Public Improvement Permit Instructions

Occupancy Fees are charged for any work impacting the public right of way. The Street Occupancy Fee will apply whenever any portion/lane of any public sidewalk, alley, or roadway must be closed as a result of construction, repair, utility, or other activity. The Street Occupancy Fee is connected to the physical length and duration in time of the closure, with adjustments for type of facility impacted. The published City Fee Schedule is online.

Any permits that will impact parking or the flow of vehicles, bicyclists, pedestrians, or other users of the public right of way will require submittal and approval of a traffic control plan (TCP) before the permit will be issued. This includes, but is not limited to, street cuts, sidewalk repair/replacement, dry utility access, lane closures, et al.

All traffic control plans (TCPs) must follow the requirements of the current Manual on Uniform Traffic Control Devices, which is available online at [http://mutcd.fhwa.dot.gov](http://mutcd.fhwa.dot.gov). Generally, overnight closures are not permitted and work involving traffic control on Arterials or Collectors may only occur between the hours of 8:30 a.m. and 3:30 pm. Local Roadway traffic control hours are typically 8am to 5pm. Special circumstances requiring exceptions to these general requirements will be evaluated on a case-by-case basis.

TCPs are required for emergency work as well as scheduled work—every effort will be made to expedite the review and approval of TCPs and permits for emergency work. The City will not be under any obligation to accept any work performed prior to approval of a TCP and/or issuance of a permit even if said work is performed to City standards.

It is the responsibility of the party performing the work to have a copy of the approved TCP on site at all times, and to conform to the approved TCP at all times.

The Street Occupancy Fee will be calculated based upon the information provided on the Traffic Control Plan (TCP) submitted to the City as part of the Public Improvement permit application process. The City provides a selection of TCP templates, found at the end of these instructions, for use on LOCAL streets and ALLEYs ONLY to assist in submittal of the required TCP and Street Occupancy Fee information: Please see Street Map for street classification information.

**COLLECTOR and MAJOR/MINOR ARTERIAL**

Traffic Control Plans must be prepared specific to the work in question and include, at a minimum, the following information in addition to the appropriate traffic control devices necessary for the Traffic Control Plan(s) to be compliant with the most current edition of The Manual on Uniform Traffic Control Devices (MUTCD):

1. Permit applicant contact info- including: Company Name, Contact Person, Address, and Phone Number.
2. Location of Work Zone—street name affected and cross streets on each end of work zone.
3. Posted Speed Limit of the roadway(s) affected
4. Dimensions of the Work Zone-Length of where the actual work will be completed.
5. Taper Length-Taper length examples are included in the attachments to this document
6. Total Length of proposed closure each day- including all tapers/buffers/work zone (dimensions for these items shall also be indicated individually for proper review)
7. Classification of street impacted Please see Street Map for street classification information.
8. Duration of closure in days.
9. Number of lanes impacted/closed.
10. Proposed peak hour impact: Yes or No. Please note that Peak Hour is defined as 5:30am-8:30am and/or 3:30pm-6:30pm Mon-Fri, and that Peak Hour lane closures are not typically permitted on Arterials/Collectors within the City. Please also note that Overnight closures are also not typically permitted within the City.
11. Sidewalk closure: Yes or No. Predefined as 450ft for a typical city block. This fee does not apply for local roads.
12. Bike/Park lane closure: Yes or No. This fee does not apply for local roads.
13. Permit Parking: Yes or No.
14. Detour required: Yes or No. If yes, please see information below that applies to all streets.
DETOURS: ALL STREETS EXCEPT ALLEYS

If the extent of your work and your traffic control generates the need for a vehicular detour, a separate detour plan shall be submitted as part of your overall TCP submittal. In addition to the appropriate traffic control devices necessary for the Traffic Control Plan(s) to be compliant with the Manual on Uniform Traffic Control Devices (MUTCD), the following information shall be indicated on the detour plan: number of lanes detoured; proposed duration of detour in days; if the detour is proposed to be present during peak hours (5:30am-8:30am and/or 3:30pm-6:30pm Mon-Fri). The Peak Hour Detour fee shall apply for any days for which the detour is proposed to be present during any portion of the peak hour period(s). The Off Peak Detour fee shall apply for any days for which the detour is not proposed to be present during any portion of the peak hours as defined above.

