

CITY OF RALEIGH

RIGHT OF WAY

TRAFFIC CONTROL AND PEDESTRIAN PLAN SUBMITTAL GUIDELINES

A **Right of Way Traffic Control, Pedestrian (and Bike) Plan** is a critical document that ensures safe traffic management during utility or construction projects within the right-of-way (ROW) of the City of Raleigh and NCDOT streets. All traffic control measures must comply with City of Raleigh Specifications and Right of Way Provisions, NCDOT Work Zone Traffic Control Standards, and the Manual on Uniform Traffic Control Devices (MUTCD). The traffic control plan is designed to protect workers, motorists, and pedestrians while minimizing traffic disruptions.

TRAFFIC CONTROL and PEDESTRIAN PLAN SUBMITTAL GUIDELINE

- **1st Page:**
 - Cover page
 - General Contractors name / Project name / Contact information or
 - Utility Company name / Project name / Contact information or
 - Traffic Control Company name / Project name / Contact information
 - Work vicinity map
 - Total anticipated days of operation
 - Hour of Operation
- **2nd Page:**
 - Route Map
 - Legend
 - Summary / illustration of proposed roadwork, detours, closures, signage
 - Notes regarding any staged/ phased hours of operation
- **3rd Page:**
 - Continuation of prior page as needed
 - City of Raleigh, NCDOT, or MUTCD standard work zone details applicable to the proposed traffic control setup
- **4th Page:**
 - Continuation of prior page as needed
 - Copy of NCDOT Encroachment or NCDOT permit if applicable
 - City of Raleigh Specifications and Right of Way Provisions General Notes -
Traffic Control and Pedestrian Plan (TCPED) Notes: • Prior to any work that impacts the right-of-way, closing or detouring of any street, lane, or sidewalk, the contractor must apply for a permit with Right-of-Way Services. Please direct any questions to rightofwayservices@raleighnc.gov. • The street, lane, sidewalk, closure permit is required for any closure on city streets and all NCDOT streets within Raleigh's Jurisdiction. • A permit request with a TCPED Plan shall be submitted to Right-of-Way Services through the City of Raleigh Permit and Development Portal. • Prior to the start of work, the Client shall schedule a Pre-Construction meeting with the Engineering Inspections Coordinator to review the specific components of the approved plan, and ensure all permits are issued. • All TCPED Plans shall comply with all Local, State, and Federal requirements and standards, including but not limited to: Manual on Uniform Traffic Control (MUTCD); Public Rights-of-Way Accessibility Guidelines (PROWAG); American Disability Act (ADA) requirements; Raleigh Street Design Manual (RSDM). • All public sidewalks must be accessible to pedestrians who are visually impaired and/or people with mobility concerns. Existing and alternative pedestrian routes during construction shall be required to be compliant with the Public Rights of Way Accessibility Guidelines (PROWAG), the ADA Standards for Accessible Design and the Manual on Uniform Traffic Control Devices (MUTCD). • All permits must be available and visible on site during the operation.

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- **Notification Letter:** A sample notification letter must be submitted for approval prior to the issuance of the permit when work is proposed along business or residential property frontages. Once approved, the letter (or door hanger) must be distributed to affected parties at least 5 days before work begins. Proof of distribution may be required by the inspector during the preconstruction meeting.

