



A Community of Excellence

Traffic Engineering Application

Development Services Department
90 E. Civic Center Dr.
Gilbert, AZ 85296
(480) 503-6700-Phone
(480) 497-4923-Fax
www.gilbertaz.gov

Permit Number TRF-
Engineering Permit Number ENG

Project Name/Subdivision

Address

Crossroads (On) (Between) and

Owner (Name) (Phone)
(Address)

Contractor Performing Work (Name) (Phone)
(Address)

Contact Person Signature Phone No.

Place check mark(s) for Type of Project(s) *Work On/Near A Roadway Requires Traffic Control/Work Zone Permit*

- Traffic Striping, Traffic Signing, Traffic Signal, Oversize Load, Haul Route, Traffic Calming Device, Traffic Signal Interconnect, Traffic Control/Work Zone

Description of work

- 1. Permit will not be issued until a signed application and fees have been collected. A STATE CONTRACTOR'S LICENSE IS REQUIRED.
2. CONTRACTOR must have a CERTIFICATE OF INSURANCE for a minimum of \$1,000,000.00 General liability and Auto liability with the Town of Gilbert as ADDITIONAL INSURED. Contractor must turn in a copy of C of I WITH EACH APPLICATION. *Does not apply to Oversize Loads and Haul Routes not associated with a project within the Town.*
3. Permits require one (1) set of documents. See Checklist for Traffic Engineering Projects Sheet for details.
4. If CLOSING A ROAD Complete attached Request for Road Closure forms.
5. If Applying for a HAUL ROUTE Permit complete attached Dirt Haul Requirements Sheet.
6. SUBMITTALS THAT DO NOT MEET THE ABOVE-MENTIONED CRITERIA MAY EXPERIENCE DELAYS IN APPROVAL.

TOWN USE ONLY
(03/26/2012)

Inspector
Approved By
Permit Fees \$

CHECKLIST FOR TRAFFIC ENGINEERING PROJECTS

Traffic Control/Work Zone:

Traffic Engineering Application
Certificate of Insurance
Traffic Control Plan Application
Traffic Control Plan

Amendments to Existing WorkZone Permits:

- Fax or Email (trafficworkzones@gilbertaz.gov) the New Traffic Control Plan Application and Traffic Control Plan (with the Existing Work Zone Permit Number on the Traffic Control Plan) to (480) 503-6170. **DO NOT COMPLETE ANOTHER TRAFFIC ENGINEERING APPLICATION.**

Road Closure:

Traffic Engineering Application
Certificate of Insurance
Traffic Control Plan Application
Traffic Control Plan
Request for Road Closure Application
Must be submitted 20 days prior to the proposed Road Closure

Haul Route:

Traffic Engineering Application
Certificate of Insurance
Copy of Approved County Dust Control Permit
Traffic Control Plan Application
Traffic Control Plan
Haul Route Application

- Computerized Generated Drawing showing Proposed Route with Street Names
- Truck Crossing

Traffic Striping, Signing, Signal, Calming Device, Signal Interconnect,

Oversize Load:

Traffic Engineering Application
Certificate of Insurance
Computerized Generated Drawing showing Proposed Route. (Oversize Load only)

In order to provide excellent service to the town of Gilbert's customers, each submittal shall meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Community Development staff.

Customer/Authorized Agent signature: _____ Date: _____



A Community of Excellence

Traffic Control Plan Application

Development Services

Department

90 E. Civic Center Dr.

Gilbert, AZ 85296

(480) 503-6700-Phone

(480) 497-4923-Fax

www.gilbertaz.gov

NEW APPLICATION REVISED APPLICATION REVISED TRAFFIC CONTROL PLAN

TRF _____

Contractor Information	
Company Name _____	
Phone #: _____	Fax #: _____
Contact Person: _____	Phone #: _____
Foreman: _____	Cellular #: _____

Barricade Company Information	Name: _____
Phone #: _____	Fax #: _____
TCP Prepared By: _____	Contact #: _____

Location Information	On Road: _____
At/From: _____	To: _____
Estimated Start Date: _____	Estimated End Date: _____
Hours of Operation:	
<input type="checkbox"/> 24-Hour	<input type="checkbox"/> Non-Peak 8:30am-3:30PM
<input type="checkbox"/> Nighttime	<input type="checkbox"/> Other

Approval Information	<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Approved W/Changes Noted
	<input type="checkbox"/> Denied	<input type="checkbox"/> Gilbert Police Officer Required

Reviewed By:	<input type="checkbox"/> Tad Fagerholm 480-226-6466	<input type="checkbox"/> Sergio Figueroa 480-797-0525
---------------------	---	---

Signature of Town Official Reviewing Traffic Control Plan

Date

Approval of this plan is based upon the information obtained at the time of the submittal. Approval of this TCP does not relieve the contractor of their responsibility to maintain the workzone/jobsite in a safe manner. At the end of each work day, the contractor shall ensure that all excavation is properly marked and protected, and that all traffic control devices that are no longer needed are removed from the Town's right-of-way.

