



## Board Report

File #: 2018-0027, File Type: Agreement

Agenda Number: 28.

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### SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE MAY 17, 2018

**SUBJECT: CITY OF SANTA MONICA OPERATION AND  
MAINTENANCE AGREEMENT**

**ACTION: CITY OF SANTA MONICA MEMORANDUM OF UNDERSTANDING FOR  
OPERATION AND MAINTENANCE AGREEMENT FOR THE SUPPORT OF THE  
EXPO II LINE**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to execute the Memorandum of Understanding for Operation and Maintenance Agreement (OMA) between Metro (Authority) and The City of Santa Monica (Attachment A).

#### **ISSUE**

As the Exposition II Line is in full operation, general coordination and roles and responsibilities as to operational and maintenance elements between the Authority and the City of Santa Monica need to be memorialized. Hence an Operation and Maintenance Agreement (OMA) is recommended for execution of said services.

#### **DISCUSSION**

Similar to a previously executed OMA with the City of Long Beach for the Metro Blue Line, this OMA describes the roles, responsibilities, and obligations of both parties and specifies (a) the procedures which the Authority and City of Santa Monica will follow for elements associated with the operation of the EXPO II line. Such elements include general coordination, resolving operational elements, meeting accommodations, permitting requirements, and other type of tasks in order for the Authority to continue operating the EXPO II line and (b) the manner in which City of Santa Monica will be reimbursed for its costs of reimbursable activities. The Authority and City of Santa Monica agree that each will cooperate with the other in all activities covered by the OMA. Work performed by City of Santa Monica under this OMA shall be per the work orders to be issued by the Authority on a yearly basis.

Support by the City of Santa Monica is both necessary and essential to the continued operation of the EXPO II line.

### **ALTERNATIVES CONSIDERED**

The Board may choose not to execute this OMA, however not executing this OMA would not solidify each of the parties roles and responsibilities from an operational standpoint as well as would require Metro to follow standard over the counter processes and therefore not benefit from streamlined processes, and other administration benefits identified within the OMA. All of which are essential elements from a successful operational standpoint.

### **FINANCIAL IMPACT**

Funds for said Authority commitments identified within the OMA are within the operational and maintenance budget of the EXPO II line.

### **ATTACHMENTS**

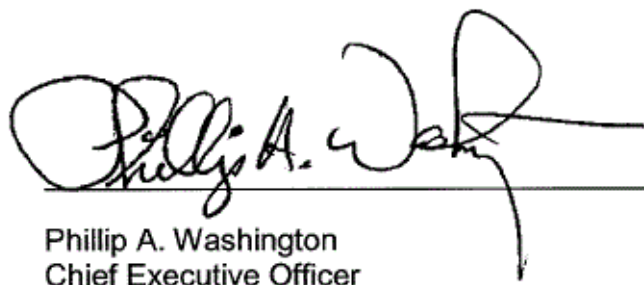
Attachment A - MOU with the City of Santa Monica

Prepared by:

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Reviewed by:

Richard Clarke, Chief Program Management Officer; 213-922-7557



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Phillip A. Washington  
Chief Executive Officer

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF SANTA MONICA  
AND  
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
TO FACILITATE OPERATION OF THE EXPOSITION METRO LINE LIGHT RAIL TRAIN  
WITHIN THE BOUNDARIES OF THE CITY OF SANTA MONICA

THIS AGREEMENT is made and entered into on \_\_\_\_\_, 2017, by and between the Los Angeles County Metropolitan Transportation Authority (LACMTA or MTA), the owner and operator of the Exposition Metro Line Light Rail Train (LRT) and the City of Santa Monica ("City").

WHEREAS, the MTA and City desire to enter into an agreement regarding certain aspects of the LRT line's operation within the City's boundaries (as shown on Exhibit 1) to ensure the LRT line operates dependably, safely and securely.

NOW, THEREFORE, IT IS AGREED:

1. Terms and Definitions referred to in this agreement are as follows:
  - a. City is defined as the City of Santa Monica, and includes without limitation its officials, officers, board and commission members, employees, agents and departments.
  - b. City Appurtenances are defined as all accessories and attachments to any City structures or City facility of any kind, including without limitation public streets, rights-of-way or utilities as well as any other municipal uses or property of any kind.
  - c. City Facilities are defined as City real or physical property located in the vicinity of and adjacent to the Rail Corridor (e.g., structures, improvements, equipment, and other properties under the operating jurisdiction of City).
  - d. MTA Rail Right-of-Way includes all MTA property owned in fee within the Rail Corridor.
  - e. Rail Facilities are defined as real or personal property located within the MTA Rail right-of-way (e.g., structures, improvements, equipment, and other properties under the operating jurisdiction of MTA).
  - f. Rail Corridor is defined as that area used for the safe and efficient operation of the MTA's LRT line as generally depicted on Exhibits 1, and 4A, 4B, and 4C hereto, including,

- i. the area between the mountable curbs on Colorado Avenue from 17<sup>th</sup> Street to 5<sup>th</sup> Street, including said mountable curbs;
    - ii. the area between the two fences separating the MTA and City rights-of-way, between Centinela Avenue and 17<sup>th</sup> Street; and
    - iii. any temporary or permanent easements or licenses as may be entered into from time to time or as described at each station as shown in Exhibits 4A, 4B, and 4C.
  - g. Structures are defined as bridges, stations, fences, traction power substations, poles, supports, foundations, curbs, roadway pavement, drains, miscellaneous electronic equipment, man holes, pull boxes, vaults, cabinets, conduits, fiber optic cable and other similar structures of the City or MTA installed or used in connection with the operation of trains, street lighting, rail transit signs and traffic signals, gates (vehicular, pedestrian, and swing) overhead power contact system or third rail, rail utilities, traffic control, sign support, electrical power, storm water and sanitary collection, communications or other associated street usage.
3. Maintenance Responsibilities. Exhibits 2, 4A, 4B, and 4C to this Agreement identify MTA's maintenance, repair, and reconstruction responsibilities for the Rail Facilities located in the MTA Rail right-of-way and certain City Facilities located in the City's right-of-way adjacent to the LRT line. The exhibits also identify certain City maintenance, repair, and reconstruction responsibilities for City Facilities that encroach into MTA's Rail right-of-way (e.g., string lights on Colorado Avenue between 4<sup>th</sup> Street and 5<sup>th</sup> Street, traffic signal system, etc.).
4. Traffic Signals. The City is responsible for the operation of the traffic signal system within the jurisdiction and control of the City. In this capacity, the City agrees to work cooperatively with the MTA to facilitate the safe and efficient operation of the LRT line within the City's boundaries. Further, the City will not modify the traffic signal model 2070 controller software on the LRT line alignment without notification to and coordination with MTA.
5. Track Allocation/Work Permits. The City and its contractors will comply with the MTA's Track/Allocation Work Permit Procedures (see Exhibit 3) prior to performing any non-routine maintenance or repair work that takes place in whole or in part within 10 feet of the LRT's tracks or the overhead catenary system. Routine operations of the City, including its normal and customary operations and maintenance upon the public right-of-way or other City owned or controlled property, as well as trash pickup, street and sidewalk maintenance are excluded from the Track Allocation/Work Permit process. Further, all emergency work is excluded from the Track Allocation/Work Permit process. The City will notify MTA of emergency work as soon as possible and will provide MTA with as

much notice as is reasonably practical under the circumstances. The City will advise third parties desiring to perform work within or adjacent to the Rail Corridor of MTA's Track Allocation/Work Permit Procedures.

6. Safety Training. MTA will provide all necessary and appropriate safety training required by the MTA's Track/Allocation Work Permit Procedures (see Exhibit 3) to the City employees and its contractors.
7. City Permits. MTA will obtain appropriate permits from the City when it performs maintenance work on or near City streets, as set forth in Exhibit 5, and shall conform to all City permitting requirements for the submittal, review and approval of Temporary Traffic Control Plans, Use of Public Right of Way or any other applicable permit or license. All traffic control devices shall conform to accepted City practices and shall be installed and maintained according to the California Manual on Uniform Traffic Control Devices. All City staff cost for permitting the work shall be reimbursed by MTA through City Work Plans as specified in Exhibit 6.
8. Changes to Rail Facilities. MTA will submit to City for review any proposed material changes and resulting as-built drawings to Rail Facilities installations that affect City Facilities.
9. Miscellaneous.
  - a. Any notice to be given in writing will be given to the addresses set forth below, or to their designees for all or particular purposes:

TO CITY:                   City of Santa Monica  
1685 Main St., Suite 116  
Santa Monica, CA 90401  
**RE: MOU FOR METRO RAIL**  
Attention: Director of Public Works

TO OPERATOR:       Chief Executive Officer  
Los Angeles County Metropolitan  
Transportation Authority  
One Gateway Plaza  
Los Angeles, California 90012-2952

- b. Where this agreement requires approval, consent, permission, satisfaction, agreement, or authorization by either party; such approval, consent, permission, satisfaction, agreement, or authorization shall not be unreasonably withheld. The parties agree to execute in a timely manner such further documents, agreements, instruments and notices as may be necessary or appropriate to effectuate the transactions contemplated by this agreement.

- c. Time is of the essence in performance under this agreement.
- d. **Informal Dispute Resolution.** In the event of a dispute between the parties concerning the subject matter hereof, the resolution thereof, which is not provided for by this Memorandum, either party may cause the activation of a dispute resolution committee. The committee shall consist of one representative of each party hereto, and a third member who shall be any third party they so jointly designate. In resolving the dispute, the committee shall give due regard to the parties' obligations and power under the Santa Monica City Charter and its Municipal Code, MTA Administrative Code and its policies and procedures, as well as State law.
- e. **Assignment.** Neither party shall assign this Agreement or any of such party's interest, rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld. Additionally, the obligation and benefits of this agreement will issue to the successors, heirs and assigns of the parties.
- f. **Amendments.** No variation, modification, change or amendment of this Agreement shall be binding upon either party unless such variation, modification, change or amendment is in writing and duly authorized and executed by both parties. This Agreement shall not be amended or modified by oral agreements or understandings between the parties or by any acts or conduct of the parties.
- g. **Counterparts.** This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- h. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements and understandings.
- i. **Third Parties.** There are no third parties to this agreement and the agreement creates no benefits for any third parties for any reason or purpose.
- j. **Authority of Parties.** Each of the parties hereby represents and warrants that it has full legal authority and is duly empowered to enter into this Agreement and has taken all action necessary to authorize the execution and delivery of this Agreement.
- k. **Severability.** In the event any Section, or any sentence, clause or phrase within any Section, is declared by a court of competent jurisdiction to be void or unenforceable, such sentence, clause, phrase or Section shall be deemed severed

from the remainder of this Agreement and the balance of this Agreement shall remain in full force and effect.

- 1. Construction. The language in all parts of this Agreement shall be in all cases constructed simply according to its fair meaning and not strictly for or against any of the parties.

10. Exhibits. The following attached exhibits are incorporated into this Agreement:

- Exhibit 1: Route Location Map
- Exhibit 2: Maintenance Responsibilities Matrix
- Exhibit 3: MTA Track Allocation/Work Permit Procedures
- Exhibits 4A, 4B, and 4C: Station Site Maintenance Responsibilities
- Exhibit 5: City Use of Public Property Permit Process and Application and Requirements for Traffic Control Plans (City)
- Exhibit 6: Work Plan Process

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized officers

ATTEST:

“CITY”  
CITY OF SANTA MONICA  
A municipal corporation

By: \_\_\_\_\_  
DENISE ANDERSON-WARREN  
City Clerk

By: \_\_\_\_\_  
RICK COLE  
City Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
LANE DILG  
City Attorney

"MTA"  
LOS ANGELES COUNTY METROPOLITAN  
TRANSPORTATION AUTHORITY

APPROVED AS TO FORM:

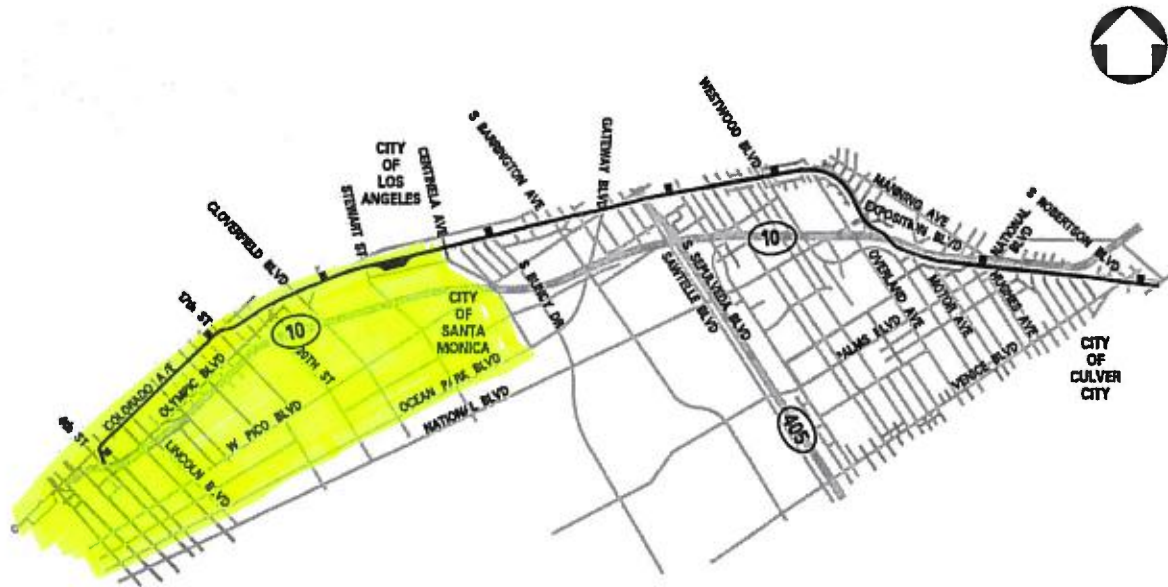
By: \_\_\_\_\_  
Mary C. Wickham  
County Counsel

