



INTRODUCTION

In certain situations, a Temporary Traffic Control Plan (TTCP) must be submitted to the City's Traffic Engineering team for review and approval. By reviewing TTCPs, the City is able to mitigate the impact of construction and other closure activities with an eye towards maintaining safety and mobility on our road network.

A CITY-APPROVED TEMPORARY TRAFFIC CONTROL PLAN IS NOT A PERMIT TO CONDUCT WORK.

When the City requires review of a TTCP, the approved plan must be submitted with the application for the appropriate [encroachment permit](#), [community event permit](#), or [film permit](#). Applicants are only authorized to implement the TTCP in the public-right-of-way once they have secured their appropriate permit or permits.

This guide contains important information regarding:

- [Overview of the TTCP review process](#)
- [When City review of a TTCP is required](#)
- [The City's designated Streets of Significance](#)
- Submission Requirements, including:
 - [Drafting standards](#)
 - [File and upload standards](#)
 - [Required elements on all plans and for special circumstances](#)
 - [Plan design requirements](#)
- [Estimated review timelines](#)
- [Fee structure](#)
- [Refund eligibility & requirements](#)
- [Next steps after TTCP approval](#)
- [TTCP expiration and resubmittal](#)

Failure to adhere to the requirements set forth in this document may result in processing delays or additional review cycles. The information contained in this guide is subject to change without notice.

The City will only review plans submitted online via the Electronic Plan Review system. Plans sent via email will not be reviewed. Step-by-step instructions for submitting plans via the City's portals can be found in the accompanying [TTCP Applicant Submittal Guide](#).

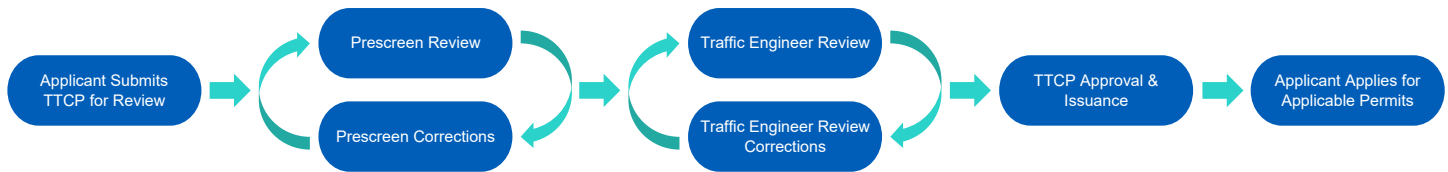
Contact Us

The latest information regarding the TTCP Review process can be found on the City's website: [How to Submit a Temporary Traffic Control Plan](#)

If you cannot find the answer to your question on the City's website, please email traffic.engineering@santamonica.gov. We recommend always emailing this address, rather than individual City staff, to ensure that your question is received and answered in an efficient and timely manner. Please include your TTCP ID (if you already have one) in your email.

TTCP REVIEW PROCESS OVERVIEW

The TTCP review process is outlined below. Clear and complete submittals help plans move smoothly through the process. Applicants can meaningfully shorten the overall review timeline by following the guidelines below.



- 1. Applicant Submittal:** After determining that a TTCP Review is required, the applicant creates their application and pays fees in Citizen Access. They prepare plans according to the submission guidelines outlined in this document and upload their plans to ProjectDox.
- 2. Prescreen Review & Corrections:** The City checks that drafting standards have been met, all required information has been included on the plans, and all fees have been paid. The City may invoice fees or return the plans to the applicant for corrections.
- 3. Traffic Engineer Review & Corrections:** A Traffic Engineer reviews the traffic control plan. Corrections requiring an additional review (and appropriate review fees) may be issued.
- 4. TTCP Approval & Issuance:** The City approves the TTCP and issues the final stamped plan.
- 5. Permit Applications:** The applicant contacts other City teams to secure all necessary permits.

In some cases, an applicant has gone through the Construction Management Plan (CMP) review process prior to submitting their TTCP for review. Requirements for when a Construction Management Plan must be reviewed by the City are governed by [SMMC 8.98](#). Typically, projects requiring a Construction Management Plan are informed as such during Entitlement and CMPs are submitted for review with the building permit. During CMP review, details such as phasing, and how and where to handle key construction activities are clarified. Plans that require a CMP, but have not gone through the CMP review process before they are submitted for TTCP review, will be returned to the applicant.

More information about CMPs can be found on the City's website: [How to Submit a Construction Management Plan](#). Please contact transportation.planning@santamonica.gov with questions regarding the CMP review process.

SITUATIONS WHEN CITY REVIEW OF A TTCP IS REQUIRED

If a project requires a Construction Management Plan (CMP), TTCPs must be submitted to the City as part of the TTCP review process.

