (same as storm drain and paving plan)			
A-2	General Notes (See Section C)			
A-3	Sequence of Construction/Duration of Work			
A-4	Legend			
A-5	North Arrow			
A-6	Limits of Work			
A-7	Permit Number			
A-8	Plan Sheet Numbers (should be a part of the larger plan set)			
B-I	**TRAFFIC CONTROL PLAN - GENERAL**			
B-1	Provide horizontal alignment of roadway.			
B-2	Identify all street names.			
B-3	Show the speed limit of all roadways impacted by the road work.			
B-4	Show existing pavement markings.			
B-5	Identify work zones with shading or hatching.			
B-6	Show any existing bike lanes/facilities on the plan and address any interruptions to the facility caused by the work.			

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B-7	Any schools within the work area must be identified on the plan and the school hours provided. Work hours may need to be adjusted.			
B-8	Where existing parking is impacted by the proposed work, the affected users must be notified a minimum of 72 hours in advance of work.			
B-9	All speed humps must be identified on the plans. If speed humps are impacted by the work, they must be identified to be replaced along with the corresponding markings and signs.			
B-10	Design traffic control utilizing the applicable MD STD Temporary Traffic Control Typical Application. (Typical shall be used as guidance and should be adapted to meet the needs of the project, without sacrificing safety.)	MD SHA Book of Standards		
B-11	For each phase of construction, show signs with sign posts in appropriate locations with spacing dimensioned. (The applicable Typical(s) may be placed on the plan as full evidence of meeting the traffic control needs ONLY when the road work scenario matches the typical exactly – to include spacing, side streets, number of lanes, etc.)	MD SHA Book of Standards		
B-12	For all signs, show MUTCD sign designation and dimensions.	MUTCD		
B-13	Show dimensions for all tapers and buffer lengths.	MD SHA Book of Standards		
B-14	Show typical spacing between channelizing devices.			
B-15	If applicable, show typical set up of crash cushions.			
B-16	Maintain access to all driveways and streets.			
B-17	Provide a minimum of 10' lane(s) through the work zone.			
B-18	Any conflicting pavement markings should be identified on the plan and covered with black tape (Can be covered with black paint if mill and overlay is to follow).			
B-19	Identify any temporary pavement marking needs. Temporary pavement markings should be installed using temporary tape. Paint may be used if mill and overlay is to follow immediately.			
B-20	If extended, night time or otherwise alternate work hours are needed (outside of 9 AM – 3:00 PM), a request and justification should be provided to the reviewing agency.			
B-21	If any road work conditions have been approved to remain overnight, a detailed plan and description of the overnight traffic control must be provided.			
B-22	Side streets within the work zone must be addressed with signing when necessary.			
B-23	Mill and overlay limits should be clearly identified and should cover all areas in which pavement markings will be revised. These limits should match the limits shown on the paving plan.			
B-24	Show the MOT typical cross section, where applicable. The typical should show the width of the travel lanes and the lateral clearance of channelizing devices.			