By: \_\_\_\_\_  
Phillip A. Washington  
Chief Executive Officer



# EXHIBIT 1

## Expo Light Rail (Phase 2) Route Location Map





# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

		MTA	CITY
<b>I. SANTA MONICA LINE SEGMENT STATIONS</b>			
A.	Platform and Equipment/Structures on Platforms		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
B.	Equipment Rooms/Electrical Systems for LRT		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
C.	Elderly and Handicapped Ramps		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
D.	Other Non-City Transit-Related Display Devices		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
E.	Landscaping in Station Area		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
F.	LRT Operational Signs and Graphics		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
G.	Regulatory Signs in the Rail Corridor		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
	Regulatory Signs in City Right-of-Way		
	3. General Maintenance & Repair		■
	4. Cleaning		■
H.	Artwork		
	1. General Maintenance & Repair	■	
	2. Cleaning	■	
I.	Station Surfaces/Ticket Machines/Benches/Trash Receptacles		
	1. General Maintenance, Cleaning & Repair in the Rail Corridor	■	
	2. General Maintenance, Cleaning & Repair in City Right-of-Way at the 4th Street Station on Colorado Avenue.		■
J.	Transit -Related Pedestrian/Architectural Lighting within the Stations		
	1. Major Structural Pole Repair/Replacement	■	
	2. Maintenance and Repair of Luminaries, Lamps, Glassware and Ornamental Casting	■	
	3. Energy to lights	■	

# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

		MTA	CITY
<b>II. STREETS</b>			
A.	Light Rail Utilities - Duct Banks, Manholes, Pull boxes, Cable, Track Drain Laterals Plant, LRT Detector Loops and Conduits in the Rail Corridor 1. General Maintenance & Repair 2. Cleaning	■ ■	
B.	Regulatory and Transit Related Signs and Graphics Within the Rail Corridor as mandated by applicable law, regulation or industry code 1. General Maintenance & Repair 2. Cleaning	■ ■	
C.	Track Switches and Switch Machines 1. General Maintenance & Repair 2. Cleaning	■ ■	
D.	Pavement Within Track Area up to two feet (2') from outside of outermost rail; and, area between sets of tracks 1. General Maintenance & Repair 2. Cleaning	■ ■	
E.	Mountable Curbs on Colorado Avenue (see III-M) (within City right-of-way) 1. General Maintenance & Repair 2. Cleaning	■ ■	
F.	ADA Warning Tiles, Swing Gates, Ped gates, Bells, Striping from Edge of Roadway/Curb to Back of Walk at Crossing 1. General Maintenance & Repair 2. Cleaning	■ ■	

# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

	MTA	CITY
<p>G. Station Lighting - Major Structural Pole Repair/Replacement, Maintenance and Repair of Luminaires, Lamps, Glassware, Ornamental Casting, Energy to Lights - in the Rail Corridor</p> <p>1. General Maintenance &amp; Repair</p> <p>2. Cleaning and Painting</p> <p>3. Power Cost</p> <p>Street Lighting - String Lights and Poles on Colorado Avenue between 4th and 5th Street in the Rail Corridor and City Right-of-Way</p> <p>1. General Maintenance &amp; Repair</p> <p>2. Cleaning and Painting</p> <p>3. Power Cost</p>	<p>■</p> <p>■</p> <p>■</p>	<p>■</p> <p>■</p> <p>■</p>
<p>H. Drainage Facilities - Track Drain &amp; Lead</p> <p>1. General Maintenance &amp; Repair</p> <p>Track Drain &amp; Lead</p>	<p>■</p>	
<p>I. Signs &amp; Markings (City Right-of-Way) - LRT Related Signs, LRT Warning Signs, LRT Signals, LRV Signal Backplates, (see section VI)</p> <p>Train Coming Signs on City Signal mast arms and poles</p> <p>1. General Maintenance &amp; Repair</p>		<p>■</p>
<p>J. Signs &amp; Markings in the Rail Corridor - Operator controlled Flashing No Left Turn Signs, Look Both Ways Signs, Pedestrian Train Coming Signs</p> <p>1. General Maintenance &amp; Repair</p>	<p>■</p>	
<p>K. Landscaping in City Right-of-Way (outside of track allocation area)</p> <p>1. General maintenance, containment and repair of plant material and associated irrigation systems in dedicated City street right-of-way outside of MTA jurisdiction and accessible to ground maintenance crews without requiring MTA permission.</p>		<p>■</p>

# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

	MTA	CITY
<b>III. TRACKWAY</b>		
A. Track Structure - Including Quad Gates, Ped Gates, Ped Arms, Tactile Strips, Track & Track Flangeway, Centerline Fencing		
1. General Maintenance & Repair	■	
2. Cleaning - including Graffiti Removal and Surface Sweeping	■	
B. Track Inlets & Leads, Trench Drains, Inlets & Leads		
1. General Maintenance & Repair	■	
2. Cleaning	■	
C. Track Hardware - Track, Loop Detectors, Turnouts, Switch Machines, Gate Mechanisms, Visibility Strips on Counterweights		
1. General Maintenance & Repair	■	
2. Cleaning	■	
D. Light Rail Utilities		
1. General Maintenance & Repair	■	
2. Cleaning	■	
E. LRT - Related Signs & Graphics - LRT Required Signs (eg: Train Signs & Other Similar Signs in City Right-of-Way or on City Structures)		
1. General Maintenance & Repair	■	
2. Cleaning	■	
F. Regulatory and LRT Signs & Graphics in the Rail Corridor		
1. General Maintenance & Repair	■	
2. Cleaning	■	
G. Electrical Power System to MTA Appurtenances (excludes HVDC LRV Power) - Track Switches, Switch Machines, Power Cost		
1. General Maintenance & Repair	■	
2. Cleaning	■	
H. Crosswalk Surfacing and Striping in the Rail Corridor to 2 ft from outermost rail or installed by Operator in City Right-of-Way, Painting of Mountable Curb on Colorado Avenue between 5th and 17th Streets.		
1. General Maintenance & Repair	■	
2. Cleaning	■	

# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

		MTA	CITY
I.	Crosswalk Surfacing and Striping of area between tracks 1. General Maintenance & Repair 2. Cleaning	■ ■	
<b>IV. STRUCTURES</b>			
A.	Substations 1. General Maintenance & Repair 2. Cleaning	■ ■	
<b>V. FACILITIES FOR HVDC LRV ELECTRICAL POWER</b>			
A.	All Hardware - Overhead Wires & Cables; Underground Wires, Conduits & Cables; Catenary Brackets & Hardware; Feeder Cables; Manholes, Vaults, Duct Banks; OCS Facilities 1. General Maintenance & Repair 2. Cleaning	■ ■	
B.	Power Poles (including Street Lights installed on MTA's Power Poles and OCS Poles) 1. General Maintenance & Repair 2. Cleaning and Painting 3. Power Cost	■ ■ ■	
C.	Substations 1. General Maintenance & Repair 2. Cleaning 3. Landscaping	■ ■ ■	

# EXHIBIT 2

## METRO LIGHT RAIL TRAIN (LRT)

### MAINTENANCE RESPONSIBILITIES

		MTA	CITY
<b>VI. SIGNALS AND COMMUNICATIONS</b>			
A.	Communication Systems and/or Facilities of MTA 1. General Maintenance & Repair	■	
B.	Train Detection Equipment for the Traffic Signal System on Colorado Avenue Interconnects (Conduit and Loops) 1. General Maintenance & Repair, Metro to issue an annual work plan to the City in accordance with Exhibit 6.  Train Detection Equipment for the Traffic Signal System on Colorado Avenue (cable between the loop and City's Cabinet, cards and terminations in City's Cabinet) 1. General Maintenance & Repair		■  ■
C.	LRT Loop Detectors, Quad Gates Detectors & Other Related Equipment Located between Lines two feet (2') outside of either rails and between sets of tracks. 1. General Maintenance & Repair 2. Cleaning  LRT Loop Detectors, Quad Gates Detectors & Other Related Equipment Located between Tracks (Quad Gates) 3. General Maintenance & Repair 4. Cleaning	■ ■  ■ ■	
E.	Train Signals at Intersections Controlled by City Traffic System 1. General Maintenance & Repair, Metro to issue an annual work plan to the City in accordance with Exhibit 6. 2. Power Cost		■ ■
E.	All Other Train Signals (LRT Warning Signs) 1. General Maintenance & Repair.	■	

# Exhibit 3: MTA Track Allocation/Work Permit Procedures



**Metro**

## Rail Operations Control Track Allocation Request Form

Date/Time Submitted: 9/28/2016 10:20 AM

**Instructions:** Use this form to request any Track Allocation. All requests should identify the track, station, location or rooms, the equipment to be operated, crew size, and any requirements of power removal. All Track Allocation Request forms, including requests for Single Tracking/Track Closures, must be submitted two weeks in advance of proposed work week. Submissions must be received by close of business Monday prior to the weekly Track Allocation Meeting. Failure to comply with the deadlines may be cause to postpone work start date. Office Fax: (323) 563-5241.

Metro Rail Line:    Blue Line    Expo Line    Green Line    Gold Line    Red Line    Expo II    Foothill

Requested By: _____	Office Tel #: _____
Contractor: _____	Fax Tel #: _____
Metro Contact: _____	Cell Phone #: _____
Field Contact: _____	Field Cell Phone#: _____

DAY	HOURS	SPECIFIC LOCATION		POWER DOWN		CREW SIZE
		TRACK	STATION/FACILITY/ETC	YES	NO	
SUN	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
MON	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
TUE	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
WED	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
THU	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
FRI	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SAT	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**DESCRIPTION OF WORK AND EQUIPMENT:**  
 IS THIS WORK BEING DONE UNDER CONTRACT TO METRO? YES NO IF 'YES', CONTRACT # \_\_\_\_\_  
 IF 'NO' HAS A METRO RIGHT OF ENTRY AGREEMENT BEEN ISSUED? ROE# \_\_\_\_\_

**DESCRIPTION OF IMPACT TO SERVICE/ OPERATIONAL RESTRICTIONS:**

SAFETY WATCH/LOOKOUT  
  LONE WORKER  
  BLOCK PROTECTED WORK ZONE  
  FLAG PROTECTED SLOW ZONE  
  FLAG PROTECTED WORK ZONE  
  IMPASSABLE WORK ZONE  
  SINGLE TRACK

**DESCRIPTION OF REQUIRED SUPPORT OR BUILDING/ROOM ACCESS:**

Signals  
  TrPwr  
  Track  
  Rail Comm  
  Facility  
  RTOS  
  Train  
  Pilot  
  Project/Task  
  LASD  
  Security  
  Hi-Rail



# Exhibit 3: MTA Track Allocation/Work Permit Procedures



Rail Operations Control Track Allocation/Work Permit Process

## TRACK ALLOCATION / WORK PERMIT PROCESS

All work on Metro Rail Property or any work that could potentially foul the envelope of a train must receive prior approval from the Rail Operations Control Department of Metro. This Track Allocation / Work Permit process must be complied with to ensure the safety of outside contractors, Metro employees, and Metro customers. Metro Rail Operations Control Work Permits will be issued for approved work. Failure to meet all the requirements listed below will delay the approval of requested work.

### For Emergency Work

Please call Rail Operations Control Center Floor Manager:  
**(323) 563- 5022**

### SUBMITTAL

- All track allocation request forms, including requests for ADA Compliance, and/or Ambient Noise Restrictions must be submitted **1 week** in advance of the proposed work week (Sunday-Saturday). Submissions **must be received by Close of Business on Monday**, prior to the weekly Track Allocation meeting.
- Request requiring a change in the revenue train schedule (i.e. single tracking, track closure, etc.) must be submitted **2 weeks** in advance of the proposed work week (Sunday-Saturday). Submissions **must be received by Close of Business on Monday**, 2 weeks prior to the weekly Track Allocation meeting in order to allow ample time to create a proper train schedule and to notify Metro customers of any the changes. Request must be submitted to:

### OPERATIONS AND SERVICE DELIVERY DEPARTMENT

Stephen Tu, Manager  
Office: (213) 922-6985  
Cell: (213) 278-2299  
Fax: (213) 922-7616  
[tus@metro.net](mailto:tus@metro.net)

Sanchez, John,  
Track Allocation  
Coordinator  
Office: (323) 563-5258  
Cell: (213) 822-6170  
Opt. Cell (818) 749-4205  
[sanchezjo@metro.net](mailto:sanchezjo@metro.net)

- Requests may be submitted up to one month in advance of requested/ projected start date.
- Request forms must be filled out completely and provide necessary information: Start/end time of work, dates of requested work, detailed description of work / testing, description of all types of equipment to be used.
- Track allocation requests must be submitted for each week of work until completion of work or project.

