



## Austin Transportation Department

Right of Way Management Division

P.O. Box 1088, Austin, Texas 78767

### Traffic Control Plan (TCP) Submittal Instructions

Below is a list of types of TCP Submittals. **\*\*Email [TCPReview@austintexas.gov](mailto:TCPReview@austintexas.gov) for help, if you have any questions.\*\***

#### New Request

*For first time submittals of engineered TCPs.*

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Requests should be submitted a minimum of six (6) weeks prior to the start of construction.
- Submit your request to the [TCP Portal](#).
  - Project name should be **"(TCP PROJECT LOCATION AND SPONSOR)"**.
- New requests shall follow the standard review timeline of ten (10) business days.
- Standard and Special details do NOT have to be submitted unless directed by Permit Analyst.
- Note that TCP review fees may be assessed.

#### Re-Review Request

*For re-reviews and revisions of engineered TCPs.*

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Submit your request to the [TCP Smartsheet](#).
  - Email subject line should be **"REREVIEW – (YOUR TCP PROJECT NUMBER)"**.
- Re-reviews shall follow the standard review timeline of ten (10) business days.
- Note that TCP review fees may be assessed.

#### Joint TCP Review

*Two (2) traffic control plans have been combined into a single engineered traffic control plan (TCP).*

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Requests should be submitted a minimum of six (6) weeks prior to the start of construction.
- Submit your request to the [TCP Portal](#).
  - Project name should be **"JOINT TCP REVIEW - (YOUR TCP PROJECT NUMBER, if applicable)"**.
- Joint TCP reviews shall follow the standard review timeline of ten (10) business days.
- Note that TCP review fees may be assessed.

#### Shared TCP Request

*Working behind a single traffic control plan that will require slight modifications to that plan, e.g., extending a taper.*

- If a standard detail will be used for either project, include the proposed standard detail sheet number.
- Allow up to ten (10) business days to review shared TCP request.
- Submit your request to the [TCP Portal](#).

#### TCP Conflict Review

*Two (2) traffic control plans that conflict with each other.*

- If either TCP is engineered, then they must already be approved by our TCP Review Team.
- If a standard detail will be used for either project, include the proposed standard detail sheet number.
- Allow up to ten (10) business days for TCP conflict review.
- Submit your request to the [TCP Portal](#).