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B-25	On all arterial and collector roadway construction projects of significant size and duration, variable message signs are to be utilized. Special attention and variable message sign (VMS) usage is required for all jobs that require lane changes for a period of time, when potentially hazardous conditions exists due to the excavation along or on the roadway and other major work that will require the construction site to remain overnight or a period of time.			
B-26	Any road work that physically impacts a traffic signal (i.e. loop detectors) must be addressed on the plans and coordinated with the County DPW&T Signal Shop.			
B-27	Any road work that impacts the operation of a traffic signal (i.e. lane shifts, lane closures, redirection of traffic, etc.) must be addressed on the plans and coordinated with the County DPW&T Signal Shop.			
B-28	If the shifting of signal heads or other signal adjustments is needed, they must be addressed specifically in the Sequence of Construction and coordinated with the County DPW&T Signal Shop.			
B-29	If the road work impacts the operation of a traffic signal, the contractor may be required to provide additional detection devices to facilitate the maintenance of traffic operations. This shall be determined by the permitting agency and/or the County DPW&T Signal Shop.			
B-II	**TRAFFIC CONTROL PLAN - PEDESTRIANS**			
B-30	Pedestrian facilities must be maintained or a clear, detectable, traversable, safe and handicap accessible alternative path must be provided. Sidewalk traffic control should be designed utilizing the MD STD TTCTA. (MD STD 104.06-09A –D)	MD STD TTCTA		
B-31	For sidewalk and crosswalk closures, detectable barricades must be used to redirect pedestrians. Detectable barricades shall extend at least 36" above the pathway with the bottom of the barricade no more than 1.5 inches above the pathway and shall extend the full width of the closure.			
B-32	Any proposed temporary crosswalks must have adequate stopping sight distance on both approaches. Stopping sight distance analysis should be shown.			
B-33	If temporary crosswalks are proposed at uncontrolled locations, temporary pedestrian crossing sign assemblies (W11-2) with the ARROW plaque (W16-7) must be provided at the crossing and advance sign assemblies with the pedestrian crossing signs (W11-2) and AHEAD plaque (W16-9P) must be provided in advance of the crossing at a distance of 10x the speed limit. (For example, on a 35 MPH roadway, the advance sign shall be placed at approximately 350 feet prior to the crossing.)			
B-34	Where temporary crosswalks/crossings are provided in a location where there are no existing ramps, temporary ramps shall be provided at a max slope of 12:1.			

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B-III	**TRAFFIC CONTROL PLAN - BUS STOPS**			
B-35	Access to bus stops located within or adjacent to the work zone must be maintained and/or addressed.			
B-36	All traffic control plans must show any existing bus stops (location and owner) in the project area.			
B-37	Where bus stops are impacted by the proposed work, the consultant must coordinate with the owner(s) of the bus stop(s) (The Bus – Prince George's County, DPWT's Office of Transportation @ 301-883-5656, Metro – WMATA, Office of Bus Planning @ 202-962-6085) prior to the approval of the traffic control plan. Whatever is decided with the applicable agency/agencies must be shown and noted on the plans.			
B-IV	**TRAFFIC CONTROL PLAN - CONCRETE BARRIER USE**			
B-38	MD STDs 104.06-15 – 104.06-19 shall be used for reference.			
B-39	Trench depth shall be noted on the plans.			
B-40	Concrete barrier is to be used when the criteria shown for trench depth in the above MD STDs are met and the roadways where work is taking place is classified as a collector, major collector or arterial.			
B-41	Water filled or sand filled barrier is to be used when the criteria shown for trench depth in the above MD STDs are met and the roadways where work is taking place is classified as an industrial, primary residential or secondary residential roadway. Only MDSHA approved water/sand filled barriers should be used.			
B-42	Channelizing drums may be used when the criteria shown for the trench depth in the above MD STDs are met and the roadways where work is taking place is classified as a primary residential or secondary residential roadway AND the work zone is controlled by a flagger.			
B-43	For all open trench work, pedestrian safety must be addressed.			
C	**TRAFFIC CONTROL PLAN NOTES (To be placed on the plans)**			
C-1	All proposed lane closures shall occur between the hours of 9 AM and 3 PM, unless otherwise coordinated with the permitting agency.			
C-2	Roadway must be fully restored at end of each workday.			
C-3	A minimum of 10' lanes must be maintained through the work zone.			
C-4	Access to all driveways must be maintained.			
C-5	If steel plates are used to temporarily restore the roadway, then steel plate warning signs shall be installed on all approaches.			
C-6	During the period between November 15 of each year and March 15 of the following year, steel plates are not permitted except in emergency cases. When any steel plate is installed, the permittee shall notify DPWT's dispatcher by phone, at (301) 324-2710 and the DPIE Inspector, within the first 4 hours of installation of said plates. When installed, steel plates shall be appropriately identified by permittee for traffic and pedestrian safety. In addition, a minimum of four 4-foot tall wooden survey stakes (painted bright pink) placed behind the face of curb, or in rural			