In situations where a CMP is not required, the City's Traffic Engineering team must review and approve TTCPs for proposed work on a Street of Significance (see Table 1) that meets any of the following criteria:

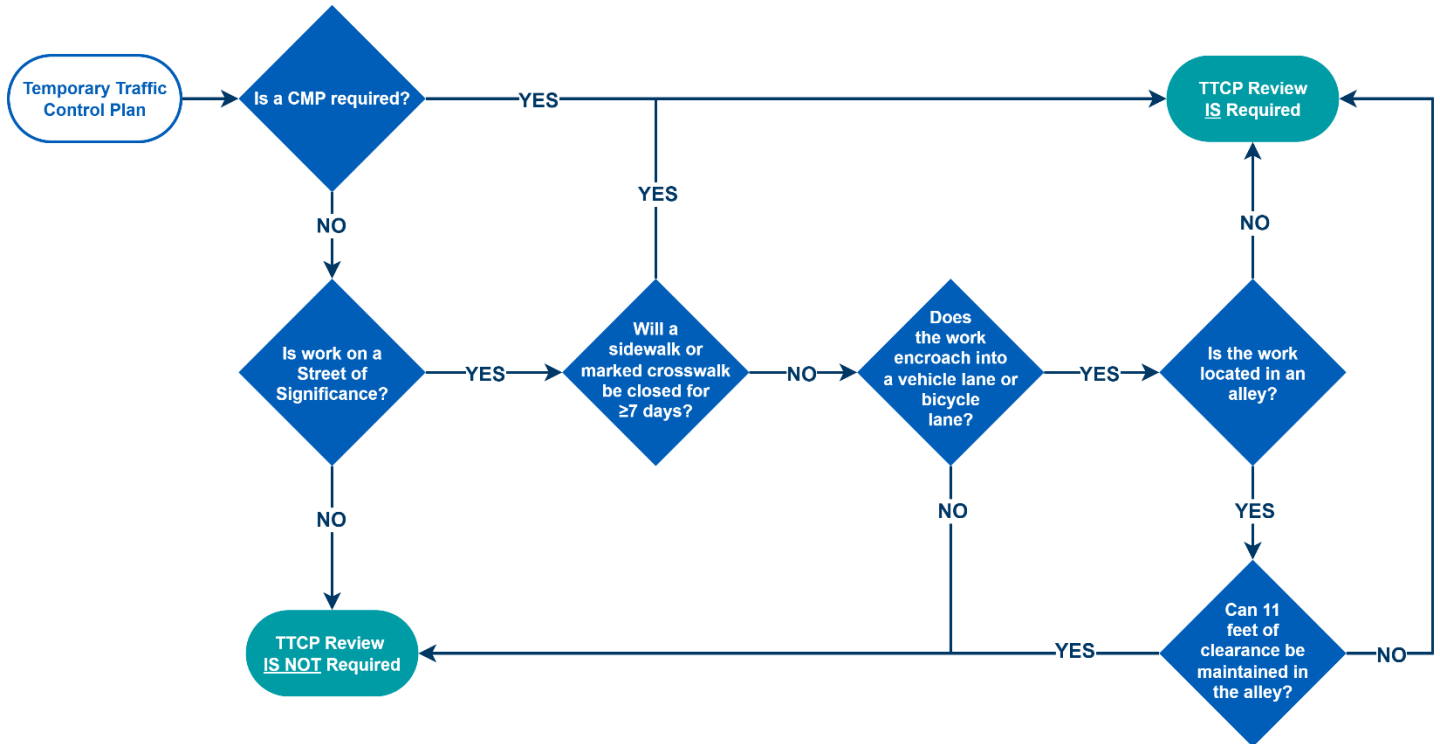
- Work area or traffic control encroaches into a vehicle lane
- Work area or traffic control encroaches into a bicycle lane or cycle track
- Work area or traffic control encroaches into a sidewalk or marked crosswalk for seven (7) or more consecutive days
- Alley work cannot maintain at least 11 feet of clearance

Traffic Engineering does not need to review a TTCP if the work area or traffic control is wholly confined to the sidewalk, parkway, parking lane, and/or shoulder **UNLESS** it is related to a sidewalk or marked crosswalk closure of seven (7) or more consecutive days.

The actual location of the work area, not the site address, is used to determine whether the City needs to review a particular TTCP.

TTCP Review Required Flow Chart

The following chart can be used to determine if a TTCP requires review by the Traffic Engineering team.



When the Traffic Engineering team does not need to review and approve a TTCP prior to permit issuance, contractors/workers shall comply with the [2024 Work Area Traffic Control Handbook \(WATCH\)](#) and Part 6 of the latest edition of the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#).

STREETS OF SIGNIFICANCE

A Street of Significance is a roadway segment identified as especially important due to its traffic volume, functional role in the network, proximity to sensitive land uses, or unique operational constraints.