Sample Notification Letter

DEVELOPER/CONTRACTOR COMPANY LETTERHEAD

DATE

SUBJECT

PROJECT NAME

Dear Sir/Ma'am,

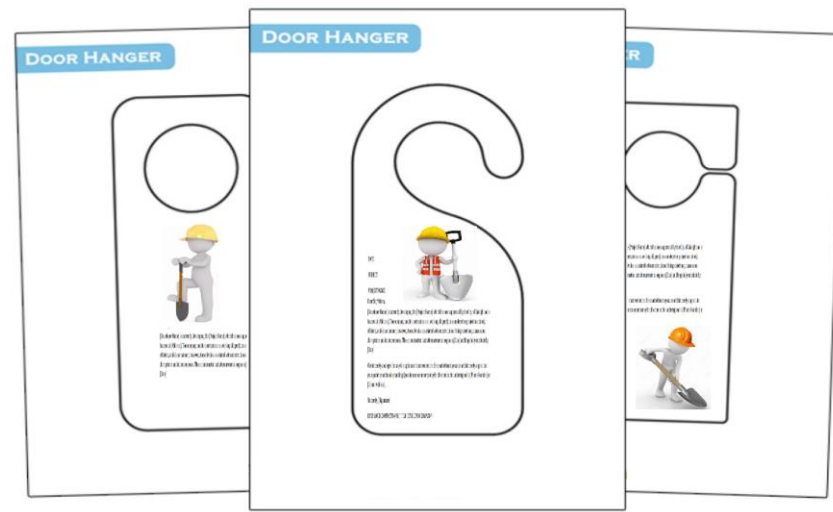
[Developer Name] is currently developing the [Project Name] which has been approved by the City of Raleigh and is located at [Address]. The company and its contractors are working diligently to complete the project in a timely, efficient, and clean manner; however, the activities associated with construction of this project may cause some disruptions and inconveniences. These construction activities are set to begin on [Date] and hopefully conclude by [Date].

We sincerely apologize for any disruptions or inconveniences these activities may cause and sincerely appreciate your patience and understanding. Questions or comments may be directed to the undersigned at [Phone Number] or [E-mail Address].

Sincerely, [Signature]

DEVELOPER CONTACT NAME TITLE DEVELOPER COMPANY

Door Hanger Examples



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- **5th Page:**
 - City of Raleigh Standard Detail T-10.05.1 – Asphalt Pavement Patch [T-10.05.1.pdf](#)
 - City of Raleigh Standard Detail T-10.05.2 – Asphalt Pavement Patch [T-10.05.2.pdf](#)
 - City of Raleigh Standard Detail T-40.01.1 – Steel Road Plates [T-40.01.1.pdf](#)
 - City of Raleigh Standard Detail T-40.01.2 – Steel Road Plates [T-40.01.2.pdf](#)

TCPED Plan is required to meet the following elements:

- **Emergency Vehicle Access:** Plans must ensure that emergency vehicles have clear access to all areas of the work zone. In addition, temporary / detour signage should direct emergency vehicles to alternate routes during the work zone period, if necessary.
- **Bus /Transit Stops:** Plans must illustrate all existing Bus and Public Transit Stops within the work zone or within a 1-mile radius of the work zone.
- **Parking Spaces:** Plans must illustrate all existing Parking Spaces within the work zone.
- **Loading Zones:** Plans must illustrate all Loading Zones within the work zone with and illustrate alternate locations to accommodate loading for the affected businesses.
- **Employee Parking:** If the work zone cannot contain the anticipated number of employee/work vehicles, the plan must illustrate and alternate proposed location to accommodate the vehicles.
- **Work Hours:** The times during which traffic control measures will be in effect.

