

ADOT Special Event Encroachment Permit

Temporary Traffic Control Plan Minimum Requirements

Temporary Traffic Control Plans (TTCP) are required for any activity that may impact the operation of a roadway. See Arizona Administrative Code Sections R17-3-504 through 505 and Encroachment Permits Bulletin 21-01.

- ☐ Location - Route, MP (approximate), Cross Street Name, and Town / City / County / Area of the event area from start to finish.
- ☐ Lane Configuration – provide appropriate roadway section and adjacent cross streets within the event area.
- ☐ Posted Speed Limit along event route
- ☐ North Arrow (Preferred to be towards top of page, to the right is okay)
- ☐ Event Defined - Where and what is being done? This might be included in the special event permit application or questionnaire, but should match what is shown on the TTCP
- ☐ Contact Information - Name and cell phone number of event coordinator
- ☐ Proposed Traffic Control Devices (type, spacing, sign stands, taper lengths)
- ☐ Proposed Signs (sign code, size, and lighting), non-standard signs may not have codes. Reference the Arizona Manual of Approved Signs link found at:
<https://azdot.gov/business/engineering-and-construction/traffic/arizona-manual-approved-signs>
- ☐ Define event duration: short term (one day), mid-term (up to 3 days), long term (more than 3 days), etc.
- ☐ Proposed Event Hours - TBD is not acceptable, provide actual proposed event hours
- ☐ Pedestrian ADA sidewalks/paths and pedestrian traffic shall be accommodated.
- ☐ Bicycle traffic shall be accommodated
- ☐ References to adhere to all requirements of the current adopted Manual on Uniform Traffic Control Devices (MUTCD), Arizona Supplement to MUTCD, and ADOT Traffic Control Design Guidelines, (current editions). Links are found at:
<http://www.azdot.gov/business/engineering-and-construction/traffic/traffic-engineering-references>
- ☐ Traffic Control Plans by professional companies are encouraged and preferred. Hand drawn plans are acceptable, if legible and provide the correct, required information
- ☐ Additional information may be required depending on the complexity of the proposed event, event location and traffic operations in the area
- ☐ Permittee may employ licensed, insured commercial traffic control companies to design Traffic Control Plans and/or implement the TCPs for any permitted activity requiring traffic control.
- ☐ Please contact the District Permits Office for all questions and Regional Traffic Engineering contacts.