

RIGHT OF WAY MANAGEMENT STANDARD NOTES FOR TRAFFIC CONTROL PLANS

1. Contractor shall have an approved right-of-way (ROW) permit and traffic control plan (TCP) in electronic or paper format on site at all times when working in the ROW.
2. Contractor shall provide advanced notification per the latest Transportation Criteria Manual (TCM) Section 8.4.0 – Work Zones:
 - a. 311 must be notified a minimum of three (3) days prior to any planned closures, including any sidewalk, bike lanes, and alleys
 - b. Any Portable Changeable Message Signs (PCMS) must be setup at least two (2) weeks prior to the closure
 - c. Construction notices, door-hangers and/or mailings must be provided at least two (2) weeks prior to commencement of work
 - d. Closures of any existing driveways must be avoided. When access cannot be maintained, a minimum 7 days of advanced notification to the property owner is required, and 14 days advanced notification for Emergency Service Facilities (such as fire stations, hospitals, and police stations) along with the approval from the ROW Division of ATD.
3. Unless otherwise approved by the ROW Division of Austin Transportation Department (ATD):
 - a. Only one phase of a TCP may be set at any one time
 - b. Initial setups and phase changes should not extend into hours where work activities are prohibited
 - c. Long-term setups should occur during low-volume traffic hours, such as weekends
 - d. Double lane closures in the DAPCZ are prohibited Monday through Friday
 - e. Full closures are generally prohibited Monday through Friday
4. Once traffic control has been set, the authorized and competent representative from the project team/barricade company will complete and upload the “Contractor’s Self-Inspection Checklist” form. See form and detailed instructions here: <https://www.austintexas.gov/page/right-way-traffic-control>
5. If police officers employed by agencies other than the City of Austin will be used to assist in directing traffic, the applicant must notify APDSpecialevents@austintexas.gov at least three (3) days prior to work with the name(s) and agency of the police officers to be employed, along with the date, time, and location where the officer(s) will be working.
6. Excavations shall be backfilled or plated when required to open to traffic. Temporary paving shall be done according to City of Austin (COA) Standard Detail 1100S-4 (for HMAC or PCC pavements). For excavations exceeding a transverse width of 5 feet, the contractor shall provide an engineered plating plan for review to Public Work’s Office of the City Engineer at their email address PWDOCEReviewDL@austintexas.gov.
7. Pedestrian routes in and around the work zone, including construction entrances, temporary walking paths, bypasses, covered walkways, and detours throughout the project, must remain accessible and shall include accessibility features consistent with the features present in the existing pedestrian facility. Sidewalks should not be closed for periods of more than 14 days, unless otherwise approved by the ROW Division of ATD.
8. All applicable safeguards shall be in place per Chapter 33 of the International Building Code, which includes pedestrian protections per Section 3306.
9. “Construction Entrance Ahead” signs must be placed at all approaches to construction entrances, unless otherwise shown on the reviewed TCP.
10. All traffic control devices including protective barriers must be crashworthy and installed according to the manufacturer’s guidelines. Crashworthiness shall be determined per American Association of State Highway and Transportation Official’s (AASHTO) Manual for Assessing Safety Hardware (MASH) testing requirements.
11. Overnight protection of work zones and storage of material/equipment shall be according to COA Standard Detail 804S-4.
12. The name of the barricade contractor shall be shown on the non-reflective surface of all traffic control devices in accordance with COA Standard Detail 804S-5.
13. The City’s traffic engineer or inspector may make or require field adjustments to address issues of safety and mobility. Additionally, any traffic control deficiencies must also be addressed per the timeline provided by the ROW Division of ATD. Violations will be subject to penalties as provided by law.
14. If existing Capital Metro bus stops are within the temporary traffic control or detour area, the contractor shall contact Capital Metro at ~service.impacts@capmetro.org, two (2) weeks prior to setting up the traffic control devices in order to coordinate potential bus-stop relocation or any other related issues.
15. If existing signalized intersections are within the temporary traffic control area, the contractor shall contact ATD – Signals Division at (512) 974-4075, two (2) weeks prior to setting up any traffic control devices and/or any phase changes.
16. The right of way shall be returned to full use at the end of the approved work hours.
17. Contractors shall adhere to all ROW special event activity restrictions, as per the latest Mobility Guidelines (MG-08). Projects that are routed through the DAPCZ process are required to coordinate with the Office of Special Events (512-974-1000 or TransportationSpecialEvents@austintexas.gov), in conjunction with the ROW Division of ATD. Visit City Stage for scheduled events for all of Austin.
18. Pursuant to City Code 9-2-3, ROW work must not make noise audible to an adjacent business or residence between 10:30pm and 7:00am or operate a machine that separates, gathers, grades, loads, or unloads sand, rock, or gravel within 600 feet of a residence, church, hospital, hotel, or motel between 7:00pm and 6:00am, except for installation of concrete authorized by a separate non-peak hour concrete pour permit issued under City Code section 9-2-21.
19. All long-term work zones shall have all conflicting markings removed or obliterated, and the appropriate temporary markings installed per 804S-3. Black paint or spraying with asphalt over pavement markings is not considered an acceptable method of removal or obliteration. Removal techniques that minimize and avoid any pavement scarring must be considered.