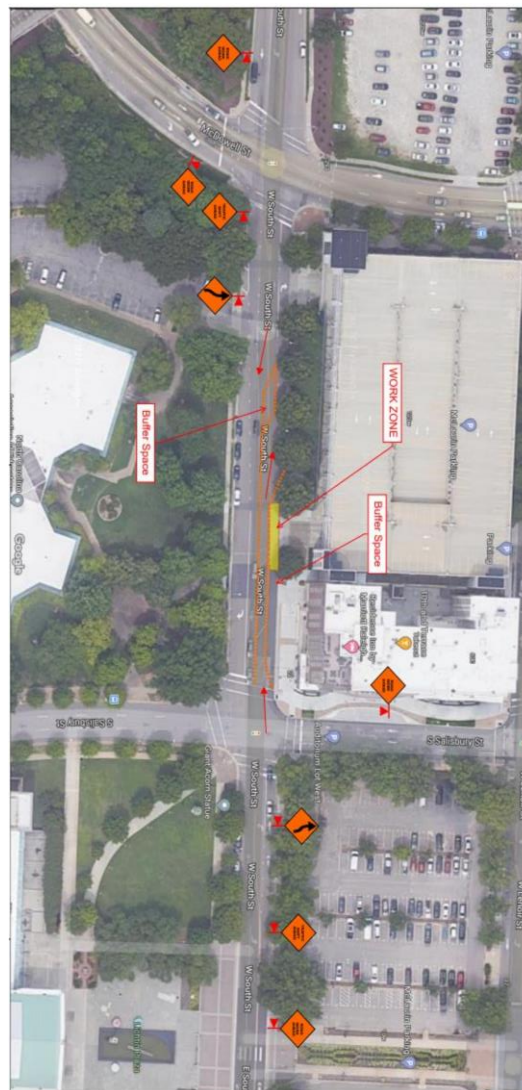
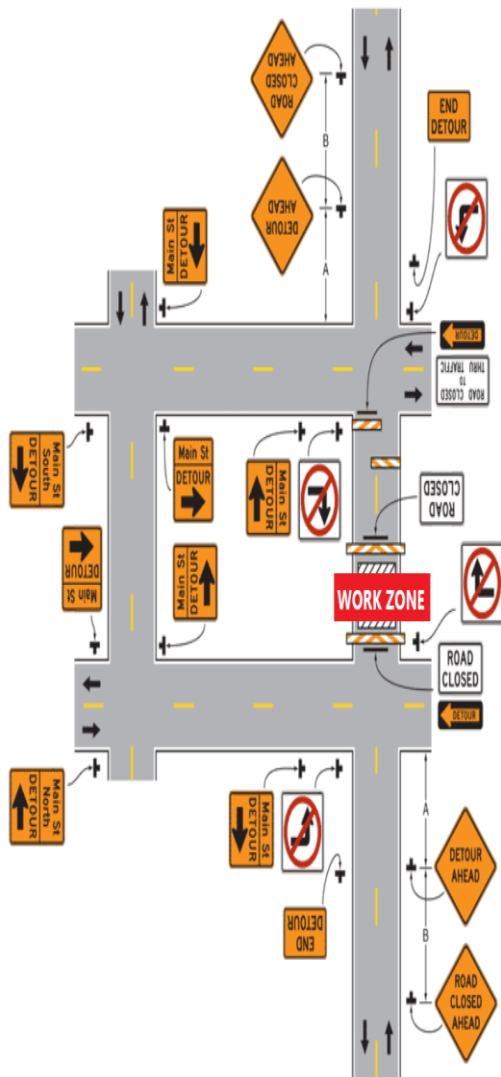
- **Traffic Signs Recommended for Use:**
 - **Road Work Ahead (W20-1)**
 - **Lane Closed Ahead (W20-4)**
 - **Detour (D4-1)**
 - **Flagger Symbol (W20-7)**
 - **Speed Limit Reduction (R2-1)**
 - All temporary signs must meet MUTCD standards for size, color, and placement.
 - Traffic control measures must be regularly checked and adjusted as needed based on real-time conditions and the progress of the work
- **Barricades and Barriers:** All work zones should be properly delineated using barriers and barricades (MUTCD Section 6F) to protect both workers and drivers. This may include traffic cones, drums, or vertical barriers.
 - **Type 1 Barricade:** For low-volume traffic areas.
 - **Type 2 Barricade:** For higher-volume traffic areas.
- **Flashing Lights:** Flashing lights should be used at night or during poor visibility conditions to increase the visibility of traffic control devices (MUTCD Section 6D).

- **Pavement Markings:** Temporary pavement markings may be used in work zones to guide vehicles around lane closures and detours. At the City’s discretion, if lanes are shifted, Temporary Lane Lines (MUTCD Section 6D) may be required.

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Work Zone Layout Diagrams should be provided, showing:

