

Public Traffic Control and 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: _____ Posted Speed Limit: _____

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

Estimated Time of Closure: > 1 hour 1-3 days >3 days

ROW Needs - examples from MUTCD Part 6 (TA) and NCDOT 2023 Roadway Standard Dwg Division 11

	Example		Example
<input type="checkbox"/>	Sidewalk closure	TA-28, TA-29	<input type="checkbox"/> Shoulder work > 5' from EOP TA-1
<input type="checkbox"/>	Path/Riverwalk closure	TA-28, TA-29	<input type="checkbox"/> Shoulder work on edge of pvmnt. TA-6
<input type="checkbox"/>	Detour.	TA-8, TA-20	<input type="checkbox"/> Lane closure minor street TA-18
<input type="checkbox"/>	Business access (Driveways, Business open signs)	tbd	<input type="checkbox"/> Lane closure - divided roadway or 2-way streets TA-6, TA-34 NCDOT 1101.02
<input type="checkbox"/>	Variable Message Boards (3-5 days in advance)	tbd	<input type="checkbox"/> Temp. road closure TA-13, NCDOT 1103.03
<input type="checkbox"/>	Active TC, flaggers or police assistance	tbd	<input type="checkbox"/> Area beyond Closure or Detour (Local Traffic Only / No Thru Traffic) NCDOT 1103.03

Temporary Traffic Control (reminders)

√ Reviewed

Evaluate work area for existing conditions, speed and traffic patterns. Check for DOT roads.	<input type="checkbox"/>
Submit Traffic/Pedestrian Control Plans for review. Include day/night work, signage type, spacing	<input type="checkbox"/>
Recognize clearance and fall protection on sidewalks - cones/caution tape/barricades are a min.	<input type="checkbox"/>
Advanced Warning signs to be compliant and in good condition. <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>	<input type="checkbox"/>
Advanced warning signs (typically 2-3) placement typ. 200' to 350' apart	<input type="checkbox"/>
Transition area (taper) - drums/cones – based on roadway/posted speed, max of 20' intervals	<input type="checkbox"/>
Buffer zone, work space and barriers established.	<input type="checkbox"/>
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