



Maintenance of Traffic and Public Notification Policy for Construction Activities Within Public Right of Way

Maintenance of Traffic (MOT) Plans

An MOT plan shall be provided with the right-of-way application for all partial or complete closures of a public road. A Right of Way permit requiring an approved MOT plan is not considered approved until the associated MOT plan has been submitted, reviewed and approved by the City. Where approved by the city, a standard Ohio Manual of Uniform Traffic Control Devices (OMUTCD) traffic control application exhibits or Ohio Department of Transportation (ODOT) maintenance of traffic standard drawing may be utilized if applicable to the project. However, all arterial streets shall provide a custom MOT specific to the project in accordance with OMUTCD requirements. For all complete street closures, a signed detour must be included in the approved MOT plan. Where the term “road closure” or “closure” is used, it shall refer to both full road closures and partial road closures. Partial road closures include lane closure and shoulder closures.

Work Hours

Overnight work between the hours of 9:00 p.m. and 6:00 a.m. shall not be performed unless approved in advance by the City. Weekend work between the hours of 3:00 p.m. Friday and 6:00 a.m. Monday shall not be performed unless approved in advance by the City. Additional restrictions to allowable work hours and dates may be applied at the discretion of the City for any reason.

Lane Closure Time Restrictions

On all Arterial streets, lane closures shall not be permitted between the hours of 6:00 a.m. to 9:00 a.m. or from 3:00 p.m. to 6:00 p.m. each day unless approved otherwise by the City. These lane closure hours may be applied to any other streets as deemed necessary by the City.

Any proposed weekend lane closures (Friday 3:00 p.m. to Monday 6:00 a.m.) shall be approved in advance by the City and may include additional special event restrictions.

Notification of Construction Start Date

After a right-of-way permit and MOT plan is approved, the Applicant/Contractor shall provide advance notification to the City of the anticipated start date of any road closures in accordance with the time frames given in the Advance Notification Requirements Table. For all other work within the R/W, including work that does not require a road closure or MOT plan, a minimum 24-hour notification shall be given (exclusive of weekends and holidays) to schedule an inspection. Notice shall be provided to the City by contacting the city Right of Way Manager at (740) 203-1810.

In addition to City notification, all closures of US Routes and State Routes require that notification be made to the following Ohio Department of Transportation (ODOT) offices: District 6 Office of Communications at d06.pio@dot.ohio.gov, District 6 Work Zone Traffic Manager at d06.mot@dot.ohio.gov, and the Central Office Special Haul Permits Section at hauling.permits@dot.ohio.gov. ODOT notifications shall be made in advance of anticipated start date of construction activities including but not limited to placement of work zone signs in accordance with the Notification Time Frame Table.



The Contractor shall immediately inform the City, and ODOT where applicable, of any and all delays and/or changes to the construction start date

Public Notices

A direct notification shall be hand-delivered or mailed by the Applicant/Contractor to all businesses and residents located within the area of a full road closure a minimum one (1) week prior to the closure. The text of this notification shall be approved by the City prior to distribution. The requirement for direct notifications shall also apply to both full and partial closures for the downtown area and any other high impact area deemed necessary by the City.

Advance notice signage displaying the dates and types of closures shall be posted in accordance with the Advance Notification Requirements shown on the table below. Advance notices shall be static signage or Portable Changeable Message Signs (PCMS). Additional public notice requirements may apply for work in the vicinity of downtown, at the discretion of the City. Days refer to business days.

Advance Notification Requirements				
Type of Street	Type of Closure	Duration	Notification of Construction Start Date	Advanced Public Notice Signage
US/State Routes & Arterial Streets	Full	> 3 Days	3 Weeks	PCMS, 2 weeks in advance
		≤ 3 Days	2 Weeks	PCMS, 2 weeks in advance
	Partial	> 3 Days	2 Weeks	PCMS, 1 week in advance
		> 1 Day ≤ 3 Days	1 Week	PCMS, 1 week in advance
		≤ 1 Day	3 Days	None Unless Required by City
	Shoulder Only	Any	3 Days	None Unless Required by the City
Collector Streets	Full	Any	2 Weeks	PCMS, 1 week in advance
	Partial	> 3 Days	2 Weeks	PCMS, 1 week in advance
		> 1 Day ≤ 3 Days	1 Week	PCMS, 3 Days in advance
		≤ 1 Day	3 Days	None Unless Required by City
	Shoulder Only	Any	3 Days	None
Local Streets	Full	Any	1 week	Static or PCMS, 1 week in advance
	Partial	> 3 Days	3 Days	Static or PCMS, 3 Days in Advance
		≤ 3 Days	3 Days	None
	Shoulder Only	Any	3 Days	None
All Other R/W Work Besides Road Closures		Any	1 Day (24 hours)	None



Law Enforcement Officer (LEO) With Patrol Car for Assistance During Construction Operations

A uniformed LEO with patrol car equipped with flashing lights shall be provided for the following traffic control tasks:

- During the entire advance preparation and closure sequence where complete blockage of traffic is required.
- During a traffic signal installation when impacting the normal function of the signal or the flow of traffic.
- When traffic needs to be directed through an energized traffic signal contrary to the signal display (e.g. directing motorists through a red light), or at volumes unmanageable by the programmed signal phasing.

