



# WORK AREA TRAFFIC CONTROL PLAN APPROVAL FORM

TO BE COMPLETED BY TRAFFIC CONTROL COMPANIES, CITY DEPARTMENTS, AND PRIVATE SECTOR:

<b>For Office Use Only</b>		
CASE #	_____	
FEE: \$35	\$10	NC <input type="checkbox"/>

Submit the request to the Traffic Operations office for review by **12:00 Noon**, a minimum of two (2) weekdays prior to the desired start date. Requests received after 12:00 Noon will be considered as a next weekday submittal.

SUBMITTED DATE \_\_\_\_ - \_\_\_\_ - \_\_\_\_ NEW  \* RESUBMITTAL   
**PROJECT** \_\_\_\_\_ \*\*DATE EXTENTION or DATE CHANGE   
 ORIGINAL CASE # \_\_\_\_\_

LOCATION: \_\_\_\_\_

FULL CLOSURE  ALLEY CLOSURE  LANE CLOSURE  EMERGENCY

TYPE OF CONSTRUCTION / WORK \_\_\_\_\_

REQUESTED DATE(S) OF WORK FROM \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TO \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ONLY

REQUESTED TIME(S) FROM: \_\_\_\_\_ A.M. /P.M. TO \_\_\_\_\_ A.M. / P.M. ONLY

TRAFFIC CONTROL COMPANY NAME \_\_\_\_\_

CONTACT PERSON(S) \_\_\_\_\_ OFFICE/CELL PHONE \_\_\_\_\_

TC COMPANY ADDRESS \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

CONTRACTOR (SET-UP FOR) \_\_\_\_\_

ADDRESS AND PHONE \_\_\_\_\_

*TO BE COMPLETED BY TRAFFIC OPERATIONS DEPT:*

APPROVED  REVISIONS REQUIRED  DENIED

REASON FOR DENIAL: \_\_\_\_\_

DATE(S) APPROVED FROM \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TO \_\_\_\_ - \_\_\_\_ - \_\_\_\_ ONLY

TIME(S) APPROVED FROM \_\_\_\_\_ A.M. P.M. TO \_\_\_\_\_ A.M. P.M. ONLY

COMMENTS: \_\_\_\_\_

REQUIRE NOTIFICATION LETTER BE SENT TO RESIDENTS/BUSINESSES? YES  NO

(IF LETTER IS REQUIRED, A COPY MUST BE ATTACHED WITH TRAFFIC CONTROL PLAN)

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PRESS RELEASE  FCTRIP



Transportation Services  
Traffic Operations

## WORK AREA TRAFFIC CONTROL PLAN – APPROVAL FORM

### FORM INSTRUCTIONS

Complete the form and attach a Work Area Traffic Control Plan. Plans shall be **neatly drawn and legible**. Street names shall include **Pre-fixes and Suffixes**. Submit the paperwork to the Traffic Operations office for review by **12:00 Noon, a minimum of two (2) weekdays prior to the desired start date. Requests received after 12:00 Noon will be considered as a next weekday submittal. Full Road Closures** will not be approved until all notices are completed. Full Road Closure plans for Local Residential streets shall be submitted a minimum of one week prior to the desired start date. Full Road Closure plans for major streets (Arterials & Collectors) shall be submitted for review a minimum of 4 weeks in advance of the desired start date. A copy of the approved Work Area Traffic Control Plan shall be on the site prior to set-up and kept **on site at all times**.

### PAYMENT INSTRUCTIONS

The Work Area Traffic Control (WATC) fee is assessed at the time of WATC plan submittal.

The fee structure is as follows:

- \$35.00 for the first submittal of a WATC plan
- \$10.00 for each re-submittal of the same WATC plan\*

The three payment options include:

- Check            Made payable to the City of Fort Collins, please write the WATC Plan Number in the memo line of the check (this number will be assigned to each plan by the Traffic Operations office at the time of submittal)
- Cash
- Account        Visit the Traffic Operations department to obtain a Billing Account Application. Accounts will be billed at the end of each month. Payment terms are net 30 days. If the account becomes delinquent, further WATC plans will not be accepted or approved until the account is brought current.

**\* A Re-submittal is a revision of an active, approved plan.  
REQUIRES ORIGINAL CASE #**

#### **\*\*Date Extension or Date Change**

Date Extension: defined as a request to extend the date(s) of a current active plan.

Date change: defined as a request to change the dates of an existing approved plan either prior to the start of the approved date(s), or within 10 weekdays after the end date of the approved date(s).

Is only for Projects that have not yet commenced approved Traffic Control work.

**REQUIRES ORIGINAL CASE #**



Transportation Services  
Traffic Operations

**SUBMITTAL TYPES:**

<b>TYPE</b>	<b>FEE</b>	<b>DESCRIPTION</b>
NEW	\$35	NEW PLAN FIRST TIME SUBMITTED
DATE CHANGE	NC	DATE ADJUSTMENT - NO TRAFFIC CONTROL YET INSTALLED; NOT A DATE BREAK IN AN EXISTING PROJECT
DATE EXTENSION	NC	CONTINUATION OF CURRENT ACTIVE PLAN
RESUBMITTAL	\$10	REVISION TO AN ACTIVE APPROVED PLAN NOT TO INCLUDE DATE CHANGE OR EXTENSION
EMERGENCY	\$35	IMMEDIATE, UNPLANNED/UNSCHEDULED CLOSURE
SPECIAL EVENT	\$35	CSU GAMES, TASTE OF FORT COLLINS, PARADES, ETC.
DENIAL	\$0	RESUBMITTAL IS CONSIDERED A NEW PLAN
LARGE SCALE ROADWAY PROJECTS:	\$35 NEW \$10 RE- SUBMITTAL	MULTIPLE TASK, LONG DURATION PROJECTS (STREET SECTION REBUILD, FULL INTERSECTION REBUILD)

A new plan will receive a Case #, all resubmits, date changes, and date extensions will require the original CASE number on the WATC form.