

Traffic Control Permit (TCP) Submittal Checklist and Worksheet

Applications must be submitted 5 business days before proposed start date

Online Application Information for Customer:

Submit applications at [Accela Citizen Access \(ACA\)](#)

Service Type: **Civil Applications > Civil Application**

Project Type: **Commercial** Sub-Type: **Traffic Control**

Type of Traffic Control Permit (Please select one of the two requests):

☐ Traffic Control Permit Request

Type of Traffic Control Permit (**Please select which type of traffic control permit**): ☐ New ☐ Revision

Type of Traffic Control Closure (**Please select which type of closure**): ☐ Full Closure ☐ Lane Restrictions

☐ Other (Bike, Shoulder, Sidewalk, No Rest, etc.)

☐ Haul Route permit request

Project Information (all fields must be completed where indicated):

Project name: _____

Is this a City or Agency project? ☐ No ☐ Yes

Agency or Contractor/Supervisor Contact Name and Number: _____

Related Project Number: _____

*The **Related Project Number** is located on the Approved Off-Site Plans. If this is a City or Agency project, please list your CIP Project Number.*

Description of specific construction work being performed: _____

Traffic Control Start Date: _____ Traffic Control End Date: _____

Traffic Control Hours: ☐ Daytime (Between 6:00 am and 4:00 pm) ☐ Nighttime (4:00 pm and 6:00 am)

☐ 24 Hours ☐ Other: _____

Haul Route Information:

Haul Start Date: _____ Haul End Date: _____

Days of Week of Hauling Operation: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Haul Times (start and end times): _____ (times may be restricted when in proximity to residential or schools)

Total Cubic Yards of Haul: _____

Number of Trucks (per hour): _____

Off Duty Officer Requirement:

When restrictions are within 300' of a signalized intersection, an application for officer is required.

Please visit <https://www.goodyearaz.gov/government/departments/police/off-duty-work-contract> for additional information.

Upload and Submit:

Checked files are the required files to submit with the application.

Files must be in this order and use titles listed, use naming convention provided.

- ☒ Submittal Checklist and Worksheet (*this form*)
- ☐ Barricade Plan(s) (*required for traffic control*)
- ☒ Certificate of Insurance for Contractor/Haul Operator
- ☒ Certificate of Insurance for Barricade Company (*required for Traffic Control*)
- ☐ Property Owner Authorization (*from property receiving soils for Haul Permits*)
- ☐ Letter from applicant guaranteeing repair of public and private property, including streets, damaged along the haul route or during the hauling process. (*required for Haul Permits*)
- ☐ Haul Route Plan, depicting (*required for Haul Permits*)
 - ☐ proposed route with street names and/or truck crossings
 - ☐ where the soil will be loaded and dumped
 - ☐ driveways that will be used to access the site and any public sidewalks being crossed
 - ☐ the location of schools and distances to residential properties from loading/receiving operations.
 - ☐ any environmental controls to keep pollutants from leaving site (e.g., track-out control and BMPs)
- ☐ Other: _____

Naming conventions:

File names should begin with "001" (continue numerically) followed by the title, and then a page number if there are multiple pages. Use the names listed to the left as the title. Please note that subsequent reviews will require the exact same naming conventions.

Example:

001 Submittal Checklist and Worksheet
002 Barricade Plan 1
003 Barricade Plan 2
004 Certificate of Insurance for Contractor

Permit General Notes:

1. Refer to [EDS&PM 2.7 and 2.8 Sections](#) for Traffic Control (TCP) and Haul Route requirements.

Fees Due:

Submit payments via [Accela Citizen Access \(ACA\)](#). Notification will be sent to Contacts listed in the Accela Record when fees are due.

Our Fee Schedule for Traffic Control Permits has recently been updated. [Click here](#) for current Fee Schedule.

STAFF USE ONLY	
Standard Review Timeframe:	5 Business Days
Routing:	☒ Civil Inspectors (standard) ☐ Civil ☐ Engineering - Traffic