



**Infrastructure Development Process
Plans Review Checklist**

Project Name:
IDP Project Number:
Consultant:
Consultant PM:
Date:

Detailed Checklist Name:

		Complies			Comments
		YES	NO	N/A	
1. GENERAL ITEMS					
1.1	Include general notes for pay items (required).				
1.2	Any relocated or proposed driveways as part of the project shall complete a variance form (if necessary) and shall be approved by the City Traffic Engineer.				
1.3	If the project is located within 500-feet of a traffic signal, or within 200-feet of any other active traffic control or warning device that is supplied with electrical service or solar power, the equipment shall be shown on the plans. Add notes that any traffic equipment, (loops, conduits, wires, controller cabinet, traffic signals, school zone flashers, RRFB's etc.) shall be replaced with new equipment if damaged or being relocated.				
1.4	If a railroad is located within 200-ft of the project, extra care shall be taken not to damage any existing railroad equipment, railroad pre-emption, nor quiet zone equipment. If any is damaged or needs to be relocated, it shall be replaced with new equipment that meets the requirements of the railroad and the City of Tulsa. Please be aware that railroad equipment, railroad pre-emption, and railroad quiet zones, can be very expensive and any work on or near them will require permits from the railroad.				
2. TRAFFIC SIGNAL ITEMS					
2.1	Are any new traffic signals required as part of this project?				
2.2	Are any existing traffic signals or related equipment being affected as part of this project that require modifications? Any existing traffic signal equipment to remain shall be noted on the plans.				
2.3	Include traffic signal specific plan notes on the cover sheet of plans.				
2.4	COT standards and specifications shall be listed on the cover sheet for traffic signals.				

2.5	Proposed traffic signal plans.				
	a) If project calls for a traffic signal upgrade, proposed traffic signal infrastructure shall be shown to not impact locations of existing traffic signal equipment. Existing traffic signal shall remain in operation until traffic signal swap over.				
	b) Include traffic signal plan at 1" = 20' scale. Sheet shall include, but is not limited to: proposed traffic signal pole locations, vehicle signal heads, pedestrian signal heads, pedestrian push buttons, pull box locations, proposed conduit and wiring, controller cabinet, communications, electrical service connection location, and detection system.				
	c) If pedestrian signals are to be included as part of this project, signal equipment shall be proposed in locations compliant with the latest editions of the MUTCD, ADA, and PROWAG.				
	d) Electrical service coordination shall be confirmed with the respective electric company. Location of service connection shall be shown on the plans.				
	e) mast arm shall be called out and quantified on the signal plan in a sign summary table. Refer to 3.3 g) for sign summary table requirements.				
	f) Include proposed sheet with traffic signal phasing and sequencing information for signal timing and operations.				
	g) Include traffic signal sheet with wiring diagram and all required conduit / cable routing information.				
	h) Provide draft traffic signal timing plans upon construction				
	i) Request baseline signal timing information during design phase. Document when timing information was requested and received in the comments section.				
2.6	Existing traffic signal plans.				
	a) Any required traffic signals to be removed or relocated shall be shown on the plans.				
	b) Any existing traffic signals impacted by the proposed project shall be replaced and/or adjusted intersection by intersection.				
	c) All existing traffic signal poles to be removed shall specify existing foundation to be removed 2-ft minimum below finished grade.				

	d) Identify existing communication system and plan to maintain connectivity to citywide system during construction.				
	e) For existing traffic signals to be removed, specify a demolition and construction sequencing plan.				
	f) For plans requiring a temporary traffic signal, please refer to the latest edition of the MUTCD for requirements.				

3. TRAFFIC SIGNS AND PAVEMENT MARKING ITEMS

3.1	Are any traffic signs and/or pavement markings being added, removed, or affected by this project?				
3.2	Include traffic signs and/or pavement marking specific plan notes on the cover sheet of plans (pavement markings shall be extruded thermoplastic).				
3.3	COT standards and specifications shall be listed on the cover sheet for traffic signs and/or pavement markings.				
3.4	Proposed traffic signs and pavement marking plans.				
	a) Traffic signs and pavement markings shall be shown on the same sheet(s). Pavement markings and required sign placement shall be shown where necessary.				
	b) Specify pavement marking type, colors, line widths, and lengths according to COT standards.				
	c) Pavement markings to be shown where necessary (e.g., gore areas, at traffic circles, major transitions, turn lanes), with material and application specifications.				
	d) Specify the traffic sign designation, size, post type, and mounting type for each proposed traffic sign.				
	e) Provide dimensions for traffic sign placement and respective pavement marking placement accordingly.				
	f) If project is located near a school or school crossing zone, all applicable pavement markings (including continental crosswalks) and signing shall be proposed according to the latest edition of the MUTCD.				
	g) Include a sign summary table noting MUTCD sign designation, size, type, mounting type and quantity on the plans.				
	h) If new streets are being added as part of this project, include street name signs (with block numbers) both on the plans and in the sign summary table. Refer to COT standard 608B.				