# Exhibit 3: MTA Track Allocation/Work Permit Procedures

## Rail Operations Control Track Allocation/Work Permit Process

- Submit Track Allocation Request forms via E-mail **only**:
  - Track Allocation Coordinator: John Sanchez 323 563-5258
  - Assistant Track Allocation Coordinator: Sascha Lynch 323 563-5044
  - E-mail: [SanchezJo@metro.net](mailto:SanchezJo@metro.net) ; [LynchS@metro.net](mailto:LynchS@metro.net)
- Submitting a Track Allocation request does not guarantee that approval for work will be authorized.
- Last minute Track Allocation requests (if not submitted in advance as required by this process) may not be approved depending on the urgency of the work, availability of manpower to support the work, and how it may impact service.

### **SUPPORT**

- When requesting power down it is important to document (in your request form) the specific limits of the area where you are proposing to perform your work.
- Rail Operations Control will provide a copy of all requests for Traction Power support no later than the close of business on the Friday prior to the Track Allocation Meeting for review. However, the contractor, or Department, requesting the support bears ultimate responsibility for providing written notification to Traction Power of the intended request in advance of Track Allocation Meeting
- To notify Traction Power, e-mail the following:

Omotayo, Remi            [omotayor@metro.net](mailto:omotayor@metro.net)

Winston Dixon            [dixonw@metro.net](mailto:dixonw@metro.net)

Be sure to provide a contact name and phone number to answer any questions which may arise regarding requests for support. E-mail address alone will not suffice.

- All other requests for Traction Power support (escorts, pilots, etc.) shall be included in the Track Allocation Request and must receive written confirmation prior to the Track Allocation Meeting.
- Traction Power will consider all requests and grant or decline support based on information received, time of receipt of information, support required and availability of personnel, impact to service, and ability to coordinate with other requests for support.

# Exhibit 3: MTA Track Allocation/Work Permit Procedures

## Rail Operations Control Track Allocation/Work Permit Process

- During the Track Allocation Meeting the Traction Power Department will review the requested limits and provide final determination of whether the request can be accommodated based on the location of the Traction Power Sub Station, breakers that are to be opened, area of impact resulting from sectionalized power, etc.
- Work being conducted on or about Metro rail lines (mainline tracks, yard tracks, storage tracks, or any Metro tracks under construction) without proper notification will be subject to work being stopped immediately and all personnel and equipment will be cleared off the right of way.
- **Requests for support from Wayside Metro departments, Traction Power, Track, SCADA, Facilities Maintenance, Rail Communication, Rail Fleet Services, requesting of trains and train operators, Field Supervisors will be the responsibility of the individual submitting the request. Confirmation will be required upon submittal of your request and will be addressed at the Track Allocation Meeting.**

### TRACTION POWER

*Remit Omotayo, Dir. Wayside Sys.*  
Office (213) 922-3243  
Fax (213) 922-3175  
[blackda@metro.net](mailto:blackda@metro.net)

*Winston Dixon, Assistant Manager*  
(213) 922-3323  
(213) 922-3175  
[dixonw@metro.net](mailto:dixonw@metro.net)

### TRACK DEPARTMENT

*Paul Squires, Manager*  
Office (323) 563-9430  
Fax (213) 922-3175  
[squiresp@metro.net](mailto:squiresp@metro.net)

### SCADA

*Alan Clark – SCADA support coordination*  
Los Angeles Metro  
2000 E. Imperial Hwy  
Los Angeles, CA 90059  
Office (323)563-5211  
[ClarkA@metro.net](mailto:ClarkA@metro.net)

### FACILITIES MAINTENANCE

*Eladio "Lalo" Salas, Asst. Manager*  
4462 Pacific Blvd.  
Vernon, CA 90058  
Office (323) 826-1027  
Fax (323) 826-1011  
[salase@metro.net](mailto:salase@metro.net)

### RAIL COMMUNICATIONS

*Christian Flores, Supervisor*  
Office (213) 613-2173  
Cell (213) 305-8302  
[floresc@metro.net](mailto:floresc@metro.net)

*Claire Reyes, Asst. Manager*  
(213) 613-2148  
(213) 272-8513  
[reyescl@metro.net](mailto:reyescl@metro.net)

# Exhibit 3: MTA Track Allocation/Work Permit Procedures

## Rail Operations Control Track Allocation/Work Permit Process

### **MEETING ATTENDANCE**

A representative for the person/agency/department requesting Track Allocation shall attend the Track Allocation meeting on the Wednesday **1 week** prior to the work start date. Track Allocation is only granted on a weekly basis. Representative must attend Allocation Meeting and submit a Track Allocation Form (Must be received by Metro Track Allocation no later than Monday 5:00 P.M.) each week until project is finished.

#### Meetings are held on every Wednesday:

Green/Gold/Expo/Blue/Red Line Track Allocation Meeting: 08:00-10:00 a.m.

Foothill Extension / Expo Extension Track Allocation Meeting: 11:00-12:00 p.m.

**100 Santa Fe Avenue, Location 63**

**Room 10, First Floor**

**Los Angeles, CA 90013**

- All Track Allocation Requests will be discussed at the Track Allocation Meeting. The Track Allocation Coordinator will grant or decline the request based upon information received, support required and availability of personnel, impact to service and other work requests.

### **SAFETY AND WAYSIDE WORKER PROTECTION TRAINING / ID BADGE**

- All members of the work crew will be required to attend Metro safety and wayside worker protection training.
- Safety and wayside worker protection training is only conducted in English. Ability to understand and speak English is required for Safety certification. No translation or interpreters may be used.
- Two Rail Safety classes are available weekly and a picture ID is required. Prior reservation is required and the class registration information is as follows:

Central Maintenance Facility Building  
470 Bauchet Street  
Los Angeles, CA 90012  
Main Conference Room  
(Located Above Cafeteria)

Two Classes are held on Mondays

AM Session: 07:00am to 10:00am

PM Session: 11:00am to 02:00pm

Contact Jamiela (Mimi) Knox at 213 922-3228 or [KnoxJ@metro.net](mailto:KnoxJ@metro.net)



# Exhibit 3: MTA Track Allocation/Work Permit Procedures

## Rail Operations Control Track Allocation/Work Permit Process

- Safety ID badges will be issued upon successful completion of the safety and wayside worker protection training by Jamiela (Mimi) Knox
- Crew members will be required to wear Metro Safety Badges at all times while performing work on or near Metro property.

### **WORK PERMIT**

- Metro Work Permits will be issued for approved work.
- To obtain Metro Work Permits, contact the appropriate Rail Controllers a minimum of two hours prior to scheduled start time of work.

Blue Line Control:	323 563-5015
Green Line Control:	323 563-5298
Red Line Control:	323 563-5290
Gold Line Control:	323 563-5055
Foothill Ext. Control	323 563-5288
Expo Line Control	323 563-5095

- Sign work permit and fax back to Controller: **323 563-5241**
- The Employee in Charge (EIC) must maintain a signed copy of the permit in his or her possession at all times. During the required job briefing the EIC must discuss the permit, description of work being conducted, the support required, the tools/equipment being used, and the operational restriction prior to entering the Right of Way and conducting work. Appropriate notations shall be made on the Mainline Access Form.
- Upon arrival at approved work location, the EIC must contact the appropriate Controller to activate the Work Permit.
- EIC must notify the appropriate Controller each time crews move to a different work location if multiple work locations are noted on work permit.
- The Rail Controller will authorize EIC/work crew to begin work after all safety requirements are satisfied.
- Work permits must be activated by the EIC at the beginning of each day and deactivated at the end of each days work.
- The EIC shall assure that all personnel and equipment (including flagging equipment) are clear of the mainline prior to contacting Control to cancel your work permit.

## Rail Operations Control Track Allocation/Work Permit Process

- The EIC and the Safety Watchperson must maintain a copy of the Operating Clearance in his or her possession at all times during the time that the authorized work is being conducted. The Operating Clearance shall be reviewed during the required job briefing prior to entering the Right of Way and conducting work.

### **ADDITIONAL INFORMATION**

#### **EMERGENCIES**

Emergencies occurring after Track Allocation may necessitate the revoking of approved work. Urgent repairs, maintenance, or abnormal operations are some conditions, which may require modification to approved work. Incidents occurring while work is in progress could also necessitate the immediate removal of a work crew from a work area.

All work crews are expected to immediately comply with Control's instructions. Request for an explanation of removal may be addressed to the ROC Manager or Track Allocation Coordinator.

#### **RULES AND PROCEDURES**

- All work shall be performed in accordance with Metro Light and Heavy Rail Operations Rules and Procedures.
- Restrictions and protective equipment will be required per applicable rules.
- Violation of Rail Operations Rules or Procedures may result in the cancellation of a Work Permit.
- Personnel must be in proper position (facing oncoming train) and location when providing hand signals to approaching trains. When flagging the use of proper equipment (yellow flag, green flag, red flag, and flashlight) is essential in providing information to train operators. A Watchperson must not be assigned to any other duty and cannot engage in or assist with any work.

#### **RESTRICTIONS**

- Power down and grounding may be required when working within 10-feet of Overhead Catenary System (Blue/Expo/Green/Gold Lines). Power down and grounding of the Contact Rail (Red Line) is required when working at track level. Remote power down may be required for work being down in close proximity to the Overhead Catenary System or Contact Rail.

# Exhibit 3: MTA Track Allocation/Work Permit Procedures

## Rail Operations Control Track Allocation/Work Permit Process

- Wayside Worker Protection is the protection provided to employees or contractors to enhance their safety while working on or about the Metro Rail Lines in accordance with the Metro Rail Operating Rules. This protection includes both "On Track Protection" — a method of protecting personnel on the right of way (ROW) that affects train movement, and "Safety Watch" — a method of protecting personnel on the ROW that does not affect train movement. On Track Protection and Safety Watch requirements are determined by the applicable Rail Rule Book and SOPs.
- Work crew leader must assure that proper flagging protection for Flag Protected Slow Zones or Flag Protected Work Zones are in place (if required) prior to activating your work permit to begin work. This must be assured through proper communications with Metro personnel (Track Inspector, Field Supervisor, Traction Power or Signal Personnel) supporting your work. Proper placement of flags and the appropriate protection is required for the intended work to be performed.
- Wayside System personnel (track, signal, traction power etc.) will be provided appropriate Wayside Worker Protection with clear limits/block and it will be your responsibility to contact Control once you arrive at the end of your limits in order to establish a new work limit/block. You are not allowed to begin your work until you receive authorization from Control. You will be responsible for providing protection for yourself against all train movement when working on or about Metro rail lines.

### **CONTACTS**

#### **Track Allocation Coordinator:**

John Sanchez: 323 563-5258  
Fax: 323.563.5028  
Email: [SanchezJo@metro.net](mailto:SanchezJo@metro.net)

<b>Rail Operations Control Floor Manager</b>	<b>323.563.5022</b>
Blue Line Control	323.563.5015
Green Line Control	323.563.5298
Red Line Control	323.563.5290
Gold Line Control	323 563-5055
EXPO Line Control	323 563-5095

#### **Rail Operations Control Manager:**

Chol Kim 323.563.5010  
Fax: 323.563.5068  
Email: [KimC@metro.net](mailto:KimC@metro.net)

#### **Service Operations Superintendent:**

Patty Alexander: 323.563.5149  
Fax: 323.563.5068  
Email: [AlexanderP@metro.net](mailto:AlexanderP@metro.net)



**Exhibit 3: MTA Track Allocation/Work Permit Procedures**

**Rail Safety Training**

MTA CENTRAL MAINTENANCE FACILITY  
 470 Bauchet Street,  
 Los Angeles CA 90012  
 Building 1 2nd Floor, Room M123  
 Above Cafeteria on the Second Floor

Access parking structure via Bauchet St from Vignes St. Turn onto Bauchet St, east, proceed to second driveway on the right and check in with security guard. Walk down "One Way" driveway to last building on the left side with darkened windows.

