

# Temporary Traffic Control and Public Notification Worksheet



www.wilmingtonnc.gov/departments/engineering  
City ROW Permit office 910-341-5899

Project: \_\_\_\_\_ ROW Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Location/Streets: \_\_\_\_\_

Type of Roadway:  Local  Major  Within school zone Posted Speed Limit: \_\_\_\_\_

Traffic Conditions:  Low <30 vph  Moderate 30-100 vph  Heavy >100 vph

Estimated Time of Closure:  > 1 hour  1-5 days  >5 days

## Temporary TC types - examples from MUTCD Part 6 (TA) and NCDOT 2023 Roadway Standard Dwg Division 11

|                          |  |              |                          |   |                              |
|--------------------------|--|--------------|--------------------------|---|------------------------------|
| <input type="checkbox"/> | Sidewalk/Path closure  | TA-28, TA-29 | <input type="checkbox"/> | Lane closure minor street                                 | TA-18                        |
| <input type="checkbox"/> | Shoulder work > 5' from EOP  | TA-1         | <input type="checkbox"/> | Lane closure - divided roadway or 2-way streets           | TA-6, TA-34<br>NCDOT 1101.02 |
| <input type="checkbox"/> | Shoulder work on edge of pvmnt.                                      | TA-6         | <input type="checkbox"/> | Temp. road closure (Local Traffic Only / No Thru Traffic) | TA-13,<br>NCDOT 1103.03      |
| <input type="checkbox"/> | Active TC, with flaggers or police                                   | tbd          | <input type="checkbox"/> | Detour  | TA-8, TA-20                  |
| <input type="checkbox"/> | Variable Message Boards (3-5 days in advance)                        | tbd          | <input type="checkbox"/> | Automated signal systems                                  | tbd                          |
| <input type="checkbox"/> | Local site access and signage (driveways, truck or emergency routes) | tbd          | <input type="checkbox"/> | Pedestrian routes   | tbd                          |

## Temporary Traffic Control (reminders)

√ Reviewed

|  |                          |
|--|--------------------------|
| Submit Traffic/Pedestrian Control Plans for review. Required by City   | <input type="checkbox"/> |
| Level 1 – Standard Details are a minimum   | <input type="checkbox"/> |
| Level 2 – Standard Details with a written summary  | <input type="checkbox"/> |
| Level 3 – Site Specific TCP with written summary   | <input type="checkbox"/> |
| Level 4 – Site Specific TCP using Detour/VMB with written summary  | <input type="checkbox"/> |
| Show day/night setup, work zones, transitions (tapers), advanced warning and routing signage   | <input type="checkbox"/> |
| Advanced Warning signs - (typically 2-3) placement typ. 200' to 350' apart.  | <input type="checkbox"/> |
| <i>Examples: Construction Work Ahead, Utility Work Ahead, Shoulder Work, Road Closed Ahead, Next Right/Left, Right Lane closed 500', Merge Left (figure), Construction Entrance, Detour, No Thru Traffic, Local Traffic Only</i> |                          |
| Include clearance and fall protection on sidewalks - cones/caution tape/barricades are a min.  | <input type="checkbox"/> |
| Provide flaggers with training, certification, and equipment   | <input type="checkbox"/> |
| Off duty police officer for traffic control help (blue lights) – WPD contract coordinator 910-343-4761   | <input type="checkbox"/> |