In addition, where required by the City, a LEO may be required in the following traffic control cases:

- For lane closures during initial set-up periods, tear down periods, substantial shifts of a closure point or when new lane closure arrangements are initiated for long-term lane closures/shifts (for the first and last day of major changes in traffic control setup).
- Any other time the City determines that a standard OMUTCD traffic control case cannot be used to safely control traffic at or in the vicinity of any intersection.

In general, LEOs should be positioned in advance of and on the same side as the lane restriction or at the point of road closure, and to manually control traffic movements through signalized intersections in work zones.

It is the responsibility of the Applicant/Contractor to make all arrangements and secure the availability of the required LEO in advance of the start of construction activity. The LEO shall report to the contractor prior to the start of the shift in order to receive instructions regarding specific work assignments. If necessary, the contractor shall provide the LEO with a two-way communication device. LEO’s requests can be made to the city by contacting the Delaware Police Department non-emergency number at (740) 203-1111.

The City shall have final control over the LEO’s duties and placement. Multiple LEOs may be required at each intersection at the discretion of the City. The City may at any time order work to be suspended if a LEO is not being properly utilized or if it becomes necessary to add a LEO during the work.

Holidays and Special Events

No work shall be performed, and all traffic lanes shall remain open during the following designated holidays and special events unless otherwise approved in the MOT plan by the City:

Holidays

New Year’s Eve	Labor Day
Martin Luther King, Jr. Day	Veteran’s Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	



The period of time that all traffic lanes shall remain open is as follows:

- Thanksgiving: 6:00 a.m. Wednesday through 6:00 a.m. Monday
- All Other Holidays: 12:00 noon the weekday before the holiday through 6:00 a.m. the day after the holiday (e.g. for Monday holidays all lanes must be open beginning at 12:00 noon Friday).

Special Events

The period of time that the lanes and shoulders are to be open for special events shall be according to the following schedule:

<u>Special Event</u>	<u>Event Dates</u>	<u>Date & Time All Lanes Must be Open</u>
Delaware County Fair	TBD	All Day, Each Day <i>(all Arterials and roads in vicinity of fairgrounds as identified by the City)</i>
Delaware Arts Festival	TBD	All Streets in Downtown Area
Ohio State Home Football Games	As Scheduled	All Day on US 23

Additional special event restrictions will be required where needed for any approved weekend work and where the location of the work is in the vicinity of additional special events not provided in the above list.

Parking Restrictions

The MOT Plan and/or Notification of Construction Initiation shall include requested on-street parking restrictions. The Applicant/Contractor shall coordinate with the City to ensure that on-street parking spaces are appropriately signed a minimum 72-hours in advance giving the dates and times that parking is not permitted. Placement, adjustment to, and removal of all temporary required parking restriction signage is the responsibility of the Applicant/Contractor. All parking restriction signs must conform to the guidelines established at the end of this policy.

Access to Properties

Ingress and egress shall be maintained to all properties within the work zone at all times. When full road closures are approved, access to local traffic only shall be maintained. Access to emergency personnel shall be accommodated at all times. Accommodations shall be made to allow access to refuse collection services, school busing, postal service, and residential properties with special needs such as meal delivery, medical transport etc.

Pedestrian Access

Where a sidewalk, multi-use path, or other pedestrian pathway is impacted during construction, the approved MOT plan shall include provisions for maintenance of pedestrian traffic. Where a pathway is to be maintained, the minimum clear distance remaining shall be 4-feet and pedestrians shall be adequately protected from construction activity. If a pathway is closed, "sidewalk closed ahead" and other similar signage shall be utilized to detour pedestrian traffic around the work zone.

The contractor shall be responsible for the protection and safe movement of pedestrians through, around and away from the construction site. The safety of pedestrian traffic shall be considered at all



times in the provision of traffic control devices. It shall be the contractor's responsibility to provide lights, signs, barricades, and other warnings to physically separate the pedestrian from hazards incidental to the construction operations such as open excavations, operating equipment, etc. At all times, the measures for pedestrian safety shall be to the satisfaction of the City.

Trench Plates

The use of trench plates is prohibited over 'open' excavations on US and State routes, arterial, and collector streets. Trench plates may be used to cover excavations on local streets, and to protect granular backfill material or cooling asphalt on all streets with maximum posted speed of 45 mph. Road plates must have a minimum 12" overlap on all sides of pavement patch or excavation and be held in place with steel spikes and a continuous asphalt wedge placed around all edges. All plates left in place must be marked with a sign or signs if spanning opposite travel lanes, mounted at the top of a 48" construction grabber cone indicating '**Road Plate Here**' and arrow pointing to the plate location. Signs shall be 12"x18" aluminum plate with black lettering on an orange background made with 3M diamond grade reflectorized film

No Parking Sign Requirements

No Parking signs shall be 10" x 11" in size with red lettering printed on white background. The dates and times must be filled out in black permanent marker with text a minimum 1 ½" in height, with ¼" lettering. Time must indicate AM and PM. Signs shall be placed at a maximum spacing of 100 feet or closer to clearly identify all work zones where parking is to be prohibited. Signs must be printed on weather resistant material, and shall be replaced if they become damaged, or illegible due to weather or vandalism.