	i) Private street signs should be replaced with black street signs and not red street signs.				
3.5	Existing traffic signs and pavement marking plans.				
	a) Any required traffic signs and pavement markings to be removed or relocated shall be shown on the same sheet(s).				
	b) Specify pavement marking type, colors, line widths, and lengths according to COT standards.				
	c) Specify traffic sign designation, post type, and mounting type to be removed or relocated on the plans.				
4. LIGHTING MAINTENANCE ITEMS					
4.1	Are any roadway, pedestrian, or highway lights being added, removed, or impacted by this project?				
4.2	Specify if proposed, removed, or impacted lights are currently or to be owned and maintained by PSO or the developer (specify in the comments section).				
	a) If owned/maintained by PSO, confirm light assembly type, location(s), and service connection(s) have been approved by PSO prior to construction.				
	b) If owned/maintained by the developer, please document in the comment section for record. Note that it is the developer's responsibility to coordinate service connection with the respective electric service provider.				
5. SCHOOL FLASHERS					
5.1	Are any school flashers being added, removed, or affected by this project?				
5.2	Include school flasher specific plan notes on the cover sheet of plans.				
5.3	Include COT standards and specifications on the cover sheet for school flashers.				
5.4	Proposed school flasher plans.				
	a) Is posted speed planned to be reduced to 25mph? If yes, school flasher is required. If posted speed is currently 25 mph, school flasher not required.				
	b) Proposed school flasher assembly information (pole, footing, control type) shall be identified on the plan sheets.				

	c) All proposed school flashers are to be solar powered and need to have RTC time clock. Reference COT standard detail 629A and respective design specifications.				
	d) Location(s) of proposed school flasher assembly shall be located on parcel lot lines (wherever possible) and in accordance with MUTCD 11th Edition requirements.				
	e) For locations adjacent to on-street parking, proposed school flasher assembly shall be placed at the parking stall lines (wherever possible).				
	f) Ensure adequate solar coverage for panels. Specify any necessary tree trimming on plans.				
	g) Front and back of each school flasher assembly shall be fully visible at all times.				
	h) Specify respective traffic signs and pavement marking at the flasher location(s).				
	i) Specify required advance warning traffic signs and pavement markings 200-ft minimum in advance of the school flashing zone on each side.				
5.5	Existing school flasher plans.				
	a) Any required school flashers to be removed or relocated shall be shown on the plans.				
	b) Any existing school flashers impacted by the proposed project shall be replaced and/or adjusted pole for pole as well as respective traffic signs and pavement markings.				
	c) All existing school flashers set on a foundation shall specify existing foundation to be removed completely.				
5.6	Confirm operation times and programming controls with COT and specify on plans (if applicable).				
5.7	Identify existing communication system and plan to maintain connectivity to citywide system during construction.				
6. GUARDRAILS					
6.1	Are any guardrails being added, removed, or affected by this project?				
6.2	Is any proposed guardrail warranted for this project? Or can the area in question be mitigated with other treatments such as object markers, signs, etc?				

6.3	Have alternatives to guardrails been considered? Please document findings in the comments section.				
6.4	Include guardrail specific plan notes on the cover sheet of plans.				
6.5	Include ODOT standards and specifications on the cover sheet for guardrails.				
6.6	Proposed guardrail plans.				
	a) All proposed guardrails shall be in accordance with ODOT details SKT-1, T-602, GHW1-1, GHW2-1, THRI-1, and GA31-1.				
	b) Specify height and type of proposed guardrail(s).				
	c) Specify type and length of upstream and downstream terminal(s).				
	d) Any guardrails along a curve shall have radius called out on the plans.				
	e) Any existing infrastructure within limits of proposed guardrail(s) including, but not limited to: driveways, traffic signs, and light poles shall be adjusted accordingly.				
	f) Provide details in the plan related to the proposed safety end treatment(s).				
6.7	Existing guardrail plans.				
	a) Any guardrails to be removed, relocated, or adjusted shall be shown on the plans.				
	b) Specify existing guardrail height. For any existing guardrails that are non-compliant, guardrails shall be adjusted for compliant height.				
	c) For any guardrail adjustments, specify new limits of upstream and downstream terminal(s).				