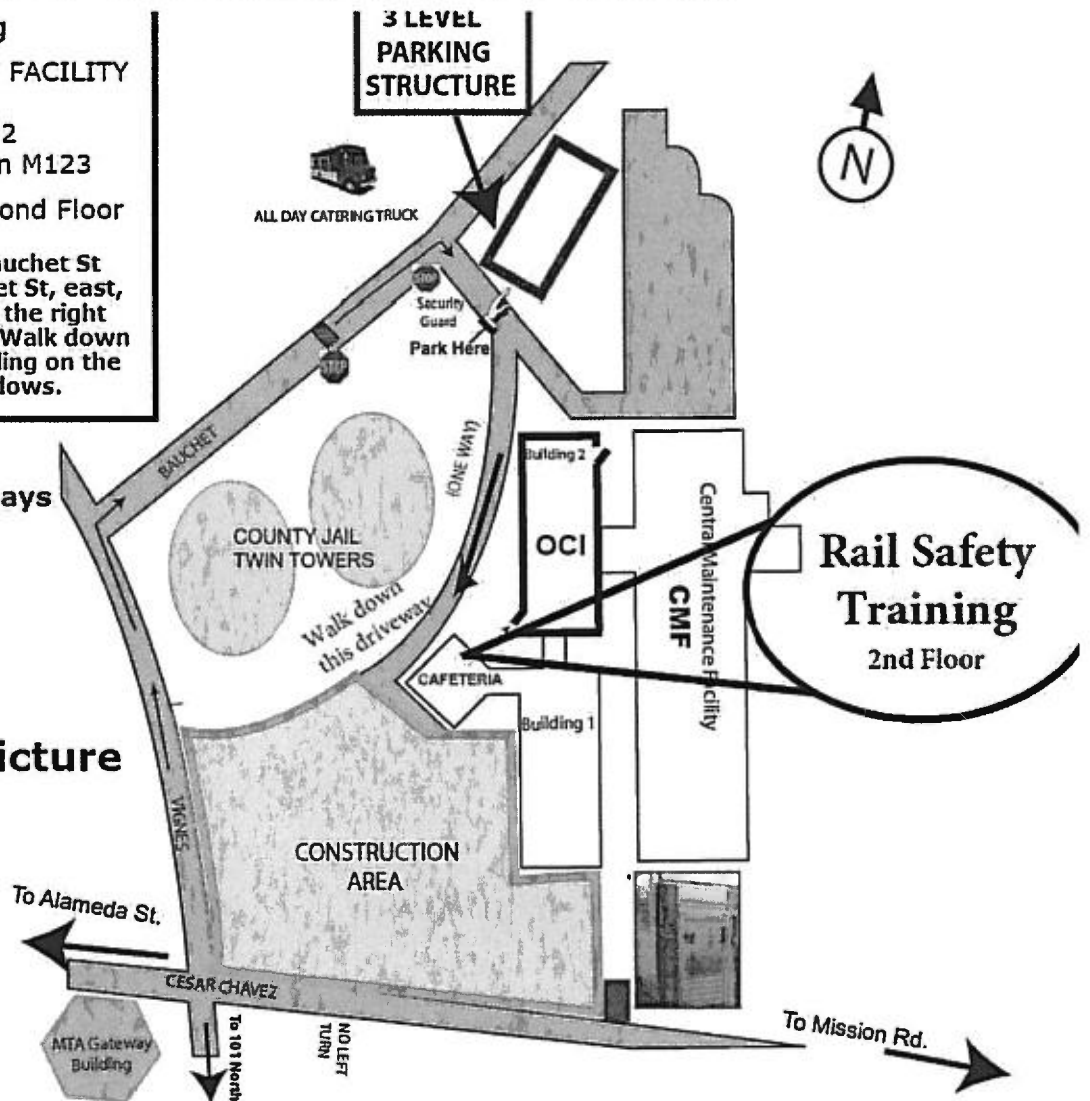
**Two Classes Held On Mondays**

**7:00 AM-10:00 AM  
 and  
 11:00 AM-2:00 PM**

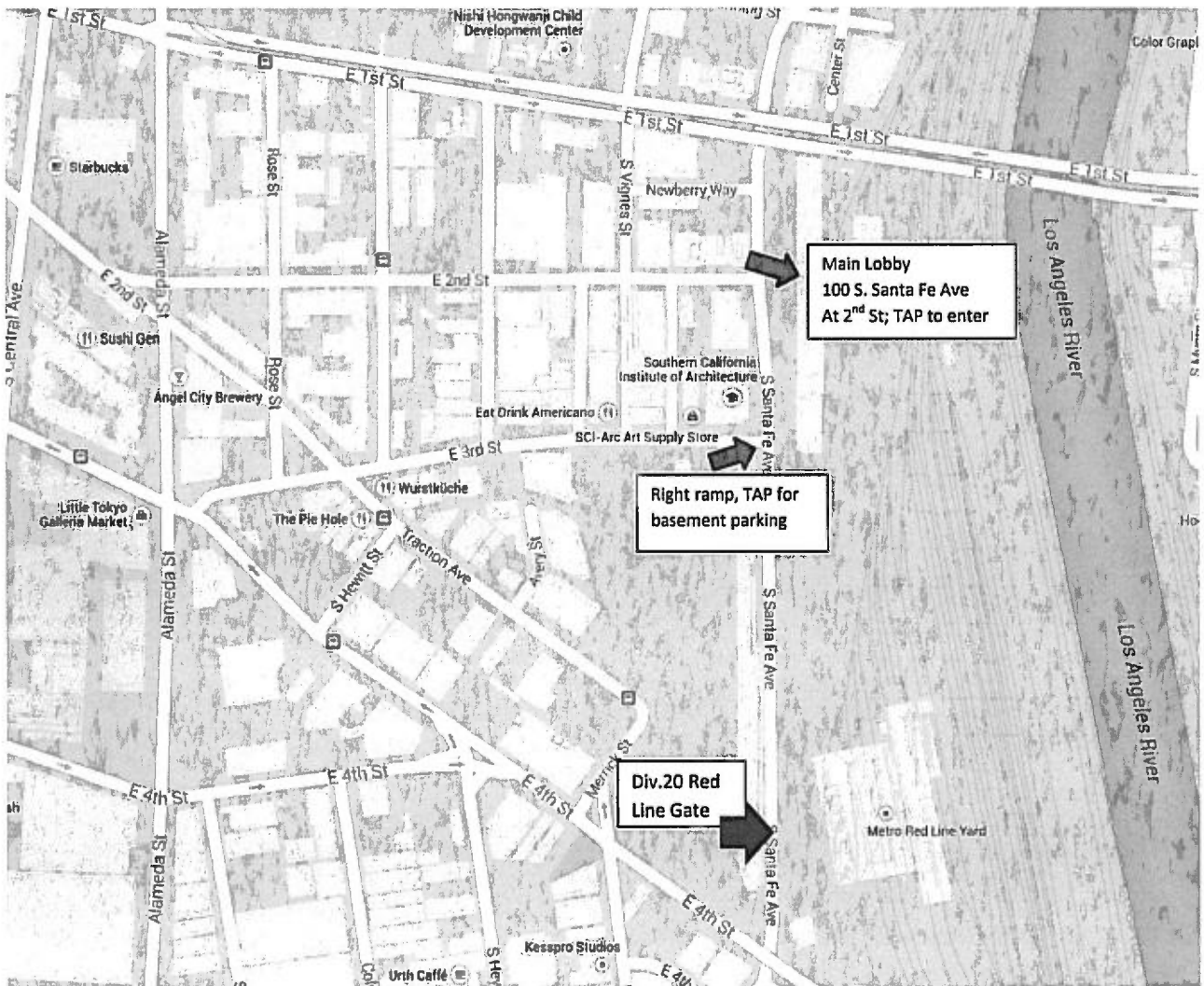
**Reservations and Picture  
 I.D. Required**

Contact Jamiela (Mimi) Knox for Reservations:  
 KnoxJ@Metro.net or call  
 (213) 922-3228

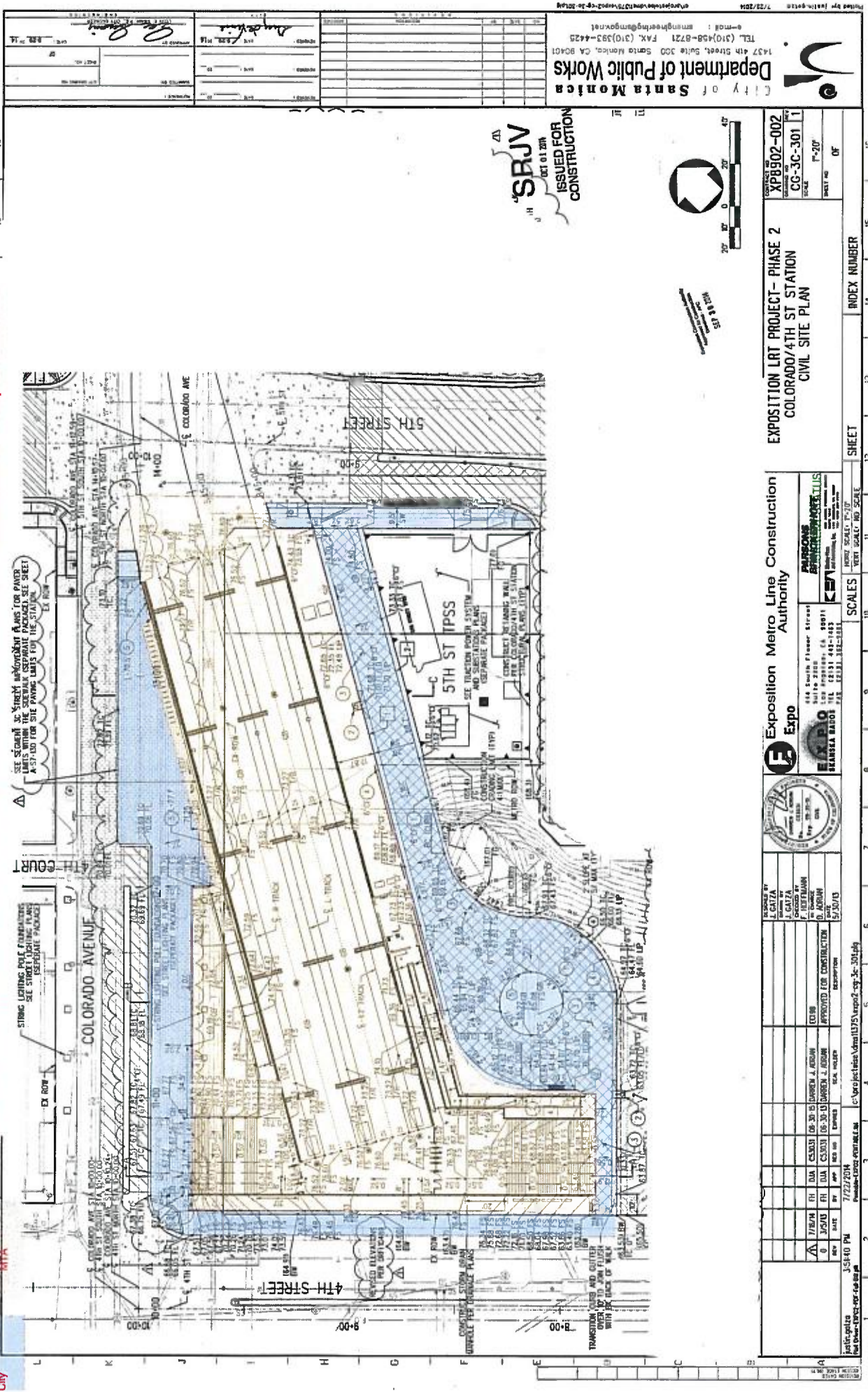
**Class Starts Promptly  
 Late Arrivals will not be admitted**



### Exhibit 3: MTA Track Allocation/Work Permit Procedures



Exhibits 4A: 4th Street/Downtown Santa Monica Station Site Maintenance Responsibilities



SRJV  
OCT 01 2014  
ISSUED FOR  
CONSTRUCTION

XPB9502-002  
CC-3C-301  
SCALE 1"=20'  
SHEET NO. 01 OF

EXPOSITION LRT PROJECT - PHASE 2  
COLORADO/4TH ST STATION  
CIVIL SITE PLAN

Exposition Metro Line Construction Authority  
Expo

PARSONS BRINCKERHOFF  
155 South Flower Street  
Suite 2100  
Los Angeles, CA 90011  
Tel: 213.388.3311  
Fax: 213.388.3311

APPROVED FOR CONSTRUCTION  
DATE: 5/2/013  
BY: [Signature]