Extra duty Town of Gilbert police officers are required whenever construction activity is occurring within 300 feet of a signalized intersection, in right-of-way, Public Utility Easement or when required by the Traffic Engineer. All requests are to be made to the Police Department at least 5 business days prior to the anticipated start date of construction. Police officers can be obtained by contacting the Town of Gilbert Extra Duty Police Request Line at 480-635-7194.

www.gilbertaz.gov/eForms/police/frmoffDuty.cfm

DO NOT WRITE BELOW THIS LINE

Permit Number:	
Comments:	

REQUEST FOR ROAD CLOSURE

1. **Date of Request:** _____

2. **Location:**

Street Name: _____

Between: _____ and _____

3. **Reason for Closure:**

4. **Contractor:** _____ **Phone:** _____

5. **Related Project:** _____

6. **Requested Dates of Closure:**

a. Beginning date _____ Ending Date _____

7. **Type of Setup Requested:**

Full-time setup (24 hours per day)

Daytime only from: _____ a.m. to _____ p.m.

8. **TRAFFIC CONTROL PLAN MUST BE ATTACHED TO THIS APPLICATION.**

9. **This section to be completed by the Traffic Engineering Section:**

Dates of closure approved by Traffic Engineering Section:

1. Beginning on _____ and ending on _____

Type of Setup Approved:

Full-time setup (24 hours per day)

Daytime only from: _____ a.m. to _____ p.m.



A Community of Excellence

Development Services

Department

90 E. Civic Center Dr.

Gilbert, AZ 85296

(480) 503-6700-Phone

(480) 497-4923-Fax

www.gilbertaz.gov

10. This section to be completed by the Town of Gilbert:

Approved By Traffic Engineering:

Gilbert Traffic Engineer

90 E. Civic Center Dr

Emergency Access Maintained Yes No

11. The Applicant is responsible for gathering the following signatures:

(Do not obtain Signatures prior to Approval of Traffic Control Plan and Traffic Engineering Application)

Gilbert Public Schools Transportation Director

140 S. Gilbert Rd

Chandler Unified School District Transportation Director

200 S. Hamilton St, Chandler (if effected)

Higley Unified School District Transportation Director

2140 S. Higley Rd, Gilbert (if effected)

Private and Charter Schools Administration

(in effected area)

U.S. Post Office

Effected Area Branch Manager

Gilbert Community Services Department

90 E. Civic Center Dr.

Gilbert Fire Marshall

85 E Civic Center Dr

Gilbert Chief of Police

75 E Civic Center Dr

Valley Metro

Email address: tcollins@valleymetro.org

Phone number: 480-924-6653 ext 242.

NOTE:

Request for Road Closure must be submitted 20 days prior to the proposed Road Closure.

A traffic control plan by an ATSSA-certified company must be submitted with this application. This plan shall show all signs (including the advance information signs) to be used during the requested road closure.

Information signs must be posted ten (10) days in advance of the closure date. A Traffic Control Plan is required showing the locations of all barricades, information/warning signs and detour signs.

The **contractor** shall be responsible for managing the road closure **at all times** (rain or shine).

A **14' Through Access Lane** for Emergency Vehicles shall be maintained **at all times**.
(unless otherwise approved by the Traffic Engineer)

TOWN OF GILBERT DIRT HAUL REQUIREMENTS

TRAFFIC ENGINEERING

This form must be completed, signed and returned with the permit application.

1. Attach a map of route with excavation and embankment sites depicted. All streets must be identified by name.
2. Haul routes shall avoid any streets that have active and ongoing work zones.
3. Total quantity of material to be hauled: _____
4. Number of trucks used in haul: _____
5. Estimated cycle time of trucks: _____
6. Hauls will only be allowed between the hours of 8:30am and 3:30pm Monday thru Friday with the exception of Town observed holidays.
7. Describe proposed method of dirt and dust control:

8. Describe source of water supply:
9. Approved grading permit number. _____
10. Attach a copy of the Approved County dust control permit.
11. Contact Name: _____
12. 24-hour contact phone number: _____
13. All trucks must be covered with a tarpaulin per Maricopa Air Pollution Control Regulations sec. 311.2 paragraphs B and C.
14. A stabilized Construction entrance and exit will be required per Maricopa Air Pollution Control Regulations sec. 310.
15. A water truck and "street legal" sweeper is required at both import and export sites during hauling hours.
16. Attach traffic control plan.
17. All hauls will require a pre-construction meeting. Any additional requirements will be discussed at this time. (public notification, police officers, sidewalk sweeping, truck wash racks, etc).