A map of the Streets of Significance can be found on the City's website: [Streets of Significance Map](#)

TABLE 1: STREETS OF SIGNIFICANCE

STREET	FROM	TO
1 st Ct ¹	Wilshire Blvd	Broadway
2 nd Ct ¹	Wilshire Blvd	Broadway
2 nd St	California Ave	Colorado Ave
3 rd Ct ¹	Wilshire Blvd	Broadway
4 th St	San Vicente Blvd	Ocean Park Blvd
4 th Ct ¹	Wilshire Blvd	Colorado Ave
5 th Ct ¹	Wilshire Blvd	Colorado Ave
5 th St	Wilshire Blvd	Olympic Blvd

6th Ct¹	Wilshire Blvd	Colorado Ave
6th St	Wilshire Blvd	Bay St (South intersection)
7th Ct¹	Wilshire Blvd	Olympic Blvd
7th St	City limit North of Adelaide Dr ⁴	Pico Blvd
10th St	Arizona Ave	Santa Monica Blvd
11th St	Montana Ave	Ocean Park Blvd
14th St	Montana Ave	Ocean Park Blvd
15th St	Wilshire Blvd	Santa Monica Blvd
16th St	Washington Ave	Santa Monica Blvd
16th St	Pico Blvd	Ocean Park Blvd
17th St	Montana Ave	Ocean Park Blvd
20th St	Montana Ave	Pico Blvd
21st St	Olympic Blvd	Michigan Ave
23rd St	Wilshire Blvd	Santa Monica Blvd
23rd St	Ocean Park Blvd	City limit near Dewey St ⁴
26th St	City limit North of La Mesa Dr ⁴	Cloverfield Blvd
27th St	Virginia Ave	Kansas Ave
28th St	Pico Blvd	Ocean Park Blvd
Airport Ave	23 rd St	Bundy Dr ⁴
Arizona Ave	Ocean Ave	26 th St
Broadway	Ocean Ave	26 th St
California Ave	Ocean Ave	Lincoln Blvd
California Ave	14 th St	16 th St
California Incline²	Palisades Beach Rd (Pacific Coast Hwy)	Ocean Ave
Chelsea Ave	Arizona Ave	Santa Monica Blvd
Cloverfield Blvd³	Santa Monica Blvd	Pico Blvd
Colorado Ave³	Ocean Ave	Stewart St
Kansas Ave	Cloverfield Blvd	Stewart St
Lincoln Blvd	Montana Ave	City limit South of Ozone St ⁴
Lincoln Ct¹	Wilshire Blvd	Colorado Ave
Main St	Colorado Ave	City limit South of Marine St ⁴
Marine St	Barnard Way	Main St
Michigan Ave	21 st St	Dead end East of 24 th St
Montana Ave	Ocean Ave	26 th St
Moomat Ahiko Way²	Palisades Beach Rd (Pacific Coast Hwy)	Ocean Ave
Neilson Way	Pico Blvd	City limit South of Marine St ⁴
Ocean Park Blvd	Barnard Way	23 rd St
Ocean Ave	San Vicente Blvd	Pico Blvd
Olympic Dr / Blvd³	Ocean Ave	Centinela Ave ⁴

Palisades Beach Rd (Pacific Coast Hwy)²	Contact Caltrans District 7 for Encroachment Permit	
Pearl St	14 th St	20 th St
Pearl St	24 th St	28 th St
Pico Blvd	Ocean Ave	Centinela Ave ⁴
San Vicente Blvd	Ocean Ave	26 th St
Santa Monica Blvd	Ocean Ave	Centinela Ave ⁴
Santa Monica Pier Bridge		
Stewart St³	Colorado Ave	Pico Blvd
Third Street Promenade	TTCP Review is not required for work that is wholly contained within the pedestrian-only section between Wilshire Blvd and Broadway. All other criteria still apply if any work on the Promenade spills out into the adjacent streets or alleys.	
Virginia Ave	20 th St	27 th St
Washington Ave	14 th St	16 th St
Wilshire Blvd	Ocean Ave	Centinela Ave ⁴

¹ Required only if work will not allow one 11 ft lane.
² Work that is adjacent to/within Caltrans right-of-way may require a [Caltrans District 7 Encroachment Permit](#).
³ Work that is adjacent to/within 10 feet of Metro right-of-way may require [Metro review and/or a Metro Track Allocation / Work Permit](#).
⁴ Work that is within City of Los Angeles may require review and/or permits issued by City of Los Angeles.

TTCP REVIEW SUBMISSION REQUIREMENTS

The following requirements apply to all TTCPs submitted to the City for review. No requirements in this guide are intended to preclude the application of sound professional engineering judgment.

Plans that do not meet these guidelines will be returned to the applicant for corrections.

