



## Traffic Engineering Permit

**Development Services  
Department**  
90 E. Civic Center Dr.  
Gilbert, AZ 85296  
(480) 503-6700-Phone  
[www.gilbertaz.gov](http://www.gilbertaz.gov)

### REQUIREMENTS

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A permit is required for all work zones within the Town's right-of-way. 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 development services 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 an individual who is currently certified as a "traffic control technician" by the American Traffic Safety Services Association (ATSSA).

(2) *Traffic control manual.* That certain document, three copies of which are on file in the office of the town clerk, marked and designated as "Manual on Uniform Traffic Control Devices (2009 Edition), published by the United States Department of Transportation Federal Highway Administration, together with all appendices thereto, as amended herein is hereby adopted as the town's official traffic control manual for construction work zones and is hereby referred to and made a part hereof as though fully set forth in this section, with the following changes:

- a. Arrowboards are required for all lane closures on arterial streets.
- b. Lane closure on arterial streets are not permitted between 5:30 a.m. and 8:30 a.m. or between 3:30 p.m. and 7:00 p.m. unless previously approved by the traffic engineer.
- c. Road closures on arterial streets shall require notification at the road closure location using variable message signs (VMS) at least ten days prior to the road closure date, unless the road is closed due to an emergency, as determined by the traffic engineer.
- d. A uniformed town police officer shall be present in accordance with the Town of Gilbert Technical Manual Number 1. That certain document on file with the town clerk marked, known, and designated as "Town of Gilbert Technical Manual Number 1", August 2015 Edition, is hereby adopted by reference and made a part hereof as though set forth at length herein.
- e. Flaggers used within the town's jurisdiction shall be either currently certified as flaggers through the American Traffic Safety Services Association (ATSSA), or prior approved equivalent, or be off-duty sworn police officers.

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**In addition, applicants for a Traffic Engineering Permit should be aware that:**

- A State Contractor's License is required.
- A Request for Road Closure and the traffic control plan are to be submitted to the Town for review at least 20 calendar days prior to the proposed road closure.
- Haul routes require the issuance of a Haul Route Permit. Haul routes are considered work zones and have the same requirements.
- The normal review time for a Permit to Work in Right-of-Way is 48-hours. If the Application is submitted after 3:00 PM, the review time will not begin until the following business day.
- The Town will determine during the course of its review of the application whether the proposed location is available during the preferred 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 Town Inspection staff. At that time specific dates for construction activity will be determined.
- 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.
- 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.
- The contractor will be responsible for requesting an extension if required regarding an existing permit. This will be done 2 business days in advance by calling the assigned Inspector.
- If no contact is made and the Permit expires, delays may ensue until the permit and traffic control plan can be reviewed further.
- If an unpaved diversion is being used, a water truck and street legal sweeper shall be on-site at all times. 24-hour, 7-day maintenance of the diversion is required.
- Road closures should make appropriate accommodations for residential and fire access

**If any questions, contact the Traffic Engineering at 480-503-6186.**

## **CHECKLIST FOR PERMIT APPLICATION**

**\*\*\*Click on permit type for submittal forms\*\*\***

<b><u>SUBMITTALS NEEDED</u></b>	<b><u>TRAFFIC CONTROL/ WORK ZONE</u></b>	<b><u>AMENDMENT TO EXISTING TRAFFIC CONTROL PERMIT</u></b>	<b><u>ROAD CLOSURE</u></b>	<b><u>HAUL ROUTE</u></b>	<b><u>OVERSIZE LOAD</u></b>	<b><u>ALL OTHERS</u></b>
Application for Traffic Engineering Permit	Yes	<i>no</i>	Yes	Yes	Yes	Yes
Certificate of Insurance*	Yes	<i>no</i>	Yes	Yes*	Yes*	Yes
Traffic Control Plan Application	Yes	Yes: note existing permit number	Yes	Yes	-----	<i>Confer with Inspector</i>
Traffic Control Plan	Yes	Yes: note existing permit number	Yes	Yes	-----	
Request for Road Closure	-----	-----	Yes	-----	-----	-----
Haul Route Application	-----	-----	-----	Yes	-----	-----
Computerized Generated Drawing showing Proposed Route with Street Names and/or Truck Crossings	-----	-----	-----	Yes	Yes	-----
Copy of Approved County Dust Control Permit	-----	-----	-----	Yes	-----	-----

\*Certificate of Insurance must provide minimum \$1,000,000 General Liability and Auto Liability with Town of Gilbert as **ADDITIONAL INSURED**. Turn in copy of C of I with each application. Certificate of Insurance for Haul Route & Oversize Load is not needed if project/ delivery site is not within the Town.