By submitting any Traffic Control Plan, the applicant agrees to provide all traffic control devices indicated on the APPROVED TCP. Any discrepancy between the APPROVED TCP and field conditions (including duration in time) shall result in additional fees and/or work stoppage until corrected or paid.

SAMPLE PLANS LOCAL and ALLEY (Not applicable to Arterial/Collector roads)

1. TYPICAL SIDEWALK CLOSURE PLAN**

   **Please note there is no street occupancy fee for a sidewalk closure on a local street but appropriate traffic control and a TCP must still be provided.

2. SHOULDER WORK WITH MINOR ENCROACHMENT

3A. NON – EMERGENCY LOCAL STREET CONTROL PLAN

3B. EMERGENCY LOCAL STREET CONTROL PLAN

4. TWO-WAY TRAFFIC WITH FLAGGERS

5. For Future TCP use.

6. ALLEY TRAFFIC CONTROL PLAN

7. CUL DE SAC TRAFFIC CONTROL PLAN

Sample plans are provided as a courtesy only. The City reserves the right to require any further information or modifications according to the City’s engineering judgment. PLEASE NOTE THAT TCP SUBMITTALS ARE SUBJECT TO THE CURRENTLY APPLICABLE Traffic Control Plan Review Fee and that if a TCP is rejected, EACH RE-SUBMITTAL IS SUBJECT TO AN ADDITIONAL Re-Application Fee. Specific fee amounts can be found in the City’s current published Fee Schedule, located here: [Click Here for Current Fee Schedule](#)
Temporary Traffic Control Spacing Tables revised 8/2010

Table 1

Advance Sign Spacing within Warning Area

<table>
<thead>
<tr>
<th>Posted Speed</th>
<th>Initial Sign</th>
<th>Additional Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30 mph</td>
<td>100 feet</td>
<td>100 feet</td>
</tr>
<tr>
<td>35-40 mph</td>
<td>350 feet</td>
<td>350 feet</td>
</tr>
<tr>
<td>45-55 mph</td>
<td>500 feet</td>
<td>500 feet</td>
</tr>
</tbody>
</table>

Signs on portable supports shall be at least one foot above the roadway.

Table 2

Taper Length, Number of Devices, and Device Spacing Table

<table>
<thead>
<tr>
<th>Posted Speed MPH</th>
<th>Min. Merging Taper length (L)</th>
<th>Minimum Number of Devices</th>
<th>Maximum Device Spacing in Feet</th>
<th>Buffer Space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lane Width (W) in Feet</td>
<td>Lane Width in Feet</td>
<td>Along Taper</td>
<td>Along Tangent</td>
</tr>
<tr>
<td>25 or below</td>
<td>105</td>
<td>115</td>
<td>125</td>
<td>6</td>
</tr>
<tr>
<td>30</td>
<td>150</td>
<td>165</td>
<td>180</td>
<td>6</td>
</tr>
<tr>
<td>35</td>
<td>205</td>
<td>225</td>
<td>245</td>
<td>7</td>
</tr>
<tr>
<td>40</td>
<td>270</td>
<td>295</td>
<td>320</td>
<td>8</td>
</tr>
<tr>
<td>45</td>
<td>450</td>
<td>495</td>
<td>540</td>
<td>11</td>
</tr>
<tr>
<td>50</td>
<td>500</td>
<td>550</td>
<td>600</td>
<td>11</td>
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<td>55</td>
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<td>11</td>
</tr>
<tr>
<td>60</td>
<td>600</td>
<td>660</td>
<td>720</td>
<td>11</td>
</tr>
<tr>
<td>65</td>
<td>650</td>
<td>715</td>
<td>780</td>
<td>11</td>
</tr>
</tbody>
</table>