Exceptions may be granted on a case-by-case basis at the discretion of a City Traffic Engineer or designee.

TABLE 2: TTCP REVIEW SUBMISSION REQUIREMENTS

DRAFTING STANDARDS

- Plans shall be professionally prepared:** Plans shall be professionally prepared using industry standard drafting software or equivalent.
- Plans shall comply with latest WATCH, CA MUTCD, and Caltrans guidance:** Plans shall be prepared in compliance with the following guidance:
 - [2024 Work Area Traffic Control Handbook \(WATCH\)](#)
 - Part 6 of the latest edition of the [California Manual on Uniform Traffic Control Devices \(CA MUTCD\)](#).
 - Traffic control devices should meet guidance outlined in the latest [Caltrans Standard Plans and Standard Specifications Book](#)
- Plans shall be site-specific:** Pages or typical applications from the WATCH or CA MUTCD are not permitted and should not be referenced on the plans.

4. **Plans shall show current basemap conditions:** Plans shall show current field conditions, including current striping, cross streets, and location of signalized intersections. Curb zones, driveways, and existing signage shall be shown if they relate to or are impacted by the traffic control plan. For example, show all driveways that may be closed/impacted by the traffic control plan, and show any existing signage that needs to be covered for the duration of the work.

[Mobility Projects](#) may impact the basemap (e.g., adding concrete bike lanes). Please be aware of current and upcoming projects that may overlap with your plan. Updated basemap conditions may be collected in the field or by submitting a [Public Records Request](#).

5. **Plans shall avoid the use of red or blue markings:** The City reserves the right to use red and blue to mark up plans during reviews. These colors should be avoided on plans submitted to the City.

FILE AND UPLOAD STANDARDS

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| 1. Separate Files | Each plan sheet shall be uploaded as a <u>separate, single-page PDF</u> . |
| 2. Sheet Orientation | Each sheet shall be in landscape orientation. |
| 3. File Size | Files uploaded shall not exceed 3 MB per PDF. |
| 4. File Names | <p><u>When less than 10 sheets are submitted:</u> The filename of all plans submitted for review shall be named in the following format: TTCP1.0.pdf, TTCP2.0.pdf, TTCP3.0.pdf, etc.</p> <p><u>When more than 10 sheets are submitted:</u> the filename of sheets 1 through 9 shall be named in the following format, so that sheets are compiled in the correct order: TTCP01.0.pdf, TTCP02.0.pdf, TTCP03.0.pdf, etc.</p> <p>Examples of file names that will be <u>returned to applicant for correction</u>:</p> <ul style="list-style-type: none">• TCP1.0.pdf (<i>missing a T</i>)• TTTCP 1.pdf (<i>too many Ts; improper numbering</i>)• 1855 Main St – TTCP1.0.pdf (<i>extraneous information</i>)• TTCP 1.0.pdf (<i>space between P and number</i>) |

5. **ProjectDox Folders** All project drawings shall be uploaded to the “Plans” folder in ProjectDox. Supporting documentation, such as expedited review requests and expired plans associated with new submittals, shall be uploaded to the “Supporting Docs” folder. Most applicants will not need to upload a supporting document.

REQUIRED ELEMENTS ON ALL PLANS

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| 1. Engineer Certification | Plans shall be stamped, signed, and dated by a professional civil or traffic engineer in accordance with the California Professional Engineers Act.

The City further reserves the right to require the seal of both a civil and traffic engineer. |
| 2. General Notes | Plans shall include the City of Santa Monica General Notes , which are provided in full at the end of this document.

If the plans have multiple pages, the notes only need to appear on one page. |
| 3. Location | Plans shall include the location where the traffic controls are to be implemented. This can be an address (e.g., 1685 Main St) or a street location |