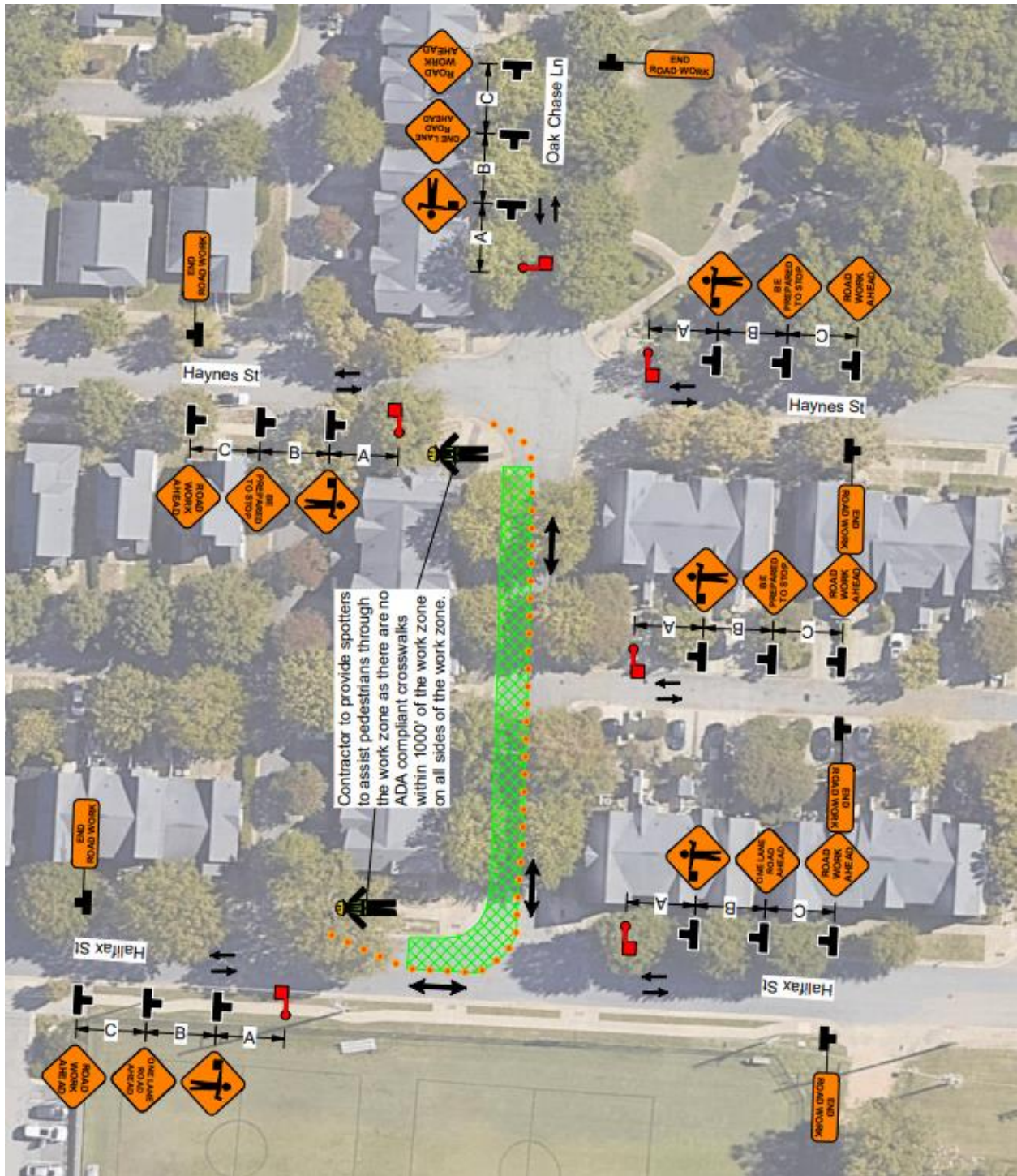
- **Traffic Flow:** Illustrate how traffic will be rerouted or diverted. Signage in the proposed locations with proper wording or arrows must be depicted on the submittal.
- **Lane Closures:** Ensure proper lane shifts or closures are planned and **clearly marked** with the appropriate signs, such as **Lane Closed Ahead (W20-4)** and **Right Lane Closed Ahead (W20-5)**. Work zones requiring lane closures must allow for adequate advance notice to drivers. See examples below.