Flagger Taper = 100’ Maximum    Shifting Taper = 1/2 L    Shoulder Taper = 1/3 L    Bike Lane Taper = 50’

For more information consult
CITY OF AURORA SAMPLE TRAFFIC CONTROL PLAN
TYPICAL SIDEWALK CLOSURE
FOR LOCAL STREETS ONLY

APPLICANT TO COMPLETE

STREET NAME______________________________
BETWEEN_______________________________
AND____________________________________
TYPE OF ROADWAY ____Local_______________
DURATION OF CLOSURE___________________
(IN DAYS)
START DATE_____________________________
# OF LANES CLOSED __N/A_______________
POSTED SPEED LIMIT ____25 MPH__________
(A) WORK ZONE DIMENSIONS
(INCLUDE AREA FOR VEHICLES)
LENGTH (FT.) _______ WIDTH (FT.) _______
(B) TOTAL CLOSURE LENGTH _______________
(C) WORK ZONE ADDRESS

(D) INDICATE NORTH

APPLICANT AGREES TO PROVIDE ALL TRAFFIC
CONTROL DEVICES INDICATED ON THIS TRAFFIC
CONTROL PLAN (TCP) CONSISTENT WITH THE
APPROVED TCP. ANY DISCREPENCY BETWEEN
APPROVED TCP AND FIELD CONDITIONS
(INCLUDING DURATION) MAY RESULT IN
ADDITIONAL FEES AND/OR WORK STOPPAGE
UNTIL CORRECTED OR PAID.

CONTRACTOR ___________________________________
CONTACT PERSON _____________________________
CONTACT PHONE _____________________________
EMAIL _____________________________________

THE CITY OF AURORA RESERVES THE RIGHT
TO REQUIRE ANY FURTHER INFORMATION OR
MODIFICATIONS ACCORDING TO THE CITY’S
ENGINEERING JUDGEMENT. REJECTED
PLANS WILL BE SUBJECT TO AN ADDITIONAL
FEE PER THE CURRENT FEE SCHEDULE.

Sight distance shall be maintained at all public and private intersections and driveways. If sight distance is not achievable, prior approval by the City Traffic Engineer is required to either restrict turn movements or use flaggers and shall include coordination with the affected property/business owner(s).
Sight distance shall be maintained at all public and private intersections and driveways. If sight distance is not achievable, prior approval by the City Traffic Engineer is required to either restrict turn movements or use flaggers and shall include coordination with the affected property/business owner(s).

**NOTES:**
1. For taper lengths see "Temporary Traffic Control Spacing Table".
2. Parking lanes may be used to achieve a required 10' minimum travel lane width only if "No Parking" signs are placed 24 hours in advance.
3. *= Cones. For spacing & number, see "Temporary Traffic Control Spacing Table". Cones shall be a minimum of 28 inches tall with a minimum of two retroreflective bands.
4. Rejected plans will be subject to additional fees per current fee schedule.
5. When closing a sidewalk MUTCD approved traffic control devices are required.
6. All lengths are minimum unless otherwise noted. All traffic control devices shall conform to the most current edition of the MUTCD.