	(e.g., Main St between Bay St and Bicknell St) depending on the size of the traffic control setup.
4. Work Description	Plans shall provide a brief description of the work proposed as part of the TTCP (e.g., trenching for conduit placement in street, crane for HVAC equipment). When applicable, provide a simplistic depiction of the work. For example, use a line to depict a trenching route in the public right-of-way.
5. Proposed Duration	Plans shall provide the proposed duration for the use of the plan. If there are multiple phases, a proposed duration shall be provided for each phase. NOTE: Please do not add specific dates on the plans, unless the plans are for a special event or film production. Approved TTCPs can be used the entire year they are valid; providing specific dates on the plan can complicate the permit issuance process.
6. Work Hours	Plans shall provide the work hours. See the City's website for Permitted Construction Hours . Be aware that the City further limits use of traffic control within the permitted construction hours. Roadways shall be open and unobstructed between the following times: • 7am to 9am • 4pm to 7pm
7. Set Up Type	Plans shall indicate if the traffic controls are intended to be installed on a continuous basis or if there will be daily set up and breakdown.
8. Project or Event Contact	Plans shall provide the name, address, email address, and telephone number of the individual or organization that is the point-of-contact for the project.
9. Plan Preparer	Plans shall provide the name, address, email address, and telephone number of the individual or organization that prepared the TTCP.
10. Scale	Plans shall be drawn to a scale of 1" = 40' or larger (e.g., 1" = 50' is not acceptable, but 1" = 30' is acceptable). Detour plans and site maps do not need to be drawn to scale. Use discretion when using jogged dimension lines for sign spacing, especially on streets with close intersections, driveways, freeway ramps, etc. The City reserves the right to request that all sign spacing be shown to scale.
11. Scalebar	Plans that are drawn to scale shall include a scale bar.
12. North Arrow	Plans shall include a North arrow on each sheet.
13. Sign Legend	Plans shall include a legend of signs. All existing/proposed signs shall be appropriately labeled with the MUTCD sign code. Do not show images of signs directly in the body of the plan. If plans consist of multiple sheets, a legend of signs shall be included on every sheet for <u>only</u> those signs shown on that sheet.
14. Speed Limit	Plans shall include the posted speed limit for each roadway on each sheet.

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| 15. Page Numbering | Plans shall include page numbers that are reflective of the number of pages submitted for review. For example, if page numbering indicates that there are 5 total sheets, all 5 sheets must be submitted for review. |
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REQUIRED ELEMENTS FOR SPECIAL CIRCUMSTANCES
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| 16. Detour Plan | <p>Plans shall provide a detour plan when an entire direction of travel on a roadway, alley, bicycle lane, cycle track, or sidewalk is closed. Depending on the context, separate vehicle, bicycle, and pedestrian detour plans may be required.</p> <p>Available GIS Map: Santa Monica Bike Network</p> |
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| 17. Construction Phasing | <p>Plans shall be logically phased for the type of work being performed. When phased, each phase of a phased plan shall be clearly labeled.</p> <p>The duration of each phase shall be specified. When substructures (e.g., underground pipes, vaults or conduits) are to be constructed in several phases, the phases shall have overlaps so that the construction may proceed safely.</p> |
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| 18. Daily Set up and Break Down Note | <p>Plans that call for daily set up and breakdown of traffic controls shall include the following note in a conspicuous location on each sheet:</p> <p style="background-color: #f0f0f0; padding: 5px;">THE ROADWAYS SHOWN ON THIS PLAN SHALL BE OPEN AND UNOBSTRUCTED TO TRAFFIC BETWEEN THE HOURS OF 7 AM TO 9 AM AND 4 PM TO 7 PM. NO WORK, INCLUDING SET UP OR REMOVAL OF TRAFFIC CONTROLS, MAY OCCUR DURING THESE HOURS.</p> |
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| 19. Temporary No Parking Note | <p>Plans shall specify parking impacts by outlining the Temporary No Parking zone. Access and egress of municipal public parking facilities should be maintained whenever possible.</p> <p>Plans that will impact parking shall include the following note in a conspicuous location at each impacted location:</p> <p style="background-color: #f0f0f0; padding: 5px;">TEMPORARY NO PARKING SIGN TO BE PLACED 72 HOURS IN ADVANCE.</p> |
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| 20. Transit Routes & Bus Impact Note | <p>Plans that impact a transit route or bus stop shall include the following note at each impacted location:</p> <p style="background-color: #f0f0f0; padding: 5px;">BBB (or LA METRO) MUST BE NOTIFIED 5 DAYS IN ADVANCE.</p> <p>Available GIS Maps:</p> <ul style="list-style-type: none">• Big Blue Bus Stops & Routes• LA Metro Bus Stops & Routes in the City of Santa Monica |
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| 21. Farmer's Market Note | <p>Plans that propose work in Downtown Santa Monica specifically on:</p> <ul style="list-style-type: none">• Arizona Ave between Ocean Ave and 4th St• 2nd St between Santa Monica Blvd and Wilshire Blvd <p>Shall bear the following note:</p> |
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NO WORK ON WEDNESDAYS OR SATURDAYS DUE TO FARMERS MARKET.

22. Other Jurisdiction Note

Plans that show any traffic control set up in another jurisdiction's right-of-way shall bear the following note(s):

City of Los Angeles:

CONTACT LADOT FOR PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS WITHIN THEIR RIGHT-OF-WAY.

Caltrans:

CONTACT CALTRANS FOR PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS WITHIN THEIR RIGHT-OF-WAY.

LA Metro:

CONTACT LA METRO FOR PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS WITHIN THEIR RIGHT-OF-WAY.