7/27/2014  
3:51:40 PM  
7/27/2014  
3:51:40 PM

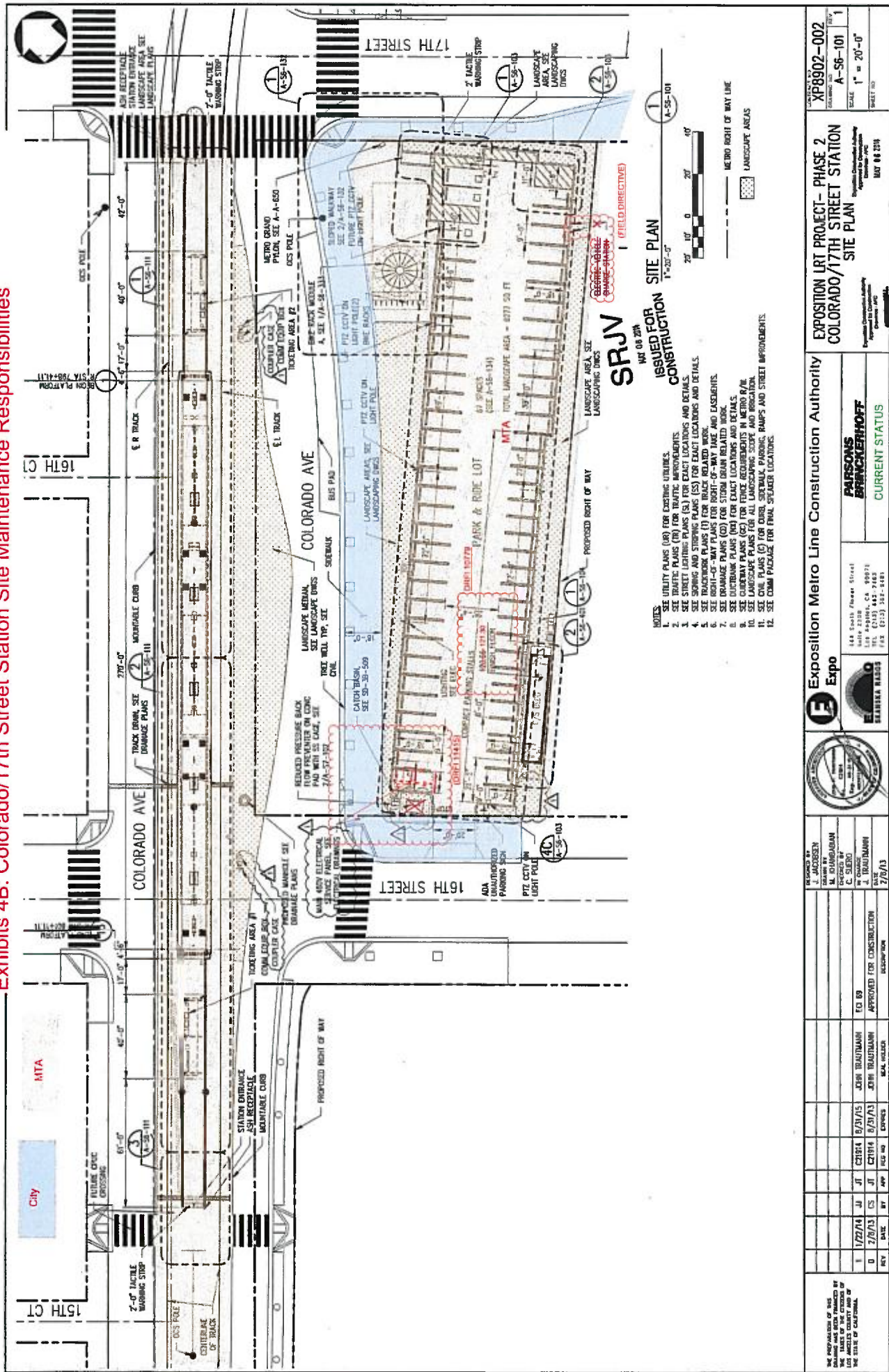
7/27/2014  
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7/27/2014  
3:51:40 PM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SCALES											INDEX NUMBER		SHEET		



Exhibits 4B: Colorado/17th Street Station Site Maintenance Responsibilities



THE PREPARATION OF THIS DRAWING AND DATA THEREON BY THE ENGINEER IS LIMITED TO THE PROJECT AND THE CITY AND COUNTY OF LOS ANGELES, CALIFORNIA.

REV	DATE	BY	APP	ISC	CHK	EXPIRES
1	1/22/14	JJ	JT	CE1874	8/31/15	JOSH BAUTMANN
0	2/8/13	CS	JT	CE1874	8/31/13	JOSH BAUTMANN

APPROVED FOR CONSTRUCTION  
SEAL: JACOBSON  
DATE: 2/8/13

REVISIONS BY:  
J. JACOBSON  
DRAWN BY:  
M. DUMBAJIAN  
CHECKED BY:  
C. SLEVO  
IN CHARGE:  
J. TRAUTMANN

Expo  
ELABORA BARRIOS  
PARSONS BRINCKERHOFF  
CURRENT STATUS

444 South Flower Street  
Suite 2208, CA 90071  
LOS ANGELES, CA 90071  
TEL: (213) 357-5400  
FAX: (213) 357-5491

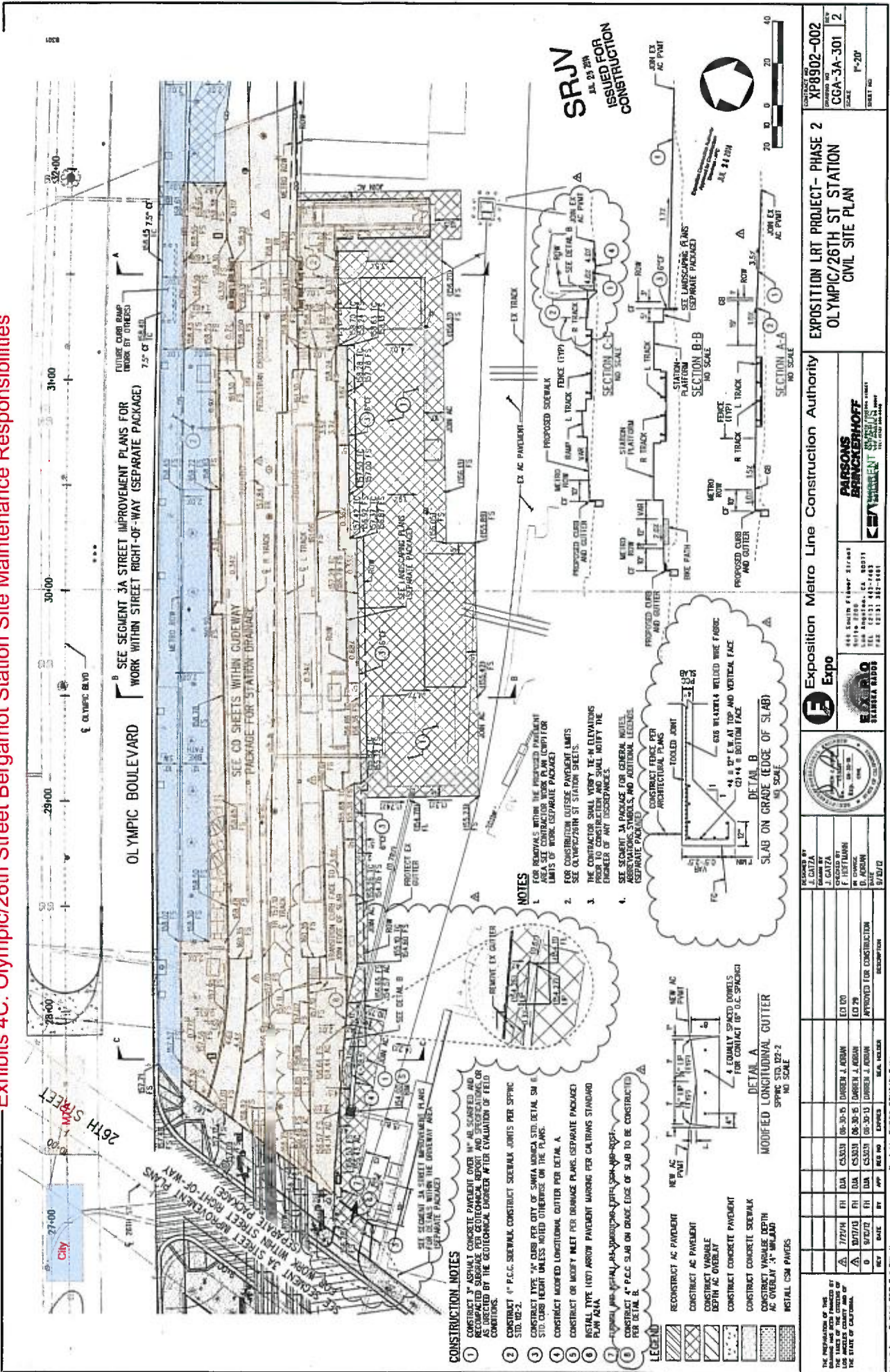
PROJECT NO: 107 00 251

EXPOSITION LRT PROJECT - PHASE 2  
COLORADO/17TH STREET STATION  
SITE PLAN

PROJECT NO: XP8902-002  
DRAWING NO: A-56-101  
SCALE: 1" = 20'-0"  
SHEET NO: 1




Exhibits 4C: Olympic/26th Street Bergamot Station Site Maintenance Responsibilities



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<p>PROJECT NO. XP8902-002</p> <p>DATE: CGA-3A-301   2</p> <p>SCALE: 1"=20'</p> <p>SHEET NO.</p>	<p>EXPOSITION MRT PROJECT - PHASE 2</p> <p>OLYMPIC/26TH ST STATION</p> <p>CIVIL SITE PLAN</p>																
<p>DESIGNED BY: J. GATTA</p> <p>DRAWN BY: J. GATTA</p> <p>CHECKED BY: F. HESTMANN</p> <p>IN CHARGE: D. JORDAN</p> <p>DATE: 8/10/12</p>	<p>Expo</p> <p>Exposition Metro Line Construction Authority</p> <p>PARSONS BRINCKERHOFF</p> <p>440 SOUTH FLEET STREET SANTA ANA, CA 92701 TEL: 714.951.4444 FAX: 714.951.4441</p>																
<p>REVISION</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08-30-12</td> <td>DARRIN J. JORDAN</td> <td>LO 101</td> </tr> <tr> <td>2</td> <td>08-30-12</td> <td>DARRIN J. JORDAN</td> <td>LO 79</td> </tr> <tr> <td>3</td> <td>08-30-12</td> <td>DARRIN J. JORDAN</td> <td>APPROVED FOR CONSTRUCTION</td> </tr> </tbody> </table>	NO.	DATE	BY	DESCRIPTION	1	08-30-12	DARRIN J. JORDAN	LO 101	2	08-30-12	DARRIN J. JORDAN	LO 79	3	08-30-12	DARRIN J. JORDAN	APPROVED FOR CONSTRUCTION	<p>PROJECT NO. XP8902-002</p> <p>DATE: CGA-3A-301   2</p> <p>SCALE: 1"=20'</p> <p>SHEET NO.</p>
NO.	DATE	BY	DESCRIPTION														
1	08-30-12	DARRIN J. JORDAN	LO 101														
2	08-30-12	DARRIN J. JORDAN	LO 79														
3	08-30-12	DARRIN J. JORDAN	APPROVED FOR CONSTRUCTION														

# Exhibit 5 – City Use of Public Property Permit Process and Application & Requirements for Temp. Traffic Control Plans (City)



**Santa Monica Public Works**  
Civil Engineering

1437 4th Street, Ste. 300  
Santa Monica, CA 90401  
Phone: (310) 458-5721  
Fax: (310) 393-1425  
E-mail: [sm.civilengineering@smapwa.net](mailto:sm.civilengineering@smapwa.net)

Search


**Use Of Public Property Permit**

A street use permit is required for any type of interference or obstruction in or on any public street, alley sidewalk, parkway, or any other public property. A street use permit is valid for 7 or 30 days. Renewals, as deemed necessary, are approved for 60 days increments.


The following types of activities require a Use of Public Property Permit:

1. Storage of materials or equipment or the operation of equipment in conjunction with construction activity, including parking of trucks or equipment, loading and unloading materials, cranes, dumpsters, and any other equipment or related types of construction activity which impose a minor and temporary burden on public property.
2. Maintenance of construction fence, railing, barricade, canopy, protective walkway, scaffold or other construction or protection erected on public property.
3. Placement of portable storage containers in the street. A portable storage container may be temporarily placed in the street for a period of 1-7 days for the purpose of storing items being moved from and to the premise, or to store materials used on any construction site when construction is actively taking place.

Homeowners or building contractors wishing to place a dumpster on the street in the City of Santa Monica should contact a solid waste hauler from the approved list.

View the list of [approved solid waste private haulers](#) 

No permit is required to place a dumpster or storage container in the driveway of a private property.



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# City Use of Public Property Permit Process and Application & Requirements for Temp. Traffic Control Plans (City)



**Santa Monica Public Works**  
Civil Engineering

Search

1437 4th Street, Ste. 300  
Santa Monica, CA 90401  
Phone: (310) 458-8721  
Fax: (310) 393-4425

E-mail: [sm.engineering@smgov.net](mailto:sm.engineering@smgov.net)

[About Us](#)

[Permit Center](#)

[Records and Research](#)

[Subdivision Maps](#)

[Plan Check Guidelines](#)

[Bidding Opportunities](#)

[Current Projects](#)

[Measure V](#)

[Know Before You Go](#)

[Public Works Home](#)

[Civil Engineering Home](#)



## Permits

The services available at the Engineering Permit Center include public right of way permits and inspections, film permits, plan check services for commercial and residential projects, map requests, etc.

For more information regarding engineering permits, call 310-458-8737.

## Engineering Counter Hours

Service hours at the Engineering Counter in City Hall are Monday - Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:30 a.m. to 4:30 p.m.

Link to detailed information below:

- [General Information](#)
- [Use of Public Property Permit](#)
- [Street Construction Permit](#)
- [Utility Excavation Permit](#)
- [Wireless Facility Permit](#)
- [Film Permit](#)
- [Encroachments into the Public Right-of-Way](#)
- [Construction and Demolition Waste](#)
- [Water Meter Installation](#)
- [Water Demand Mitigation Fee](#)
- [Wastewater Capital Facility Fees](#)
- [Sewer Permit](#)
- [Tree Trimming Application & Notes](#)
- [Other Forms](#)
- [Fee Schedule](#)

## Inspections

See the [Inspection Procedures](#) page for detailed information on City Inspections

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# City Use of Public Property Permit Process and Application & Requirements for Temp. Traffic Control Plans (City)



**Santa Monica Public Works**  
Administrative Services

Search [Help](#) | [Advanced Search](#)

**Contact Us:**

City Hall  
1685 Main Street, Room 113  
Santa Monica, CA 90401  
Phone: (310) 458-8737  
Fax: (310) 576-3598

**Permit Counter Hours:**

Mon-Thurs: 8:00 a.m. to 4:30 p.m.  
Friday: 8:30 a.m. to 4:30 p.m.

[Public Works Home](#)

[Film Permits](#)

[Public Works Permit Center](#)



## Inspection Procedures

Before any off-site improvements are begun, you must first obtain a mark-out inspection and a Street Permit from the Public Works office (310-458-8737) for any removal, replacement or excavation.

Minimum 24 hours notice is required for inspections - **NO SAME DAY INSPECTIONS.**

**NOTE:** Do not pour or lay down any concrete and/or asphalt until a Public Works Inspector has performed a forms inspection and authorized the work.

**REQUIRED INSPECTIONS:**

1. Pre-Job/Mark Out. Public Works Inspector will mark out.
2. Forms - Grade - Compaction
3. Asphalt Paving
4. Finals

No final inspection will be made or given until all off-site user fees are paid (street use permits, dumpster permits, fines, encroachment permits, etc.).

**NOTE:** If any diversion of pedestrian or vehicular traffic is needed or any intermittent use of traffic lanes, you must first get prior approval from the Transportation Management Division, 310-458-8291.

To schedule an appointment with a Public Works Inspector call 310-458-8737.

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# City Use of Public Property Permit Process and Application & Requirements for Temp. Traffic Control Plans (City)

City of Santa Monica  
Planning & Community Development

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## Application and Requirements for TTCP Temporary Traffic Control Plans

Temporary Traffic Control Plans (TTCPs) are required whenever work is proposed in the public right-of-way, with the exception of dumpsters or storage pods to be located within a parking lane. The dates and times of work areas located in commercial districts, the downtown or on major streets are subject to the approval of City staff.

### Streets

Construction or construction-related activities that will occur within any street requiring approved temporary traffic control plans must follow the TTCP Requirements and fee schedule. For all other streets, traffic control plans can be reviewed in-person at the Public Counter in City Hall. All temporary traffic control plans must comply with the requirements of the California Manual of Uniform Traffic Control Devices (MUTCD). The Plan shall include and show the following:

- The size of the work area, including all dimensions.
- The location of the work area in relation to the cross streets, alleys, or other major reference points, including all distances and dimensions.
- All temporary traffic control devices (signs, delineators, striping, others) to be used.
- Access to all existing parking facilities affected by the proposed work zone.

### Alleys

An eleven foot (11') wide passageway must be maintained for emergency access at all times. If 11' can be kept clear, use the Use of Public Right-of-Way: Alleys form for the required temporary traffic controls. If 11' cannot be kept clear, an alley closure permit is required. The alley closure permit is only valid in conjunction with a separate permit issued by Public Works such as a Use of Public Property Permit or Excavation Permit.

Please note that closures of 1st, 2nd, 3rd, and 4th Courts in the Downtown and Civic Center areas must follow specific requirements as outlined in the TTCP Requirements.

### Sidewalks

Determination of allowed date, time, and location of the sidewalk section to be used will be made after Strategic and Transportation Planning staff assesses pedestrian activity at the proposed work site. Sidewalk widths vary citywide. Applicants must provide the total width of the work area and the total width to be kept clear on the sidewalk. Tools, equipment, and any material removed from excavations should also be included in measurements.

To allow pedestrian use of the sidewalk during construction, a minimum four foot wide walkway must be maintained. If a four foot wide walkway cannot be maintained:

- In residential districts that are not located on major streets, sidewalks may generally be closed per the signs required diagram.
- On major streets or within commercial districts, temporary walkways will typically need to be constructed. Specifications for temporary walkways are published by the Public Works Department. Temporary walkways located at the edge of an alley need to be pulled back five feet from the alley to maintain sufficient visibility. These walkways may be allowed to encroach into curb parking lanes, but cannot encroach into any traffic lanes unless accompanied by an approved Temporary Traffic Control Plan (TTCP)

Please note that additional fees may apply for TTCP review. When a sidewalk closure or temporary walkway is located at or near a bus stop, relocation of the bus stop may be required by the Big Blue Bus and/or Metro.

Signs Required for Sidewalk Closure

Applications & Forms

<http://www.smgov.net/Departments/PCD/Transportation/Developers/Temporary-Traffic-Control-Plans/>

## Walking

Walking in Santa Monica  
Safety & Education  
Maps & Organizations

## Biking

Biking in Santa Monica  
Lanes, Facilities, & Parking  
Safety & Education  
Maps & Organizations  
Bikeshare

## Driving & Parking

Parking in Santa Monica  
Where to Park  
Pay or Contest Citation  
Enforcement Information  
Electric Vehicles  
Large Vehicles  
Car Share  
Tour Bus Parking Program  
Valet Parking Permits

## Public Transportation

Buses, Trains, & More!

## Vehicles for Hire

Taxi Cabs & Operators

## Transportation Services

Shuttles

## Employers

Ordinance 1604  
Documents & Forms

## Developers

Development Standards  
Transportation Impact Fee  
Temporary Traffic Control Plans  
Auto Dealerships

**Applications & Forms**

- Application and Requirements for TTCP
- Transportation Fee Schedule

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Planning and Community Development Department  
Website produced by the City of Santa Monica Web Development Division

**Contact Us**

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1685 Main Street, Room 212  
Santa Monica, CA 90401  
[planning@smgov.net](mailto:planning@smgov.net)  
[Hours of Operation](#)

[Facebook](#) [Twitter](#) [City Home](#)

**[REDACTED] – City Use of Public Property Permit Process and Application & Requirements for Temp. Traffic Control Plans (City)**

**City of Santa Monica  
Planning and Community Development Department  
Transportation Engineering & Management Division**

**NOTICE OF REVISED PROCEDURES FOR REVIEW  
OF TEMPORARY TRAFFIC CONTROL PLANS**

Effective July 1, 2015, the Planning & Community Development Department is required to collect revised user fees for reviews of temporary traffic control plans, as follows:

**First two reviews, \$241.86 per sheet.**

(Maximum review time is 60 City Hall work days).

**Third and each subsequent review, \$307.14 per sheet.**

(Maximum review time is 90 City Hall work days).

**Expedited plan review (upon acceptance), additional \$251.49 per every 1-2 sheets.**

(Maximum review time is 10 City Hall work days).

These fees shall be collected at the time of submittal, or resubmittal, of any temporary traffic control plan. Payment may be made in cash, by check or credit card.

**Plans cannot be accepted without full payment.**

Please note that these fees shall be administratively revised on July First of each year.

For further information on submitting temporary traffic control plans for review by the Transportation Engineering & Management Division, please see the current **Notice to Preparers and Submitters of Temporary Traffic Control Plans**.

Please also see the current list of **Streets Requiring Approved Temporary Traffic Control Plans** for further information.

Please also see the current **Application and Use of Temporary Traffic Control Signs, Devices and Markings** for further guidance in preparing temporary traffic control plans.

The current **Temporary Traffic Control Plan General Notes** must be included in every temporary traffic control plan submittal.

Each submittal, or resubmittal, of temporary traffic control plans must be accompanied by a properly executed **Application for Review of Temporary Traffic Control Plans** with original (**wet**) signatures. Incomplete or incorrect applications will result in plans being returned marked "**NOT APPROVED**" and fees forfeited.

**Questions ?** Call (310) 458-8291 or e-mail at [traffic.engineering@smgov.net](mailto:traffic.engineering@smgov.net).

**City of Santa Monica**  
**Planning & Community Development Department**  
**Transportation Engineering & Management Division**

**NOTICE TO PREPARERS AND SUBMITTERS  
OF TEMPORARY TRAFFIC CONTROL PLANS**

Effective until further notice, the following requirements shall apply to all Temporary Traffic Control Plans (hereinafter referred to as "Plans") submitted for review by this Division:

01. Plans are required for any work or temporary traffic control in any street shown on the list "Streets Requiring Approved Temporary Traffic Control Plans". Plans may be required for other locations as deemed necessary by this Division.
02. Plans shall be prepared based on the most recent edition of the California Manual on Uniform Traffic Control Devices. Information on the California Manual on Traffic Control Devices applicable to temporary traffic control may be available at the Caltrans website.  
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd/CAMUTCD-TTC.pdf>
03. Plans shall provide accommodations for all applicable modes of transportation including pedestrians, bicycles, motor vehicles and public transportation.
04. Plans received by this Division shall be placed in queue with all other requests for service. The average maximum response time for requests in queue is **sixty** (60) days. Requests for status of plan review may result in a **delay** of the review process.
05. Plans submitted for a third or subsequent review shall be placed at the **end** of the queue for service. Response times for such reviews may exceed **ninety** (90) days.
06. Not less than **two** (2) complete sets of Plans shall be submitted for each review, along with a properly completed Application Form. For second or subsequent reviews, the prior marked-up copy with the City's **purple** stamp must also be submitted. All sheets, including marked copies, shall be submitted in a **single roll**. Folded sheets or multiple roll submittals are subject to being separated and may be lost. Plan sets shall **not** be stapled or paper clipped.
07. Unless otherwise advised by the Traffic and Parking Manager, or designee, the stamp of a Registered Professional Engineer is **not** required on any Temporary Traffic Control Plan.
08. Plans submitted with clear evidence of competent professional traffic engineering and meeting these requirements may be moved forward in the queue for service.
09. The title block of **each** sheet of a Plan shall include a title describing the **actual location** where the temporary traffic control is to be implemented. (e.g., Main Street between 4<sup>th</sup> Street and 7<sup>th</sup> Street or East side of B Street north of Pier Avenue, etc.) The phrase "City of Santa Monica" shall not appear in the plan title unless the work is being done under contract to the City of Santa Monica. In that case the City's contract number shall also be shown. Use of the name "Santa Monica" is acceptable.
10. Each sheet of a Plan shall include the full name, address and telephone number of the individual or organization that prepared the Plan. Each sheet of a Plan shall also include the Permit Application Number, if available, and the street address of the job.
11. False or erroneous information may result in plans being marked NOT APPROVED and fees forfeited.
12. Submitters will be notified when plan review is completed as requested on the Application Form at the time the plans are submitted. Only **one** (1) means of notification or return will be accepted.

**NOTICE TO PREPARERS AND SUBMITTERS OF TEMPORARY TRAFFIC CONTROL PLANS**  
(cont'd)

13. Other original documents related to the work should **not** be submitted with Plans. This Division cannot be responsible for the return of such other documents.
14. Plans shall be drawn **to scale** utilizing one of the scales found on the common civil engineer's scale.
15. Plans shall be submitted on U.S. standard inch size sheets, including the following: 8-1/2" x 11", 11" x 17" or 24" x 36" paper. Image areas shall **not exceed** 22" x 34", including borders.
16. Plans shall be submitted in monochrome. Color submittals will **not** be accepted unless approved prior to submittal by the Traffic and Parking Manager, or designee.
17. Plans shall reflect **actual** field conditions in the City of Santa Monica, recognizing the spacing between cross streets and block lengths.
18. Plans shall show **all** driveways, cross streets, alleys, courts and places within the area shown on the temporary traffic control plan.
19. Plans shall show all existing and proposed signs within the area where temporary traffic control is to be established. Signs shown on the Plans shall be appropriately coded to reflect existing signs, existing signs to be removed or covered, as well as proposed signs necessary for temporary traffic control. Signs removed or covered shall be **restored** upon removal of the temporary traffic controls. Signs and devices shall be shown on the plans using appropriate symbols along with their CAMUTCD designation. **Images** of signs shall **not** be shown in the body of the plan. Sign images should be shown as part of the Legend.
20. Plans shall show **all** curb zones, including but not limited to, valet parking zones, bus zones, taxi zones, passenger loading zones, commercial loading zones, parking spaces for persons with disabilities and all other red, green, blue, yellow and white zones within the area shown on the temporary traffic control plan.
21. The current version of the City's Temporary Traffic Control Plan General Notes shall appear as part of any plan submittal. Said General Notes need appear on only one sheet of multi-sheet plan sets, so long as they are referenced on **each** sheet of the plan set.
22. In the event that plans call for several construction phases, each such phase shall be drawn independent of the other phases. When substructures (e.g., underground pipes, vaults or conduits) are to be constructed in several phases, the phases shall show **overlaps** so that the construction may actually proceed safely.
23. Work areas shown on Plans shall be sized to include adequate space for **all** equipment, vehicles and materials involved in the work.
24. Plans shall show the duration, in days, for completion of the work. Plans shall also show the start date for the work.
25. Nothing above is intended to preclude the application of sound professional traffic engineering judgment.

**Failure to comply with the requirements stated above may result in plans being marked NOT APPROVED and returned to the submitter and fees forfeited.**

This document is subject to change without notice.



