



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 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 by emailing TCPReview@austintexas.gov.
 - Email subject line should be “NEW – **(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 of engineered TCPs.

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Submit your request by emailing TCPReview@austintexas.gov.
 - 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 by emailing TCPReview@austintexas.gov.
 - Email subject line 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 five (5) business days to review shared TCP request.
- Submit your request at <https://app.smartsheet.com/b/form/659abaf16c244ed0a21cc74294dfd577>.

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 five (5) business days for TCP conflict review.
- Submit your request at <https://app.smartsheet.com/b/form/659abaf16c244ed0a21cc74294dfd577>.