

## Traffic Management Plan Guidelines

Construction activity that impacts the existing public street system must be controlled to protect the safety of the construction workers and all modes of the traveling public. Projects are required to submit a satisfactory Traffic Management Plan (TMP) prior to permit approval for DOTE right-of-way permits. Use of public parking spaces or the blockage of any portion of sidewalk or street for the purpose of construction activity requires a DOTE right-of-way permit.

Traffic Management Plans (TMPs) shall provide for the safe passage of the public through or along the construction work zone. On a case-by-case basis, applicants may be allowed to close a street or detour a mode of traffic when absolutely necessary for safety. TMPs shall conform with the latest edition of the Ohio Manual on Uniform Traffic Control Devices (OMUTCD). <https://www.dot.state.oh.us/roadway/omutcd/Pages/default.aspx>

In addition:

- Traffic control signs shall not be placed where they are an obstruction to pedestrians, bicycles, or motor vehicles. Recommend placing signs in the collector strip, curb extensions, or parking lanes.
- Barrier systems utilized to separate the construction activity from the public right-of-way shall not inhibit sight distances, particularly for visibility of pedestrians and bicyclists. Recommend a maximum height of 48" from roadway grade.
- ADA compliance shall be maintained.
- Police details may be required.

All existing modes of travel in work zone area shall be accommodated if impacted by the construction activity. The safe passage of pedestrians, bicyclists, transit providers, and motorists are of equal importance when planning out the work zone; no pre-existing travel mode may be eliminated without the express approval of the Cincinnati Department of Transportation and Engineering. The TMP should also address on-street parking impacts, including deliveries and parking for adjoining businesses and property owners.

**Project Description.** Provide a summary explaining your project. What is the scope of your work? Are you blocking any portion of the street or sidewalk? For how long? Where will you be parking project vehicles? What is the duration of your project? Can your project be phased to minimize impacts to the traveling public?

**Traffic Management Plan.** Provide a dimensioned drawing showing the footprint of the proposed project site and the temporary traffic control measures. Consult the TMP Checklist below to confirm basic TMP requirements are met. Attach the TMP to the corresponding permit application.

### **Traffic Management Plan Checklist:**

Creating a Traffic Management Plan (TMP) is an iterative and collaborative process. TMPs describe pedestrian, biking, traffic, and parking management techniques and illustrate the placement of traffic control devices. The below checklist was created to help the designer incorporate the required traffic plan elements into the proposed TMP.

- Show the location (address, intersection) and dimensions of proposed project site.
- Label streets within plan limits and provide a north arrow.
- Indicate duration of work in phases and schedule of work hours.
- Show existing conditions in the vicinity of the work area, including:
  - Curbs, sidewalks, driveways, and intersections.
  - Traffic signals and signs.
  - Pavement markings.
  - Parking restriction zones, signs, and meters.
- Show proposed temporary pavement markings, if applicable.
- Show direction of travel and proposed lane widths.
- Indicate staging area and materials storage area, as appropriate.
- Show advanced warning area, transition area, buffer area, active work zone, and termination area, and where the warning signs shall be located. Include dimensions for sign spacing.
- Indicate location of construction signs, barricades, delineators, and other MUTCD approved traffic control devices.
- Indicate the proposed size of temporary signs.

**Police Detail.** If the TMP requires a police detail, contact Cincinnati Police @ (513) 352-2484.

**Temporary No Parking Signage.** If needed, it is the Permittee's responsibility to obtain "NO PARKING" signs and/or parking meter bags from the appropriate Cincinnati Police Department (CPD) - District Headquarters.

CPD Regulations and Procedures are as follows:

- a) The request must be made to the District office 24 hrs. in advance.
- b) When a parking restriction form is received, the accepting officer will review the form for completeness and sign that it was received.
- c) The receiving officer will advise the requesting party that they will be notified upon approval. Although signs and bags may be given to requesting parties at time of request, signs are not to be posted until notification of approval is made.
- d) Once approved/disapproved, the request will be given to the desk officer who will make the notification.
- e) The requesting agency must post the signs and call the District 14 hours in advance. The signs will not be enforced if the agency fails to notify the District.

**Questions?** For questions regarding TMPs, email Mark Mahoney at [mark.mahoney@cincinnati-oh.gov](mailto:mark.mahoney@cincinnati-oh.gov).