## Public Notification (Based on location and duration)

|                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | North Carolina 811 - 72 hours in advance of all excavations | Call 811 for utility locates.                 |
| <input type="checkbox"/> | *New Hanover County 911 Mgmt Center                         | *For all road closures. Non-emergency.        |
| <input type="checkbox"/> | To notify local law enforcement, fire & EMS                 | Call Dispatch @ 910-452-6120                  |
| <input type="checkbox"/> | If overnight or > 24 hours then also send an email to:      | Karen Benton: kbenton@nhcgov.com              |
| <input type="checkbox"/> | Notification to Residents (3 days min.)                     | Inform the block or area wide                 |
| <input type="checkbox"/> | Notification to Business (72-hour min.)                     | Inform the block or area wide                 |
| <input type="checkbox"/> | Flyer Handout (3 days min.)                                 | Include contractor & owner name, phone#       |
| <input type="checkbox"/> | Project information signage                                 | Specific info or directions may be required   |
| <input type="checkbox"/> | Public parking meter/space(s) (request 3-5 days prior)      | Park Wilmington 910-762-5678                  |
| <input type="checkbox"/> | Utility companies - specific                                | Contact directly for assistance               |
| <input type="checkbox"/> | NCDOT Road Closure – Encroachment Permit                    | Call NCDOT District #3 910-398-9100           |
| <input type="checkbox"/> | City of Wilmington Police Department (done with NHC 911)    | If needed, Public Affairs 910-341-0184        |
| <input type="checkbox"/> | City of Wilmington Fire Department (done with NHC 911)      |   |
| <input type="checkbox"/> | WAVE Transit (Bus routes)                                   | Customer Svc 910-772-7942                     |
| <input type="checkbox"/> | NHC School Transportation (Buses)                           | Main office 910-254-4080                      |
| <input type="checkbox"/> | School(s) – for local operations/msg to parents             | Contact local schools - public & private      |
| <input type="checkbox"/> | Novant NH Medical Center (Police 910-343-2444)              | Contact Parking Mngr. 910-508-2979            |
| <input type="checkbox"/> | Media Outlets   | News, Radio, etc. (public statements or maps) |
| <input type="checkbox"/> | Active updates for community or travelling public           | Plan for daily/weekly/monthly updates         |

## **ROAD CLOSURE GUIDE (see City GIS Gallery for map)**

**Submitting a proper temporary traffic control and/or pedestrian control plan (TTCP) and a truck route is a condition of ROW permits. The [Road Closure Permit Guide map](#) is found in the GIS Gallery. The following guidelines exist:**

Sidewalk, Shoulder, Parking Lane, Travel Lane, and Roadway closures on a public right-of-way (ROW) for the purpose of temporary construction work requires an approved ROW Permit and associated fees from the City of Wilmington. Additional time restrictions and permit fees apply to work on major city roadways and in the Central Business District. Contact the ROW Office for more information.

On NCDOT roadways, contact NCDOT for permit needs.

Generally, allowable contractor work hours are 7 a.m. to 6 p.m. No lane closures allowed on City Holidays (day before, day of, day after) or during local events.

Major roadways in the City are subject to Time Restrictions. No lane/road closures shall occur on major roadways during Peak Hours from 6 a.m. to 9 a.m. and from 4 p.m. to 7 p.m. No weekend closures.

Hours/days of closures shall be subject to change due to local conditions, traffic use, vehicles per day or proximity to school zones or other event related locations. Exceptions will be determined on a case-by-case basis.

Generally, school zone closures are restricted from 9 a.m. to 2 p.m.

Where night work may be required, allowable hours are between 7 p.m. and 6 a.m. the next day.

Applicants are required to submit a Temporary Traffic Control Plan (TTCP) based on MUTCD Part 6 or NCDOT Division 11 standards or by a certified professional or engineer. Site-specific TTCPs indicating the location and methods of sidewalk, lane/road closures, detours, variable message boards (VMB) and advanced warning signs may be warranted. TTCP levels are:

- Level 1 - Standard Details at minimum
- Level 2 - Standard Details with written summary
- Level 3 - Site Specific TTCP with written summary
- Level 4 - Site Specific TTCP including Detour/VMB with written summary

During construction the traffic control devices, signs and flagging operations shall be checked daily and adjusted as needed for moving work zones. Contractors must utilize certified personnel when self-performing traffic control. All signage, barriers, drums, etc. shall be site appropriate and in good condition. Violations will be issued when permit conditions are not adhered to.

Truck routes shall be developed for contractors and suppliers that adhere to NCDOT and City of Wilmington Truck Routes and Restrictions. Trucks shall utilize the shortest lawful route from/to NCDOT streets.