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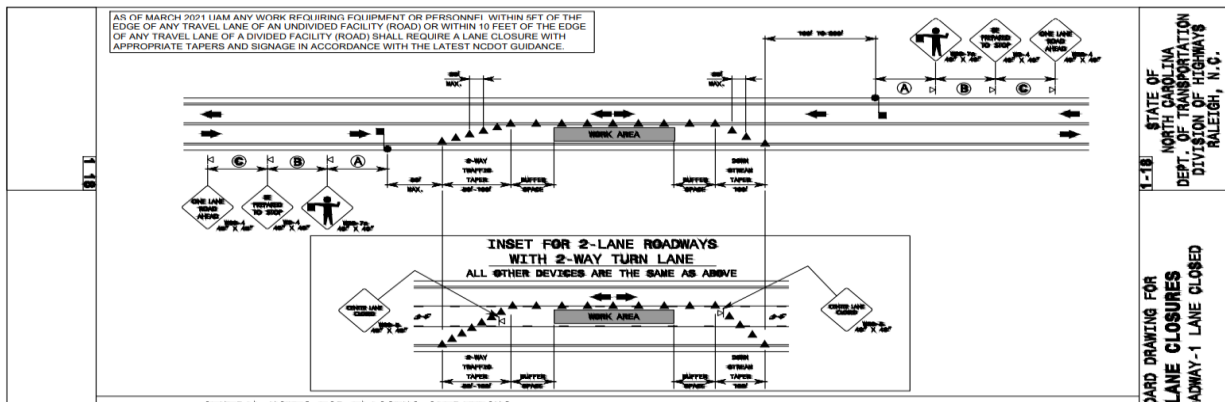
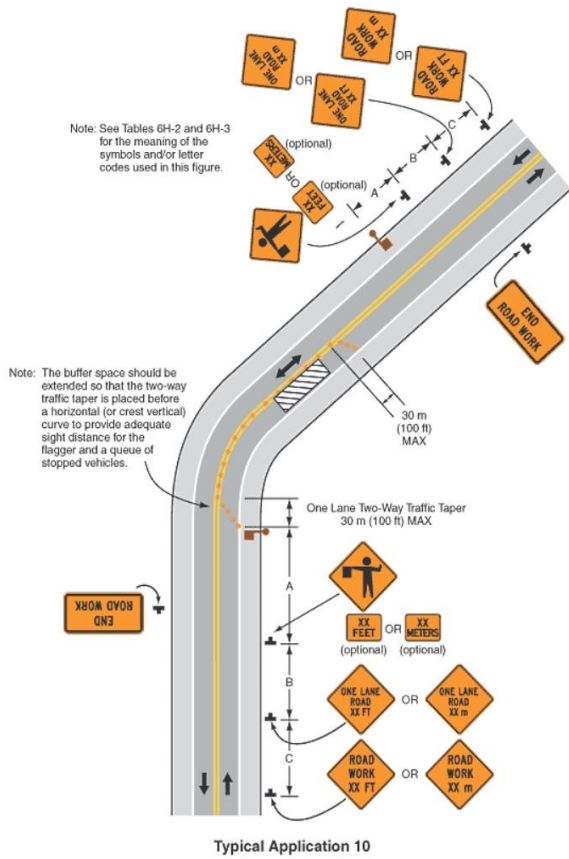


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- Flaggers:** If flaggers are required, the Flagger Symbol (W20-7) signs should be placed in advance of their locations, and flagger stations should be carefully positioned to maximize visibility and effectiveness. Flagger stations should be established at appropriate intervals depending on traffic volume. Please see examples below.