23. Traffic Signal Modification Note

Plans that require traffic signal modifications shall have a callout at each signal to be modified with the following note:

CONTACT TRAFFIC.ENGINEERING@SANTAMONICA.GOV A MINIMUM OF 2 WEEKS IN ADVANCE FOR MODIFICATION OF TRAFFIC SIGNAL TO ACCOMMODATE THIS TEMPORARY TRAFFIC CONTROL PLAN. PLEASE PROVIDE APPROVED TTCP # WITH YOUR EMAIL.

Please note that additional fees apply when traffic signal modifications are required.

PLAN DESIGN REQUIREMENTS

1. Modes of Transportation

Plans shall consider and accommodate all applicable modes of transportation, including pedestrians, bicycles, scooters, micromobility devices, motor vehicles, and public transportation.

2. Sidewalk Closures Longer Than 7 Continuous Days

Projects with a duration longer than seven (7) consecutive, continuous days that propose a sidewalk or marked crosswalk closure shall ensure ADA-compliant pedestrian access through or directly adjacent to the work zone (e.g., pedestrian canopy, temporary pedestrian walkway, barricaded pedestrian access), unless otherwise approved by the City Traffic Engineer or designee.

3. Lane and Roadway Closures

Directional or full closures of roadways, bicycle lanes, cycle tracks, and crosswalks shall be avoided whenever possible. Plans shall be phased and contra-flow shall be used to avoid such closures.

When vehicle or bicycle lane closures are proposed, channelizing devices shall be placed along existing striping as much as possible to provide clear notification to motorists, bicyclists, and micromobility users of the closure.

When the lane closure is a left turn pocket, channelizers should be placed sufficiently upstream and in such a manner as so to as discourage drivers from accidentally entering the closed pocket.

4. Accommodation for Bicycles, Scooters, and Micromobility Devices

Closure of bicycle lanes should be avoided and limited in duration whenever possible.

Impacts to bicycle facilities should be specified. For example, if a bicycle lane will be closed, please indicate that it will be closed, provide signage indicating as such and provide a bike detour.

Construction signage should not be placed on bicycle lanes whenever possible.

Appropriate signage should be provided for two-way cycle tracks separately from signage for vehicles.

If a class 1, 2, or 4 bike facility is impacted, a bike detour plan should be provided. "SHARE THE ROAD" signage should also be provided for bicyclists who choose to merge into vehicular travel lanes.

Bike detour plans should use alternative roadways with bike facilities whenever possible and use appropriate bike detour signage.

5. Accommodation for Pedestrians

Sidewalk and crosswalk impact should be avoided, limited in duration, and limited in detour distance whenever possible.

Impacts to sidewalk and crosswalk facility should be specified. A crosswalk facility is inclusive of ADA curb ramp access and push buttons, where available.

A closure adjacent to a crosswalk that does not impact the crosswalk should clearly state and show that the crosswalk and accessible facilities remain accessible.

Accessible ramps should be provided for temporary walkways.

If a sidewalk is closed and no temporary walkway is provided, pedestrian detour plan should be provided.

6. Accommodation for Transit

If a transit route is affected, but not detoured, at least 11 ft lane width should be maintained.

7. Closures of One-Way Alleys

Closure of one-way alleys should consider the use of multiple flaggers to maintain access.

8. Excavations and Trenching

A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. A 5 ft clear dimensions shall be clearly shown on the plans. Open excavations may also be protected by water filled K Rail or similar protective systems.

9. Steel Plate Bridging

In the event steel plate bridging is used, plates shall be placed so that they do not move or make noise when vehicles pass over them.

Plates shall be skid resistant.

Wherever possible, plates shall be recessed into the pavement. Plates which extend more than one-half (1/2) inch above the surrounding pavement shall be ramped with temporary pavement with a slope not less than one (1) vertical to four (4) horizontal (1:4) in all directions.

Warning signs W8-24 "STEEL PLATE AHEAD" signs shall be placed on all approaches to steel plates.

In the event that temporary pavement, steel plate bridging, or other construction activity causes the surface of one travel lane to be more than one-half (1/2) inch higher or lower than an adjacent travel lane, C41(CA) "uneven lanes" warning signs shall be installed on all approaches to the affected area.

Any vertical pavement height difference of one (1) inch or more shall be provided with ramped temporary pavement with a minimum slope of one (1) vertical to four (4) horizontal (1:4) in all directions.

ESTIMATED REVIEW TIMELINES

TTCPs are reviewed within the estimated timeframes described in Table 2 below. These timeframes apply to each round of Traffic Engineer Review and are calculated from the date that plans pass the Prescreen Review.

Plans are processed in the order that they are received. Estimated processing times are based on the type of project. The City makes every effort to meet these turnaround times, but they are not guaranteed. Applicants should submit plans as early as possible and time submissions to allow for at least two review cycles.

