

CITY OF SOMERVILLE, MASSACHUSETTS  
MAYOR KATJANA BALLANTYNE  
DEPARTMENT OF INFRASTRUCTURE & ASSET MANAGEMENT  
ENGINEERING DIVISION



RICHARD E. RAICHE, PE, PMP, MCPPO  
DIRECTOR OF INFRASTRUCTURE & ASSET MANAGEMENT

BRIAN C. POSTLEWAITE, PE  
DIRECTOR OF ENGINEERING

## Traffic Management Plan Guidelines

Construction activity that impacts the existing public street system must be controlled to protect the safety of the construction workers and all modes of the traveling public. Projects are required to submit a satisfactory Traffic Management Plan (TMP) prior to traffic plan approval for building, demolition, street occupancy, or site construction permits. Use of public parking spaces or the blockage of any portion of sidewalk or street for the purpose of construction activity requires a street occupancy permit.

Traffic Management Plans (TMPs) shall provide for the safe passage of the public through or along the construction work zone. On a case-by-case basis, applicants may be allowed to close a street or detour a mode of traffic when absolutely necessary for safety. TMPs shall conform with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD). In addition:

- Traffic control signs shall not be placed where they are an obstruction to pedestrians, bicycles, or motor vehicles. Recommend placing signs in the furniture zone, curb extensions, or parking lanes.
- Barrier systems utilized to separate the construction activity from the public right-of-way shall not inhibit sight distances, particularly for visibility of pedestrians and bicyclists. Recommend a maximum height of 48" from roadway grade.
- ADA compliance shall be maintained.
- Police details may be required.

All existing modes of travel in work zone area shall be accommodated if impacted by the activity. The safe passage of pedestrians, bicyclists, transit providers, and motorists are of equal importance when planning out the work zone; no pre-existing travel mode may be eliminated without the express approval of the Somerville Engineering Division. The TMP should also address on-street parking impacts, including deliveries and parking for adjoining businesses and property owners, and coordination with other on-going or future construction or utility projects in the vicinity.

**Project Description.** Provide a brief summary explaining your project. What is the scope of your work? Are you blocking any portion of the street or sidewalk? For how long? Where will you be parking project vehicles? What is the duration of your project?

**Traffic Management Plan.** Provide a dimensioned drawing showing the footprint of the proposed project site and the temporary traffic control measures. Consult the TMP Checklist below to confirm basic TMP requirements are met. Attach the TMP to the corresponding permit application in the [CitizenServe Portal](#).

CITY OF SOMERVILLE, MASSACHUSETTS  
MAYOR KATJANA BALLANTYNE  
DEPARTMENT OF INFRASTRUCTURE & ASSET MANAGEMENT  
ENGINEERING DIVISION



RICHARD E. RAICHE, PE, PMP, MCPPO  
DIRECTOR OF INFRASTRUCTURE & ASSET MANAGEMENT

BRIAN C. POSTLEWAITE, PE  
DIRECTOR OF ENGINEERING

**Traffic Management Plan Checklist:**

Creating a Traffic Management Plan (TMP) is an iterative and collaborative process. TMPs describe pedestrian, biking, traffic, and parking management techniques and illustrate the placement of traffic control devices. The below checklist was created to help the designer incorporate the required traffic plan elements into the proposed TMP, it does not need to be included with the TMP submission in Citizen Serve.

- Show the location (address, intersection) and dimensions of proposed project site.
- Label streets within plan limits and provide a north arrow.
- Indicate duration of work and schedule of work hours.
- Show existing conditions in the vicinity of the work area, including:
  - Curbs, sidewalks, driveways, and intersections.
  - Traffic signals and signs.
  - Pavement markings.
  - Parking restriction zones, signs, and meters.
- Show proposed temporary pavement markings, if applicable.
- Show direction of travel and proposed lane widths.
- Indicate staging area and materials storage area, as appropriate.
- Show advanced warning area, transition area, buffer area, active work zone, and termination area, and where the warning signs shall be located. Include dimensions for sign spacing.
- Indicate location of construction signs, barricades, delineators, and other MUTCD approved traffic control devices.
- Indicate the proposed size of temporary signs.

**Police Detail.** If the TMP requires a police detail, information can be obtained from the Detail Office at the Somerville Police Department at (617) 625-1600.

**Temporary No Parking Signage or Meter Bagging.** Email [Traffic@somervillema.gov](mailto:Traffic@somervillema.gov) or call (617) 625-6600 if you need No Parking signage or bags to cover street meters. Keep in mind signage must be in place 48 hours before work begins and 311 must be notified when the signs are installed.

**Parking Solutions.** Did you know Somerville offers parking permits for contractors, commercial vehicles, realtors, rental cars and more? Visit Somerville's Parking Department website for more details: <https://www.somervillema.gov/parking>.

**Questions?** For questions regarding TMPs, email Jessica Bellow at [jbellow@somervillema.gov](mailto:jbellow@somervillema.gov).