



TRAFFIC CONTROL PLANS

WHEN REQUIRED

The City of Medford requires any entity working in the public right-of-way (R/W) to prepare a Traffic Control Plan (TCP) and obtain the City's approval of that plan. The TCP is reviewed concurrent with the permit to work in the R/W. For more information on Permits, please call (541) 774-2100.

REVIEW PERIOD

The contractor should submit the TCP at least four (4) business days in advance of the work. A complicated TCP may require more lead time for approval. The TCP must be approved at least one (1) business days prior to the beginning of the work. A news release will be sent out by the Public Works Department after the TCP is approved.

REQUIREMENTS

The TCP shall conform to stricter requirements of the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), Chapter 6 and the Oregon Temporary Traffic Control Handbook (OTTCH). The City of Medford considers streets below 35 mph to be "Low Speed Urban" and streets at or above 35 mph to be "High Speed Urban." When determining whether a street is low volume or high volume, use the definitions provided by the OTTCH. [Local ADT data is published here](#).

An acceptable Traffic Control Plan shall include:

- The permit number (include a blank space where this can be filled in if you don't have it at the time of submittal)
- Contractor's name
- Contact person
- 24 hour phone number
- Work location
- Working hours and dates

The plan shall show:

- Work zones
- Phasing of the work
- All traffic control devices required to direct vehicular and pedestrian traffic around the work zone.
- Full length of detours, if needed



The plan shall be drawn to a level of detail sufficient that the inspector and other involved parties can clearly determine what and where traffic control devices will be placed, and commensurate with the work.

An approved TCP shall be signed and dated by the approving agent of the City of Medford.

Working Hours

Standard working hours on collector and arterial streets are 8:30am to 4:00pm, Monday thru Friday. [Street classifications can be found here.](#)

Alteration, demolition, erection or repair of any structure in the City between the hours of 6:00 p.m. and 7:00 a.m. is prohibited. Permission for a variance from this ordinance ([MMC 5.225](#)) can be granted by the City Manager or designee if it is determined that the public interest requires it or that no person in the area would be disturbed by the work. Complete a noise variance request by clicking [here](#), and submit to the Public Works Engineering Department by emailing tcp@cityofmedford.org at least four (4) business days in advance of the work. A variance does not replace any fees/permits/traffic control plans which may be required by Public Works Engineering. For additional information, please call (541) 774-2100.

*For night work taking place on private property, please submit noise variance request to the City Manager's Office by emailing citymanager@cityofmedford.org. An approved variance does not replace any permits which may be required by the Building Department. For additional information, please call (541) 774-5212.

Work impacting existing sidewalk, or other pedestrian route in the R/W

It is the City of Medford's intent to ensure that any work impacting a sidewalk or other pedestrian route in the R/W provides alternate routes that are fully compliant with the Americans with Disabilities Act. Refer to Part 6 of the MUTCD, specifically sections [6D.01](#), [6D.02](#), and [6G.05](#), for detailed requirements. Where provided, pedestrian barricades and channelizing devices shall comply with sections [6E](#) of the MUTCD.

Attended vs. unattended

If an existing pedestrian route is impacted by a short-term or short duration (1 daylight period) work zone that is attended with project personnel, establishing an alternate pedestrian route may not be necessary if the work can be stopped and pedestrians can navigate the work zone safely. Pedestrians may be delayed for a short period of time for project personnel to move equipment and material to facilitate passage. Project personnel may also assist pedestrians with disabilities.