	areas, placed beyond road shoulder, shall be required to denote beginning and end of steel plates.			
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C-7	Any conflicting pavement markings shall be covered and temporary pavement markings installed as necessary.			
C-8	Any removal of pavement markings must be done with mill and overlay. Grinding is not permitted.			
C-9	Traffic control devices must be in compliance with the latest edition of the MUTCD and the MD SHA Book of Standards.			
C-10	All warning signs not in use shall be fully covered with opaque material.			
C-11	Traffic signs shall not be placed where they will impede the path of pedestrians or motorists.			
C-12	All excavation which results in a pavement edge drop-off shall be in accordance with MD STD nos. MD 104.06-15 to MD 104.06-19. On County roads, concrete barrier is to be used when the drop-off is greater than 5 inches and the roadways where work is taking place is classified as a collector, major collector or arterial. Water filled or sand filled barrier is to be used when the drop-off is greater than 5 inches and the roadways where work is taking place is classified as an industrial, primary residential or secondary residential roadway. Only MDSHA approved water/sand filled barriers should be used. Channelizing drums may be used when the drop-off is greater than 5 inches and the roadways where work is taking place are classified as primary residential or secondary residential roadways AND the work zone is controlled by a flagger.			
C-13	This plan approval is only for County maintained roadways. The road work should be coordinated, reviewed and approved by any other jurisdiction impacted.			
C-14	Any physical or operational impacts to a traffic signal must be addressed and coordinated with the County DPW&T Signal Shop.			
C-15	If the road work impacts the operation of a traffic signal, the contractor may be required to provide additional detection devices to facilitate the maintenance of traffic operations. This shall be determined by the permitting agency and/or the County DPW&T Signal Shop.			
C-16	Pedestrian facilities must be maintained or a clear, detectable, traversable, safe and handicap accessible alternative path must be provided.			
C-17	Flaggers shall be Maryland State Highway Administration or ATSSA approved/certified flaggers. Radio communication shall be required between flaggers if the flaggers cannot see each other or if the lane closure exceeds 200 feet.			
D	**FULL ROAD CLOSURE (TEMPORARY)**			
D-1	Temporary full road closures may be considered when no other method would allow for safe completion of work.			

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D-2	For consideration of a temporary full road closure, a letter of request must be submitted to the Director of DPIE to include the following elements: • Clear justification (geometry, safety, roadway section, etc.) for the need for the closure • Any alternate methods that may be available • Estimated duration of closure • Estimated start date of work • Roadway volumes for the impacted areas, if applicable • Proposed detour route			
D-3	If temporary roadway closure is approved: • a full detour plan must be provided for review and approval o utilize MD STD typicals and MUTCD for guidance o provide variable message signs on plan (location and message) – should be placed two weeks in advance of work o all accesses must be maintained and where applicable, coordinated directly with the owner • notifications must be sent to the appropriate agencies/persons (notification list will be provided by DPIE) 30 days in advance of road closure			
D-4	If, once approved, the start date of the closure changes, DPIE and all other previously notified agencies/persons must be informed.			
E	**UTILITY WORK**			
E-1	When two-lane two-way roadways (no bike lanes) that have existing pavement markings are resurfaced due to utility work, the impacted markings that are to be replaced in kind must be called out and identified on the plan.			
E-2	When two-lane two-way roadways with bike lanes and multilane roadways are resurfaced due to utility work, a separate pavement marking & signing plan showing the existing markings to be replaced must be provided. The date that the markings were field surveyed/verified must be noted on the plans.			
E-3	When the work area involves multiple roadways and segments and the traffic control is standard and typical, a table is suitable to display the intended traffic control for various segments. The table should include: • Street name • Segment (i.e. from Street A to Street B) • Posted speed limit • Description of work (i.e. replacement of water main appurtenances) • Width of pavement • Approximate duration of work • Trench depth, if applicable • Applicable typical standards (i.e. MD 104.02-02)			