



Road Occupancy & Access Requirements Traffic Control Plan

Traffic Control Plan (TCP) Submission Checklist

As part of your Road Occupancy and Access Permit application, applicants are required to submit a complete Traffic Control Plan (TCP) package in accordance with the checklist below. This checklist is intended to ensure that all necessary elements are addressed and clearly illustrated within the submission.

Applicants must review and complete all applicable items to confirm compliance with requirements. Please note that failure to include any of the items outlined in this checklist will result in the application being deemed incomplete. In such cases, the applicant will be required to revise and resubmit the Traffic Control Plan along with a completed checklist for further review.

1. Base Plan Requirements

- All plans must be prepared using a recent satellite image as the base.
- Work area limits clearly identified.
- Street names and key landmarks labeled for reference.

2. Traffic Control Design

- Traffic control layout must comply with current Ontario Traffic Manual – Book 7 (Temporary Conditions).
- Lane configurations, tapers, and transitions clearly illustrated and dimensioned.
- Direction of traffic flow indicated.
- Duration of each staging plan.

3. Traffic Control Devices

- Locations of all barrels, cones, and delineators shown to scale.
- Spacing/distances between devices must meet Book 7 requirements and shown to scale.
- Type of devices clearly identified.
- All required regulatory, warning, and construction signs included.
- Sign types and codes (per Book 7) clearly labeled.
- Sign placement distances from work zone indicated.

4. Road Closures & Detours

- Any proposed road closures clearly identified.
- Detour routes must be provided.
- Detour plans must also be shown on satellite images.
- Detour signage and routing clearly illustrated.

5. Notification Signage Plan

- A separate plan must be submitted for notification signs.
- Exact locations of all advance notification signs clearly shown.
- Installation timing specified.

6. After-Hours Traffic Control Plan

- A separate after-hours plan must be designed and submitted for review.
- The plan must clearly show traffic control measures in place outside of active working hours.
- Any changes to lane closures, signage, or device placement after hours must be clearly illustrated.

7. Additional Requirements

- Pedestrian access and safety measures and devices clearly identified.
- Access to properties, driveways, and businesses maintained or addressed.
- Emergency vehicle access considerations included.
- Contact information for emergency contact provided on plans.
- Identify public transit stops impact.

Comments: