



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 (10:00 am on Fridays) a minimum of two (2) weekdays prior to the desired start date**. **Requests received after these times will be considered as a next weekday submittal. Full Road and Directional Closures** will not be approved until all notices are completed. Full and Directional Closure plans for Local Residential streets shall be submitted a minimum of one week prior to the desired start date. Full and Directional Closure plans for major streets (Arterials & Collectors) shall be submitted for review a minimum of 1 week 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*
- No Charge for Date Extensions or Date Changes

The three payment options include:

- **Check** Make 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** Contact 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 and requires a prior case #*

***Date Extension or Date Change*

“Date Extension” is a request to extend the date(s) of a current active plan and requires a prior case #

“Date Change” is a request to change the dates of an existing approved plan prior to the start date on the approved plan. This only applies to Projects that have not yet commenced and requires a prior case #.