**CITY OF AURORA SAMPLE TRAFFIC CONTROL PLAN**

**WORK IN SHOULDER WITH MINOR ENCROACHMENT**

**LOCAL STREETS ONLY**

**TCP 2**

| STREET NAME | ________________ |
| BETWEEN | ________________ |
| AND | ________________ |
| TYPE OF ROADWAY | Local |
| DURATION OF CLOSURE | ____________ |
| (IN DAYS) | |
| START DATE | ________________ |
| # OF LANES CLOSED | 1 |
| SIDEWALK CLOSURE | Y N |
| METERED PARKING | Y N |
| POSTED SPEED LIMIT | 25 MPH |
| (A) WORK ZONE DIMENSIONS | (INCLUDES AREA FOR VEHICLES) |
| LENGTH (ft.) | ________ | WIDTH (ft.) | ________ |
| (B) TAPER LENGTH | 45 Ft. |
| (C) TOTAL CLOSURE LENGTH | ________ |
| ((B) SHOULDER TAPER + (C) WZ LENGTH) |
| (D) WORK ZONE ADDRESS | |
| (E) INDICATE NORTH | |

Applicant agrees to provide all traffic control devices indicated on this traffic control plan (TCP) consistent with the approved TCP. Any discrepancy between approved TCP and field conditions (including duration) may result in additional fees and/or work stoppage until corrected or paid.

**CONTACT:**

- CONTRACTOR: ____________________________
- CONTACT PERSON: ____________________________
- CONTACT PHONE: ____________________________
- EMAIL: ____________________________

The City of Aurora reserves the right to require any further information or modifications according to the City's engineering judgement. Rejected plans will be subject to an additional $100 fee per additional review.
Sight distance shall be maintained at all public and private intersections and driveways. If sight distance is not achievable, prior approval by the City Traffic Engineer is required to either restrict turn movements or use flaggers and shall include coordination with the affected property/business owner(s).
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**CITY OF AURORA SAMPLE TRAFFIC CONTROL PLAN**

**EMERGENCY - LOCAL STREET CONTROL PLAN**

**WORK ZONE LENGTH < 150' - TWO WAY TRAFFIC**

**TCP 3B**

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**APPLICANT TO COMPLETE**

- STREET NAME__________________________
- BETWEEN______________________________
- AND _________________________________
- TYPE OF ROADWAY _____ Local _________
- DURATION OF CLOSURE __________________
  (IN DAYS)
- START DATE ___________________________
- # OF LANES CLOSED _____
- SIDEWALK CLOSED Y N
- METERED PARKING Y N
- POSTED SPEED LIMIT __25 MPH__________

**WORK ZONE DIMENSIONS**

(A) WORK ZONE DIMENSIONS
(INCLUDE AREA FOR VEHICLES)
  - LENGTH (FT.)_____ WIDTH (FT.)_______

(B) TAPER LENGTH (100' max.)_____________

(C) TOTAL CLOSURE LENGTH
  (A) WZ LENGTH + (B) BEGIN TAPER + END TAPER

(D) WORK ZONE ADDRESS

(E) INDICATE NORTH

**NOTES:**

1. FOR SPACING DISTANCES SEE "TEMPORARY TRAFFIC CONTROL SPACING TABLE".
2. PARKING LANES MAY BE USED TO ACHIEVE A REQUIRED 10' MINIMUM TRAVEL LANE WIDTH ONLY IF "NO PARKING" SIGNS ARE PLACED 24 HOURS IN ADVANCE.
3. CONES. FOR SPACING & NUMBER, SEE "TEMPORARY TRAFFIC CONTROL SPACING TABLE".
   CONES SHALL BE A MINIMUM OF 28 INCHES TALL WITH A MINIMUM OF TWO RETROREFLECTIVE BANDS.
4. REJECTED PLANS WILL BE SUBJECT TO ADDITIONAL FEES PER CURRENT FEE SCHEDULE.
5. WHEN CLOSING A SIDEWALK MUTCD APPROVED TRAFFIC CONTROL DEVICES ARE REQUIRED.
6. ALL LENGTHS ARE MINIMUM UNLESS OTHERWISE NOTED.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MOST CURRENT EDITION OF THE MUTCD.

THE CITY OF AURORA RESERVES THE RIGHT TO REQUIRE ANY FURTHER INFORMATION OR MODIFICATIONS ACCORDING TO THE CITY'S ENGINEERING JUDGEMENT.

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