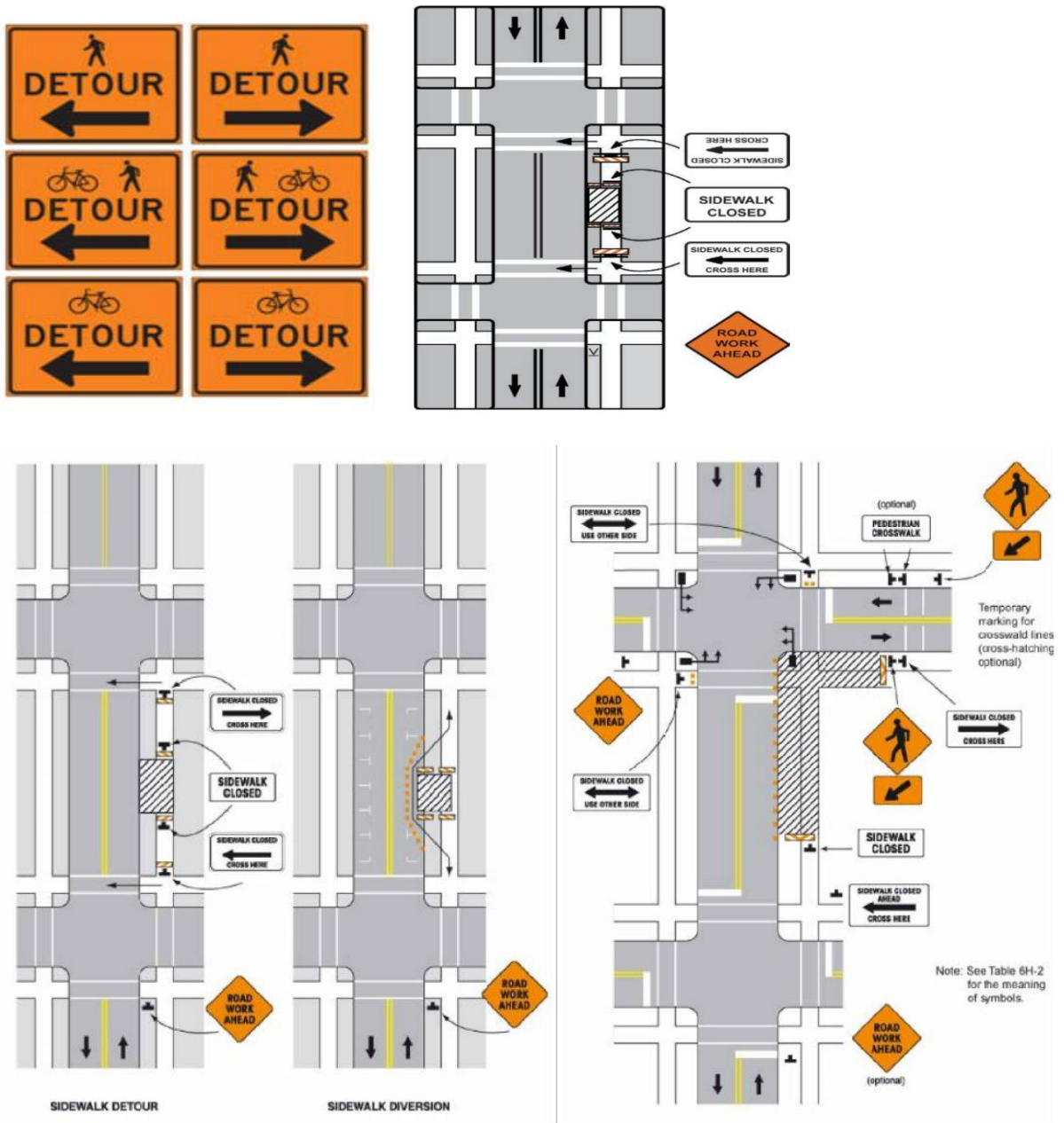


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- **Pedestrian and Bike Detour:** Pathways for pedestrian and bike reroutes must be signed, ensuring continuous and safe access around any closures. If sidewalk closures are necessary, a pedestrian / bike detour must be established in accordance with regulatory guidelines. Detour signs should be used to redirect pedestrians and bicyclist around the work zone. Temporary walkways must be constructed if needed to maintain pedestrian access during the project. Use pedestrian/ bike detour signs (e.g., **W11-2** or **M4-9c**) to guide users to safe passageways, especially around high-traffic construction zones. Ensure that all detour routes for pedestrians are ADA-compliant with appropriate ramps and clearances.



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Traffic Control Plan Submittal Process


- **PDF Format:** All plans must be submitted in **PDF format**.
- **Review and Approval:** The City will review the plan for compliance with local regulations, MUTCD standards, and the project's specific requirements. The plan must be approved and preconstruction meeting held before work begins.

NOTE:

All permits that have been correctly submitted into Energov, are subject to a 4- 5 business day review period by COR ROW plan reviewers. After successfully submitting the application, you will receive a COR ROW permit number.

How to Submit for A Permit with the City of Raleigh

1. Apply for a permit here: <https://raleighnc-energovpub.tylerhost.net/apps/selfservice#/home>
 - Create a login
 - Click on Apply
 - Click on PERMITS
 - Apply for a 'Temporary Street, Lane, and Sidewalk Closures and Dumpster or POD placement' permit

	Temporary Street, Lane, and Sidewalk Closures and Dumpster or POD placement Category Name: Right-of-Way	Description: Application for Temporary Street, Lane, and Sidewalk Closures and placing dumpsters and/or PODs in the street within Raleigh's Jurisdiction, this includes NCDOT maintained streets.	Apply
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2. Enter all information.
 - Under Contacts enter in the general contractor
 - Attachments:
 - Plan of Proposed Work
 - Traffic Control Plan
 - Performance Bond
 - Certificate of Insurance
 - Proof of Encroachment (If work is within NCDOT ROW or dry utility companies without agreements with Raleigh)
 - Submit
3. Once submitted a review will occur. If additional information or a revision of plans is requested, you will get a notification.

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