TABLE 3: ESTIMATED REVIEW TIMELINES (PER REVIEW CYCLE)

Project Type	Standard Review	Expedited Review
Construction, All Other Types	14 calendar days	7 calendar days
Event, Filming (associated with permit or licensing agreement)	7 calendar days	3 calendar days

Expedited Review

In certain limited circumstances, the City may grant expedited review of TTCPs. Expedited reviews are discretionary and must be requested for each project. If approved, the applicant is required to pay the expedited review application fee. If expedited review is granted for a project, it does not set a precedent for other TTCPs submitted to the City.

The following factors are taken into consideration when evaluating expedited review:

- The urgency of the work being performed to fulfill a public health, safety, and welfare need.
- City staff capacity to accommodate the request.

The City will not consider the urgency of a construction schedule, project costs, or project timeline when reviewing an expedited review request, unless it addresses a clear and imminent public health, safety, or welfare need.

Requests for expedited review should be submitted to the City immediately after the project has been created in Citizen Access, once the applicant has obtained the project ID (e.g., 26TTCP-XXXX).

To request expedited review, send the completed [Expedited Review Application Form](#) via email to traffic.engineering@santamonica.gov.

FEES

The Standard Review Fee is based on the number of sheets submitted. All sheets submitted to the City are counted when tabulating fees (e.g., title sheets apply toward the sheet count). If additional sheets are added after review cycle 1, they will be invoiced at the current review cycle rate.

All applicable fees are collected before each review cycle. Applicants are responsible for understanding when the City requires a TTCP review and for ensuring that they only submit and pay review fees for plans that meet those requirements.

Applicants who are unsure about whether City review will be required for their project can enter “0” sheets to bypass the payment step in Citizen Access or reach out to traffic.engineering@santamonica.gov with questions prior to creating their project in Citizen Access.

The fees described below are valid for the fiscal year ending June 30, 2027. TTCPs submitted after this date will be subject to the fees in effect for the current fiscal year.

TABLE 4: TEMPORARY TRAFFIC CONTROL PLAN REVIEW FEES

Review Cycle	Standard Review Fee	Expedited Review Application Fee (if approved)
1	\$391.80/sheet	Standard Review Fee + \$287.15
2+	\$206.80/sheet	Standard Review Fee

REFUND ELIGIBILITY & REQUIREMENTS

Full refunds are generally not approved, unless the request is made to correct a duplicate payment or a documented City error.

Refunds will be processed as follows:

- **Cycle 1:** No Prescreen Performed – 90% refund for review cycle 1
- **Cycle 1:** Prescreen Complete – 75% refund for review cycle 1
- **Cycle 1:** Engineer Review Complete – Cycle 1 review fees are not refundable
- **Cycle 2 and above:** Additional Review Cycle Paid but Not Started – 100% for that review cycle
- **Cycle 2 and above:** Additional Review Cycle Complete – Fees for that review cycle are not refundable

To request a refund, contact traffic.engineering@santamonica.gov.

NEXT STEPS AFTER TTCP IS APPROVED

Apply for Appropriate Permits & Temporary No Parking Signs

City-reviewed TTCPs are associated with a variety of permit types, including Roadway Closure Permits, Use of Public Property Permits, Utility Excavation Permits, Sewer Permits, After-Hours Permits, Community Event Permits, Film Permits, and other permits involving work within the public right-of-way.

For additional information regarding these permit types and their requirements, refer to:

- [Public Works Encroachment Permit Types](#)
- [How to Obtain a Roadway Closure Permit](#)
- [After-Hours Construction Permit Application & Requirements](#)
- [How to Obtain a Community Event Permit](#)
- [How to Film in Santa Monica](#)

If Temporary No Parking signs are required, the contractor or event organizer shall be responsible for paying for the appropriate signs from the City and posting them in accordance with City requirements. Signs will be issued in conjunction with the appropriate permit after the TTCP is approved.

Traffic Signal Modification Coordination & Fees

Applicants whose plans require traffic signal modification must contact the Traffic Engineering team at least two weeks in advance.

Additional fees for traffic signal modifications will apply. The fees described below are valid for the fiscal year ending June 30, 2027. Traffic signal modifications after this date will be subject to the fees in effect for the current fiscal year. For complex signal modifications, the City reserves the right to charge staff hourly rates, which may include overtime rates.

TABLE 5: TRAFFIC SIGNAL MODIFICATION FEES

Description	Fee
Traffic Signal Modification	\$320.85 per signal per hour

Email traffic.engineering@santamonica.gov to initiate the temporary signal modification process.

Expiration and Resubmittal

TTCPs are valid for one year from the stamped approval date shown on the City-approved plans.

Applicants who need to use a plan after its expiration date will need to create a new submittal. The review process is the same for new and expiring plans, so this process should be started before the expiration date.