**City of Santa Monica**  
**Planning & Community Development Department**  
**Transportation Engineering & Management Division**

**STREETS REQUIRING APPROVED  
TEMPORARY TRAFFIC CONTROL PLANS**

<u>Street</u>	<u>Range</u>
1 <sup>st</sup> Court*	Wilshire Boulevard to Vicente Terrace
2 <sup>nd</sup> Court*	Wilshire Boulevard to Broadway
2 <sup>nd</sup> Street	California Avenue to Colorado Avenue
3 <sup>rd</sup> Court*	Wilshire Boulevard to Broadway
4 <sup>th</sup> Street	Adelaide Drive to City Limit south of Marine Street
4 <sup>th</sup> Court*	Wilshire Boulevard to Colorado Avenue
5 <sup>th</sup> Street	California Avenue to Olympic Boulevard
6 <sup>th</sup> Street	California Avenue to Bay Street (south intersection)
7 <sup>th</sup> Street	City Limit north of Adelaide Drive to Pico Boulevard
10 <sup>th</sup> Street	Arizona Avenue to Santa Monica Boulevard
11 <sup>th</sup> Street	San Vicente Boulevard to Ozone Street
14 <sup>th</sup> Street	San Vicente Boulevard to Ashland Avenue
15 <sup>th</sup> Street	Wilshire Boulevard to Santa Monica Boulevard
16 <sup>th</sup> Street	Washington Avenue to Santa Monica Boulevard
16 <sup>th</sup> Street	Colorado Avenue to Olympic Boulevard
16 <sup>th</sup> Street	Pico Boulevard to Ocean Park Boulevard
17 <sup>th</sup> Street	San Vicente Boulevard to Marine Street
20 <sup>th</sup> Street	Montana Avenue to Ocean Park Boulevard
21 <sup>st</sup> Street	Olympic Boulevard to Michigan Avenue
23 <sup>rd</sup> Street	Arizona Avenue to Santa Monica Boulevard
23 <sup>rd</sup> Street	Pico Boulevard to City Limit near Dewey Street
24 <sup>th</sup> Street	Michigan Avenue to Delaware Avenue
26 <sup>th</sup> Street	City Limit north of La Mesa Drive to Cloverfield Boulevard
27 <sup>th</sup> Street	Virginia Avenue to Kansas Avenue
28 <sup>th</sup> Street	Pico Boulevard to Donald Douglas Loop North
31 <sup>st</sup> Street	Ocean Park Boulevard to Donald Douglas Loop North
Airport Avenue**	23 <sup>rd</sup> Street to Bundy Drive
Appian Way	Palisades Beach Road to Pico Boulevard
Arizona Avenue	Ocean Avenue to 26 <sup>th</sup> Street
Barnard Way	Hollister Avenue to Marine Street
Broadway	Ocean Avenue to Centinela Avenue
California Avenue	Ocean Avenue to Lincoln Boulevard
California Avenue	14 <sup>th</sup> Street to 16 <sup>th</sup> Street
California Incline	Palisades Beach Road to Ocean Avenue



**STREETS REQUIRING APPROVED TEMPORARY TRAFFIC CONTROL PLANS**  
(cont'd)

<u>Street</u>	<u>Range</u>
Centinela Avenue	Ocean Park Boulevard to terminus south
Chelsea Avenue	Arizona Avenue to Santa Monica Boulevard
Cloverfield Boulevard	Santa Monica Boulevard to Ocean Park Boulevard
Colorado Avenue	Ocean Avenue to Centinela Avenue
Dewey Street	Robson Street to 23 <sup>rd</sup> Street
Exposition Boulevard	Stewart Street to Centinela Avenue
Kansas Avenue	Cloverfield Boulevard to Stewart Street
Lincoln Boulevard***	Montana Avenue to City Limit south of Ozone Street
Main Street	Colorado Avenue to City Limit south of Marine Street
Marine Street	Barnard Way to Main Street
Marine Street	Lincoln Boulevard to 17 <sup>th</sup> Street
Michigan Avenue	21 <sup>st</sup> Street to terminus east of 24 <sup>th</sup> Street
Montana Avenue	Ocean Avenue to Stanford Street
Moomat Ahiko Way	Palisades Beach Road to Ocean Avenue
Neilson Way	Pico Boulevard to City Limit south of Marine Street
Ocean Park Boulevard	Barnard Way to Centinela Avenue
Ocean Avenue	City Limit near Adelaide Drive to Hollister Avenue
Ocean Way	Pico Boulevard to Bay Street
Olympic Boulevard	4 <sup>th</sup> Street to Centinela Avenue
Olympic Drive	Ocean Avenue to 11 <sup>th</sup> Street
Palisades Beach Road****	City Limit near Adelaide Drive to Portal of McClure Tunnel
Pearl Street	14 <sup>th</sup> Street to 20 <sup>th</sup> Street
Pearl Street	24 <sup>th</sup> Street to 28 <sup>th</sup> Street
Pico Boulevard	Terminus west of Appian Way to Centinela Avenue
Robson Street	17 <sup>th</sup> Street to Dewey Street
San Vicente Boulevard	Ocean Avenue to 26 <sup>th</sup> Street
Santa Monica Boulevard	Ocean Avenue to Centinela Avenue
Santa Monica Pier Bridge	Foot of Bridge near shore line to Ocean Avenue
Stewart Street	Colorado Avenue to Pico Boulevard
Third Street Promenade	Wilshire Boulevard to Broadway
Virginia Avenue	20 <sup>th</sup> Street to 27 <sup>th</sup> Street
Washington Avenue	14 <sup>th</sup> Street to 16 <sup>th</sup> Street
Wilshire Boulevard	Ocean Avenue to Centinela Avenue

\* Required if work will not provide for an 11 foot traffic lane.

\*\* Work in Airport Avenue requires approval of the Airport Manager.

\*\*\* May also require Caltrans approval or Encroachment Permit or both (Colorado Avenue to Michigan Avenue).

\*\*\*\* May also require Caltrans approval or Encroachment Permit or both.

NOTE: Work in Donald Douglas Loop North or Donald Douglas Loop South requires Approval of the Airport Manager.

**This document is subject to change at any time without notice.**

**City of Santa Monica**  
Planning & Community Development Department  
Transportation Engineering & Management  
Division

**APPLICATION AND USE OF  
TEMPORARY TRAFFIC CONTROL  
SIGNS, DEVICES AND MARKINGS**

Temporary traffic control signs, devices and markings shall be applied and used as follows:

- a. K-rail, if used, shall be frangible in compliance with Federal and State standards. Concrete or other non-frangible K-rail shall not be used.
- b. The use of steel plate bridging or any other construction activity which may result in vertical pavement height differences shall be treated as described in the General Notes.
- c. Pedestrian canopies, fences, K-rail, trailers and other structures placed in the roadway shall be protected with crash cushions which comply with Federal and State standards. Such crash cushions shall be properly maintained at all times.
- d. Delineators, cones and other devices used to indicate the paths of travel for vehicles or bicycles shall be not less than 36 inches in height.
- e. A clearance of two (2) feet shall be maintained between any vertical obstruction and any adjacent travel lane. The term "vertical obstruction", includes barricades, cones, delineators, K-rail and any other devices or objects having a vertical dimension in excess of one (1) inch.
- f. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. Open excavations may also be protected by frangible k-rail or similar protective systems.
- g. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.
- h. Pictogram signs, such as R4-7, W21-1 and C9A(CA) shall be used in favor of signs with text messages.
- i. C40(CA) series signs shall be used only when shown on an approved plan. Their use is recommended only on streets with speed limits of 35 miles per hour or higher.

j. Temporary speed limit signs {C17(CA) series} shall be used only when shown on an approved plan. Such signs shall be displayed only during times when workers are present in the roadway, unless the temporary alignment requires them to be in place at all times. If C17(CA) signs are used, C17(CA)(END) signs shall also be used at the end of the work zone on each roadway where the C17(CA) signs are used.

k. If Temporary NO PARKING signs are used, they shall be posted in accordance with City requirements. Only signs issued by the City of Santa Monica shall be used. Such signs shall show hours and days appropriate to the needs of the job. 24-hour NO PARKING restrictions shall not be used unless there is a demonstrated need for such restrictions. Signs not in compliance with this section may be removed by the City at a cost to the user of \$57.90 per sign removed. Such costs shall be paid by the user before the work is accepted.

l. LANE CLOSED {SC11(CA)} signs shall be placed at 150 foot intervals throughout extended work areas in each lane that is closed.

m. At locations where sidewalks must be closed and no alternative pedestrian path of travel is provided, standard R9-series signs shall be utilized with signs provided in advance at the nearest signalized intersection or other City-approved crossing location. In addition, at locations where a sidewalk is closed and pedestrians might attempt to bypass the work area by walking in the roadway, R5-10c signs shall be provided in the roadway faced toward approaching pedestrians.

n. Construction which affects bike lanes shall be treated as described in the latest release from Caltrans regarding such activities, including modified signs SC11(CA) "BIKE LANE CLOSED" and W20-5 "BIKE LANE CLOSED AHEAD", as well as the W11-1 and W16-1 signs. To the extent possible, bike lanes shall be carried through temporary traffic control zones.

o. Temporary traffic control signs, devices and markings shall comply with the latest Federal and State standards.

p. Items required in order to comply with the General Notes shall be shown on the Plan.

**This document is subject to change  
without notice.**

City of Santa Monica  
Planning and Community Development  
Department  
Transportation Engineering and  
Management Division  
TEMPORARY TRAFFIC CONTROL PLAN  
GENERAL NOTES

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. The term "DESIGNATED REPRESENTATIVE" as used herein refers to the individual designated by the Traffic and Parking Manager to act in matters related to the job.

C. By submitting this Plan for review by the City of Santa Monica, the User agrees to fully implement and comply with the Plan and these General Notes.

D. 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 national holidays.

E. A copy of this Plan bearing the City's stamp with the purple message CONTENTS NOTED 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 D. above.

F. The Plan shall include the name, address and telephone number of the User (e.g., contractor) as well as the name and 24 hour telephone number of the Superintendent or other person responsible for work at the job site.

G. In the event that temporary traffic controls are left in place during times other than normal working hours, signs with the message EMERGENCY CALL and the phone number for the individual responsible for temporary traffic control for the job shall be placed at each approach to the temporary traffic control.

H. 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.

I. The User shall provide additional signs, barricades, caution tape and other items and flaggers as necessary to ensure that pedestrians do not enter the Work Area, even though such items may not be shown on this Plan.

J. Emergency vehicle access shall be maintained at all times, unless prior written approval is received from both the Traffic and Parking Manager, or the designated representative, and the Fire Marshal.

K. All traffic controls required by this Plan shall be installed, relocated or removed ONLY by a User holding a valid Class C-31 license as issued by the California Contractors State License Board. Alternatively, the traffic controls may be installed, relocated or removed by a User, competent in temporary traffic control, and holding a valid Class A license as issued by the California Contractors State License Board, subject to the prior written approval of the Traffic and Parking Manager, or the designated representative.

L. The Traffic and Parking Manager, or the designated representative, each, 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.

M. The User shall notify the Traffic and Parking Manager, or the designated representative, at (310) 458-8291 and by electronic mail at TransportationMgmt@smgov.net, the Santa Monica Police Department at (310) 458-8427, and the Santa Monica Fire Marshal at (310) 458-8674 not less than three (3) working days in advance of implementing this Plan or other detour.

N. 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.

O. Failure to make required notifications may result in the work being delayed until the notifications are properly made as noted in M. and N. above.

P. 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 the Traffic and Parking Manager, or the designated representative.

Q. No signs, markings or other traffic control devices shall be substituted for those shown in this Plan unless prior written authorization is received from the Traffic and Parking Manager, or the designated representative.

R. No vehicles, equipment or materials shall be staged, stored or parked outside the Work Area designated on the Plan unless prior written authorization is received from the Traffic and Parking Manager, or the designated representative.

S. 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.

T. All signs, stripes, delineators, barricades and other traffic control devices and their installation shall conform to the latest editions of the following documents: the State of California, Standard Specifications and, the California Manual on Uniform Traffic Control Devices. In the event of conflict between these

documents, the most stringent requirement shall apply. Sign sizes shall be those shown as "Standard", or larger, in the California Manual on Uniform Traffic Control Devices.

U. All traffic control devices shall be kept in their proper position at all times, and shall be repaired, replaced or cleaned as necessary to preserve their maximum visibility and effectiveness. Devices to be in place for more than seven (7) days shall be affixed to fixed objects or pavement so as to prevent their movement. Signs to be in place for more than seven (7) days shall NOT be mounted on Type I or Type II barricades.

V. Conflicting striping or pavement markings shall be removed only by grinding or by GCACMD-approved sandblasting. Painting or taping over conflicting striping or pavement markings is not permitted.

W. Traffic signals shall remain in operation at all times. Traffic signal operation during construction phases shall be coordinated with, and approved by, the Traffic and Parking Manager, or the designated representative. User shall immediately notify the Traffic and Parking Manager, or the 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 at (310) 458-8427.