I, the undersigned, understand and agree that any deviation from the approved haul route and/or the traffic control plan will void all permit(s). I also understand that I am to provide a copy of the approved haul route plan to each driver to keep in their vehicle at all times.

Signature of Contractor Representative

Date

Signature of Traffic Engineering Representative

Date



A Community of Excellence

Traffic Engineering

Development Services

Department

90 E. Civic Center Dr.

Gilbert, AZ 85296

(480) 503-6700-Phone

(480) 497-4923-Fax

www.gilbertaz.gov

TEMPORARY TRAFFIC CONTROL / WORK ZONE REQUIREMENTS

A work zone is any area within the public right-of-way where any type of work is being performed. Requirements for temporary traffic control become more restrictive the closer the work is to traffic.

The Town of Gilbert has adopted by ordinance #1798, Manual on Uniform Traffic Control Devices (MUTCD) as a standard.

Town of Gilbert Ordinance Section 10-5 (b) states as follows:

1. *“Traffic control plans. A permittee shall submit a traffic control plan application to the town’s traffic engineer at least two business days prior to the proposed start date of construction activities. The traffic control plan application must include a traffic control plan. The traffic control plan must be designed and submitted by a certified member of the American Traffic Safety Services Association (ATSSA)*
2. *Traffic control manual. The town designates the MUTCD as a public record and hereby adopts the MUTCD three copies of which are on file in the town clerk’s office as the town’s official traffic control manual for construction work zones with the following changes:*
 - a. *Arrowboards are required for all lane closures on arterial streets.*
 - b. *Lane closures on arterial streets are not permitted between 5:30am and 8:30am or between 3:30pm and 7:00pm unless previously approved by the Traffic Engineer.*

A permit is required for all work zones within the town’s right-of-way. A Traffic Control Plan Application along with the Traffic Control Plan shall be submitted with the Traffic Engineering Application. The Traffic Control Plan Application shall have the contractor’s proposed dates of construction activity (start and end). The Town will determine during the course of its review of the traffic control plan and application, if the proposed location is available during those dates. After permit has been approved and issued, a pre-construction meeting will be required with the contractor, the contractor’s traffic control provider, and a member of the traffic engineering staff. At that time specific dates for construction activity will be determined.

The normal review time for a Traffic Engineering Application is 48-hours. (Request for Road Closure must be submitted 20 days prior to the proposed Road Closure). If the Traffic Engineering Application is submitted on a Friday or a legal holiday, the review time will not begin until the following business day.

The contractor and the traffic control provider will be responsible for keeping an approved copy of the traffic control plan and the permit on-site at all times during construction.

The contractor will be responsible for advising the Traffic Engineering Section if a date extension will be required regarding an existing permit. This will be done 2 business days in advance by calling 480-503-6186. Road Closure extensions require 15 business days advance notice. If no contact is made and the traffic control plan expires, delays may ensue until the permit and traffic control plan can be reviewed further.

The contractor will be responsible for providing the following information to the Traffic Engineering Section:

- 24-hour emergency contact that can respond for issues after hours;
- Who will be resetting the traffic control devices (AM and PM)
- Who will be maintaining the traffic control after hours
- A copy of a Maricopa County Dust Control Permit (if applicable)

If an unpaved diversion is being used, a water truck and street legal sweeper shall be on-site at all times. 24-hour, 7day maintenance of the diversion is required.

If the contractor will be installing traffic control devices on an arterial street, an ATSSA certified Traffic Control Supervisor shall be on-site directing the operation at all times.

FLAGGING / USE OF FLAGGERS

If flagging is to occur on any street, the contractor shall use ATSSA certified flaggers or extra-duty Town of Gilbert Police Officers.

HAUL ROUTES

Haul routes require the issuance of a Haul Route permit (see attached). Haul routes are considered work zones and have the same requirements

ROAD CLOSURES

Road closures should make appropriate accommodations for residential and fire access. Contractors requesting a road closure are required to complete the following:

1. Request for Road Closure (attached)
2. Traffic Control Plan and Application (attached)
3. Traffic Control / Work Zone permit application (attached)
4. Fire access route plan
5. 10-day advance notification for street users posted in the area of the closure (placement to be determined at pre-construction meeting).

A pre-construction meeting will be required with the contractor, the contractor's traffic control provider, and a member of the traffic engineering staff. To schedule a pre-construction meeting call the Traffic Engineering Section at 480-503-6186.

The request for road closure and the traffic control plan are to be submitted to the town for review 20 days prior to the proposed road closure.

Any questions, contact the Traffic Engineering Section at 480-503-6186.