



Department of Public Works

Construction Management • EP/TCP Team

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TRAFFIC CONTROL PLAN SUBMITTAL PROCEDURES

Per Clark County Code, a Traffic Control Plan (TCP) shall be issued for the purposes of highway safety and to provide the orderly movement of all road users in Clark County. The Department of Public Works, Construction Management/Development Review will review the TCP application upon receipt of the following:

1. The applicant has completed an application for a TCP on the forms provided by the Department of Public Works, Construction Management/Development Review and that the applicant has agreed, by signature, to comply with all conditions as stated;
2. A TCP ensures the work will not unreasonably interfere with vehicular and pedestrian traffic, the demand and necessity for parking spaces, and the ingress and egress from the affected or adjacent properties and rights of way in accordance with Title 30, Section 30.32.

The TCP shall conform to:

- *2009 Manual on Uniform Traffic Control Devices*
- *American Association of State Highway and Transportation Officials*
- *Clark County Uniform Standard Drawings* (as applicable)
- *Nevada Work Zone Control Handbook, 1985 Edition*

3. One set of legible/recordable plans for the proposed work (minimum size is 8 1/2x11).
4. The \$50 TCP review fee.
5. Extensions of time should be submitted prior to the expiration date of the TCP. All TCP submittals (new, extensions, additions, and corrections) will require a review fee. A stamped copy of the original, as well as the new plan, must be provided for extensions of time and corrections/additions.

At a minimum, the following information must be included in a TCP submittal:

- TCP application - signed & dated with all the required information
- Contact information (barricade & contractor) for project
- Barricade drawings (plans)
- Justification Letter – required for 24-hr sets (except edgeline) and full road closures
- Vicinity Maps/Illustrations – if applicable
- Manufacturer Specifications – if applicable
- Standard Drawings/Specs – if applicable

6. Barricading companies maintaining Public Works escrow accounts may submit their plans digitally at TCPESC@ClarkCountyNV.gov. All other submittals are to be made in person at the public Works, Construction Management/Development Review counter at 500 S. Grand Central Pkwy, 1st Floor.

The proper document order for the barricade application is as follows:

- a) Barricade Company's cover sheet
- b) Clark County Department of Public Works Traffic Control Plan Application (must be completed correctly)
- c) Barricade plans, notes, specs, letter, etc. (please label each with the cross streets of the project)

All new Escrow applications are to be e-mailed first, followed by re-submittals. Re-submittals need to follow the above protocol and the correct application/HTE number and the correct Encroachment and/or Offsite Permit numbers. If the EP has not been approved, the "HTE NUMBER and PENDING" should be written on that line.

All re-submittals are to be in the following order:

- a) CLEAN application (including corrections, extensions, corrected extensions and/or addition)
- b) Original or last application submitted
- c) Barricade plans, notes, specs, letter, etc. (please label each with the cross streets of the project)

Staff will contact the barricade company if the application(s) do not meet submittal requirements. In some cases, incorrect/incomplete submittal(s) may be automatically sent back to the Barricade Company for correction and re-submittal.

Reviewed plans are imaged daily and can typically be viewed online by noon the following business day. This does not apply to plans submitted with encroachment permits.

7. Expedited TCP Review (Note: Overtime will be charged at 1 ½ the hourly rate):
 - All overtime must be requested in writing and received by 1:30 PM for same day review. Once the request is approved, the form is faxed back to the requestor.
 - Minimum charge is 1 hour. Any additional time over the first hour will be billed to the guarantor on the form.
 - Traffic Control review fee of \$50 must accompany the plan submittal.
 - This request of overtime is NOT GUARANTEED and is subject to staff availability AND approval.
 - All overtime requested must be approved by Clark County in writing by the Assistant Manager of Off-Site Construction, Construction Management/Development Review or a Supervising Construction Management Inspector.
 - Once review is completed, a copy of the plan will be forwarded to the party indicated on form the same day of review. If proper contact information is not provided, the plan will not be forwarded.