X. User shall cover or remove existing signs which conflict with the Plan.

Y. Signs not in active use shall be stored so that their messages are not visible to the public.

Z. Flaggers shall be provided as necessary to properly direct and control traffic, including motor vehicles, bicycles and pedestrians. Such flaggers shall at all times have in their possession documentation of training as set forth in Chapter 6E, FLAGGER CONTROL of the California Manual on Uniform Traffic Control Devices and as required by Section 1599 of the Construction Safety Orders as issued by the California Department of Industrial Relations, Division of Industrial Safety. Any flagger found without such documentation shall be immediately removed from the job site. The C28(CA) STDP / SLOW paddle shall be visible to motorists only while in the hand of a properly trained flagger.

AA. 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 sld resistant. Whenever 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 WB-24 "STEEL PLATE AHEAD" signs shall be placed on all approaches to steel plates.

AB. 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.

AC. 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.

AD. A clearance of two (2) feet shall be maintained between any vertical obstruction and any adjacent travel lane. The term "vertical obstruction" includes barricades, cones, delineators, k-rail and any other device or object having a vertical dimension in excess of one (1) inch.

AE. A clearance of five (5) feet shall be maintained between any open excavation and any adjacent travel lane. Open excavations may also be protected by frangible K-rail or similar protective systems. C27(CA) OPEN TRENCH warning signs shall be provided on all approaches to any open excavation.

AF. Equipment which produces any sound exceeding 90dBa shall be used only between the hours of 10 a.m. and 3 p.m.

AG. Work hours are subject to City ordinance and shall be shown on the Plan.

AH. Temporary traffic control plans are valid only for the activities and locations specified in applicable City-issued permits.

AI. Temporary traffic control plans shall be valid for one year from the date shown hereon.

This document is subject to change without notice.



# Application for Review of Temporary Traffic Control Plans

PLANNING & COMMUNITY DEVELOPMENT  
1685 Main Street, Room 115, PO Box 2200  
Santa Monica, CA 90407-2200 • 310.458.8291  
traffic.engineering@smgov.net

- Submit completed form, at least 2 sets of the plan, and fees in person to counter staff. NO DROP-OFFS.
- Include a photocopy of this form with all subsequent review submittals. Include most recent marked up "redline" plan with submittal.
- When TTCP is received, it is placed in queue with other requests for service. Maximum review time is 60 business days each for first two reviews, maximum 90 business days for third/subsequent reviews. Expedited review available upon request (see below).

Temporary Traffic Control Location: \_\_\_\_\_

Job Address: \_\_\_\_\_ Number of Sheets: \_\_\_\_\_  
(Number + Street Name)

Check for Excavation Permit # \_\_\_\_\_ Notify [transportation.planning@smgov.net](mailto:transportation.planning@smgov.net) when TTCP is approved

Public Works Permit No.: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_  
(If applicable) (must provide one or the other) (If applicable)

**Applicant (MUST BE COMPLETED)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Plan Preparer (MUST BE COMPLETED)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Contractor (Do not leave blank. Complete as much as possible, write N/A if not applicable or TBD if still to be determined)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**C-31 Subcontractor (Do not leave blank. Complete as much as possible, write N/A if not applicable or TBD if still to be determined)**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Phone \_\_\_\_\_

**Expedited Plan Review**

Expedited plan review is available upon request at the time of submittal for an additional fee of \$251.49 for each two (2) sheets. Review time is no more than ten (10) business days and covers this submittal only. Submitter must sign below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Submitter (MUST BE COMPLETED, SIGNED and SUBMITTED IN PERSON AT City Hall, Permit Center Station E)**

Preferred notification method when review is complete (Check **ONE ONLY**):  US Mail  Phone  Email

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone \_\_\_\_\_

**City of Santa Monica Use Only**

TTCP Application 01 JUL 15

Date Received: \_\_\_\_\_ Fees Waived by \_\_\_\_\_ Ext.: \_\_\_\_\_ Initial: \_\_\_\_\_

First two reviews review # of Pages \_\_\_\_\_ x Amt/Page \$241.86 = Amount \$ \_\_\_\_\_

Third and subsequent review # of Pages \_\_\_\_\_ x Amt/Page \$307.14 = Amount \$ \_\_\_\_\_

Paid by CA CK CC receipt # 1 TPOS- \_\_\_\_\_ Expedited Fee # of Pages \_\_\_\_\_ x \$251.49/each 2 pages = Amount \$ \_\_\_\_\_

TTCP # is last 4 digits of TPOS number + latest Rev # \_\_\_\_\_ Rev # \_\_\_\_\_ Rev # \_\_\_\_\_ Rev # \_\_\_\_\_ Total Amount Received \$ \_\_\_\_\_

**City of Santa Monica**  
**Planning & Community Development Department**

**INSTRUCTIONS FOR APPLICATION FOR REVIEW OF  
TEMPORARY TRAFFIC CONTROL PLANS**

This application must be filled out completely, legibly and accurately. The following paragraphs describe the information necessary to complete the application:

**Temporary Traffic Control Location-** Describe the **actual street location** where the plan will be implemented. (e.g., Main Street between 4<sup>th</sup> Avenue and 9<sup>th</sup> Avenue; or South side of Hill Street east of Lemon Avenue.)

**Job Address** – The address of the job site.

**Number of Sheets** – The total number of sheets of plans submitted.

**Public Works Permit No.** - The number of the permit to be issued by the Public Works Department in connection with the plan submitted, if applicable. This may be an Excavation Permit, Street Permit, Use of Public Property Permit, Crane Permit, Film Permit or any other permit issued by the Public Works Department.

**Building Permit No.** – The number of the Building Permit to be issued for the job, if applicable.

**(MUST have either a Public Works Permit OR a Building Permit)**

**Applicant** – The information of the party applying for the review of the plan. This must be completed.

**Preparer** – The information of the party that prepared the plan. This must be completed.

**Contractor** – The information of the Contractor performing the work at the job site. Provide as much information as possible.

**C-31 Contractor** – The information for the C-31 licensed Contractor responsible for implementing the traffic control shown on the plan. Provide as much information as possible.

**Submitter** – The information for the party submitting the plan for review. This must be completed. Mark **ONLY ONE** notification method.

Do not leave any space blank. If the same party is responsible for more than one of the above areas, the message "same as \_\_\_\_\_" may be used. Insert "N/A" if there is no information applicable to a space.

**Please ask for help if you need it. Our staff is here to help you.**

**Strategic and Transportation Planning Division - Tel: 310.458.8291**



# Exhibit 6 : Work Plan Process

## 1 REIMBURSEMENT TO CITY

MTA shall reimburse City for City's costs incurred in performing services in accordance with a Work Plan. The issuance of a Work Plan shall obligate MTA to reimburse City in the manner provided by this Agreement. The term "Cost" shall mean the direct and indirect costs incurred by City for activities or work performed or materials acquired in accordance with the terms of this Agreement. Direct costs shall include allowable labor costs spent performing work under this Agreement by approved and designated positions and/or individuals. Indirect costs shall be computed based upon the indirect cost rates approved annually for the City by its cognizant agency (currently the United States Department of Labor pursuant to Circular A-87 of the Office of Management and Budget and Publication OASC-10), for allocation to Federally funded or State funded contracts. Unless the Internal Revenue Service and the California Public Utilities Commission issue regulations or rulings to the contrary, reimbursable costs will not include taxes purportedly arising or resulting from MTA payments to City under this Agreement. Notwithstanding and in lieu of the foregoing, a fixed price for certain permits may be established upon mutual agreement of the Parties, as set forth in the applicable Work Plan.

## 2 WORK PLAN, BILLINGS

### 2.1 Work Performed by City

"Work Plan" means all work and services performed by City under this Agreement, as approved by MTA and City. Consistent with its own staffing and workload requirements, City shall allocate staff and other resources as it deems appropriate to provide the service identified and agreed upon in Work Plan.

### 2.2 Work Plans

MTA and City will cooperate to develop a mutually agreeable annual Work Plan for the Project for each Fiscal Year in accordance with the following provisions:

2.2.1 Not later than February 28 of each calendar year during the term of this Agreement, MTA shall provide City with information with respect to anticipated Permitting requirements and proposed Work Plan. MTA's provided information shall include a list of each item of work that MTA anticipates to request from City with respect to the Project during the upcoming Fiscal Year. Within thirty (30) Days after receiving the required information from MTA, City shall submit a preliminary annual Work Plan to MTA for the Project that requires work by City during the upcoming Metro Fiscal Year, which will include an estimated amount of money that City will require reimbursement for work performed, a detailed description of individual staffing for such work, including anticipated tasks and hours for each individual, and purchase of requested items.



2.2.2 For each Fiscal Year, following MTA's receipt of the preliminary annual work plans, City and MTA shall negotiate in good faith to finalize such annual Work Plans, not later than March 30 prior to the commencement of such Fiscal Year:

2.2.3 For each Fiscal Year, within 60 Days after City's submittal to MTA of the final annual work plans and agreed upon by the Parties, MTA shall issue a Work Plan to City identifying each item of work MTA anticipates City will perform through the end of the Fiscal Year, the amount of money City and MTA agreed that City will be reimbursed therefor, and the anticipated schedule City will be required to meet in performance of such work. City acknowledges that such Work Plan may be subject to amendments (including additions, deletions and modifications) may be issued throughout the Fiscal Year as deemed appropriate by MTA for the Project, as approved by the City by signing off the amendment to the Work Plan.

### **2.3 Work Plan Changes**

2.3.1 Any proposed changes to a Work Plan issued under this Agreement shall be submitted in writing to MTA for its prior approval. If MTA fails to respond in writing to a requested change within 20 Days, the change shall be deemed accepted. However, any proposed change occasioned by emergency field construction difficulties may be submitted to MTA orally or by telephone, and shall subsequently be confirmed in writing by City. In such event, MTA agrees to act on such request as promptly as possible, and MTA's lead field engineer may convey MTA's decision orally, to be confirmed subsequently in writing.

2.3.2 MTA, at its sole discretion, may terminate a Work Plan for City performed work at any time, but will reimburse City in accordance with this Agreement for Costs, if any, already reasonably incurred by City. If MTA terminates any such Work Plan, which allowed work under a City Permit(s), the City may terminate such City Permit(s).

2.3.3 City agrees to notify MTA if at any time City has reason to believe that the Costs which it expects to incur in the next 60 Days under any Work Plan, when added to all Costs previously incurred, will exceed 75% of the total Costs specified in the Work Plan, or if at any time City has reason to believe that the total Costs under said Work Plan will be in excess of ten percent (10%) than previously estimated Costs or that the estimated finishing date will be later than the date stated in the Work Plan. City will request written revisions of Work Plans in the event of anticipated cost overruns or completion delays; provided, however, that any such revision is subject to MTA's approval, and MTA may withhold its approval of any modification of scheduling requirements in its sole discretion. Without MTA's prior approval, City will not be reimbursed for Costs expended in excess of maximum amounts stated in a Work Plan. In addition to monthly billing statements, City agrees to submit a report to MTA each month, setting forth the hours City has billed for the prior month under a specified Work Plan, with a cost break down describing the nature of the work performed and the individuals (identified by position) performing such work. Each such report shall identify any cost overruns by the City for the budgeted month with respect to outstanding Work Plan.

## **2.4 Procedures for City Billing to MTA**

The Parties agree that the following procedures shall be observed for City's submission of progress billings to MTA for work performed by City under a specific Work Plan:

2.4.1 City's billings shall begin within 90 Days following the commencement of work under a specific Work Plan, and shall follow the standard City billing procedures. Invoices for each billing shall be submitted on the form referred to ("Invoice Form"), along with all required data and documentation required by the Invoice Form. MTA shall provide City with a copy of the Invoice Form prior to the commencement of City's billings. City shall not be entitled to receive payment for any invoice not timely or otherwise sufficiently submitted, or for any invoice otherwise billing for work or services performed more than 90 days prior to such billing. Incomplete or inaccurate invoicing Forms submitted by City shall not be considered by MTA and shall be returned to City for re-submittal within 20 Days of receipt. Any such non-conforming submittals shall not entitle City to an extension of the submittal deadlines set forth in this Exhibit.

Each Invoicing Form shall be labeled as either "progress" or "final," shall be addressed to the MTA, and shall include a certification that the charges identified in such billing were appropriate and necessary to performance of the referenced contract and have not previously been billed or paid. The final billing, with a notation that all work covered by a specific Work Plan has been performed, shall be submitted to MTA within 90 Days following the completion of the work, shall recapitulate prior progress billings, shall show inclusive dates upon which work billed therein was performed, and shall include a certification that the charges identified in such billing were appropriate and necessary to performance of the referenced contract and have not previously been billed or paid.

2.4.2 The City's Finance Department shall be the City's "Billing Agency" and will process all billings and collect and disburse funds.

## **2.5 Payment of Billings**

Payment of each bill timely and properly submitted pursuant to Exhibit 7 Section 2.4 shall be due within forty (40) Days of receipt thereof; provided, however, that (a) all such payments shall be conditional, subject to post-audit adjustments, (b) City may stop any works pursuant to MTA's work plan if MTA fails to issue payments to any parts of City's billings within forty (40) Days and without written notification to City regarding the reasons of delay for such as disputed billings.