TABLE 6: RESUBMITTAL REQUIREMENTS

1. City Stamp	The City stamp should be removed before resubmittal.
2. Comments and Markups	Plans should be revised to directly incorporate any previous comments or markup that the City provided on the stamped plans.
3. Basemap Updates	Any changes to the basemap should be reflected in the plans. See Mobility Projects for current and recent projects.
4. Professional Certification	All professional engineer stamps should be active. Plans should be restamped if the stamp has expired.
5. Upload Previously Approved Plan	The previously approved stamped plans should be uploaded to the “Supporting Documents” folder.

CITY OF SANTA MONICA GENERAL NOTES

The following general notes shall appear on the temporary traffic control plans. If the plans consist of multiple pages, the notes only need to appear on one page.

- A. The term “USER” as used herein refers to the parties involved in the conduct of the work to which this Plan is applicable including, but not limited to: the owner, developer, contractor, subcontractor, traffic control provider or any other organization or individual who makes use of this Plan.
- B. User agrees to fully implement and comply with the Plan and these General Notes.
- C. User further agrees that if any employee of the City of Santa Monica or any peace officer finds that the User is not in compliance with the Plan, said employee or peace officer may order the entire job shut down for 24 work hours, or the time it takes to correct the problem, whichever is longer. Such shut down hours do not include hours on Saturdays, Sundays, or City-recognized holidays.
- D. A copy of this Plan bearing the City’s stamp (with permit number and date of approval) shall be maintained at the job site at all times. It shall be made available to any employee of the City of Santa Monica or to any peace officer within ten (10) minutes of a request for the Plan. Failure to provide a copy of the Plan within ten (10) minutes may result in the job being shut down as noted in C above.

- E. The User shall fully install and maintain the traffic controls as shown herein, as well as any additional traffic controls as may be necessary to ensure the safe movement of traffic and pedestrians through or around the Work Area and to provide maximum protection and safety for workers and all road users.
- F. The User shall exercise all due caution and provide additional signs, barricades, caution tape, and other items and flaggers, as necessary, (even if not shown on the Plan) to ensure that unauthorized individuals do not enter the Work Area.
- G. All traffic controls required by this Plan shall be installed, relocated, or removed ONLY by a User holding a valid Class C-31 license, or by a competent User in temporary traffic control holding a valid Class A license, both issued by the California Contractors State License Board.
- H. A City Traffic Engineer or designee reserves the right to observe the Plan in use and to order the User to make any changes deemed necessary as field conditions warrant. Any such change shall supersede this Plan.
- I. The User shall notify the Big Blue Bus at (310) 451-5444 and Metro at (213) 922-6111 and any other affected transit service provider not less than three (3) working days in advance of implementing this Plan or other detour which affects any roadway on which transit service is provided.
- J. Failure to make required notifications may result in a work stoppage until the notifications are properly made as noted in I above.
- K. No signs, markings, or other traffic control devices, other than those called for in this Plan, shall be placed in the public right-of-way unless prior written authorization is received from a City Traffic Engineer or designee.
- L. The User shall comply with the requirements of the Americans with Disabilities Act (ADA) as related to pedestrian access and shall maintain pedestrian access at all times per ADA requirements.
- M. All signs, stripes, delineators, barricades, and other traffic control devices and their installation shall conform to the latest editions of the Caltrans Standard Specifications/Plans and the California Manual on Uniform Traffic Control Devices. Sign sizes shall be those shown as "Standard" or larger in the California Manual on Uniform Traffic Control Devices.
- N. All traffic control devices shall be kept in their proper positions at all times, and shall be repaired, replaced, or cleaned as necessary to preserve their maximum visibility and effectiveness.
- O. Conflicting striping or pavement markings shall be removed only by grinding or by SCAQMD-approved sandblasting. Non-thermoplastic markings can be painted over. They must be restored upon completion of work.
- P. User shall immediately notify a City Traffic Engineer, Principal Traffic Engineer, or designated representative, of any damage to or malfunction of any traffic signal equipment or wiring. In the event the damage or malfunction causes the traffic signal to fail, the User shall immediately notify the Santa Monica Police Department Watch Commander at (310) 458-8427.
- Q. User shall cover or remove existing signs which conflict with the Plan, even if not noted directly on the Plan.
- R. Signs not in active use shall be stored so that their messages are not visible to the public.
- S. Temporary Traffic Control Plans are valid only in conjunction with a permit issued by the Public Works Department. A Temporary Traffic Control Plan itself is not a permit to perform work.
- T. Temporary Traffic Control Plans shall be valid for one year from the approval date shown hereon.
- U. Roadways shall be open and unobstructed to traffic during the peaks hours of 7am to 9am and 4pm to 7pm, except in the case where a continuous plan has already been set up. No work, including set up and removal of traffic control, may occur during these hours.