

**CITY OF BURBANK  
DEPARTMENT OF PUBLIC WORKS TRAFFIC DIVISION  
GENERAL TRAFFIC REQUIREMENTS**

1. It is the responsibility of the Contractor performing work on a public street to install and maintain the traffic control devices according to the latest edition of the **California Manual on Uniform Traffic Control Devices (California MUTCD)** or **Work Area Traffic Control Handbook (WATCH)** to insure the safe movement of traffic and pedestrians through or around the work area and provide protection and safety to construction workers.
2. The Contractor must submit a traffic control plan for approval when requested by the Traffic Division or when traffic handling cannot use a typical application in the latest **California MUTCD** or **WATCH**. Any revisions to the traffic control plans or requirements shall be approved by the Assistant Public Works Director-Traffic.
3. All traffic control devices (signs, delineators, barricades, type K temporary railing, portable changeable message signs, etc.) shall conform to the **Caltrans Standard Specifications, Section 12**. All devices must be in place and shall be repaired, replaced, or cleaned as necessary until work is complete and traffic control is not required.
4. Flashing arrow boards are mandatory for lane closures on any multi-lane street. If any barricades are to be in place at night, they shall be equipped with flashing/steady yellow warning lamps.
5. On working days, all travel lanes shall be open between 6:00 a.m. and 8:30 a.m. and between 3:30 p.m. and 7:00 p.m. One travel lane in each direction shall be open at all times between 8:30 a.m. and 3:30 p.m. Any deviation of lane closure hours shall be approved by the Assistant Public Works Director-Traffic.
6. If a bus stop is impacted by traffic control, the Contractor shall notify Burbank Bus at **(818) 238-5359**, [aemmer@burbankca.gov](mailto:aemmer@burbankca.gov), [contact@burbankbus.org](mailto:contact@burbankbus.org) or Los Angeles Metro at **(213) 922-4632**, [guglielmoe@metro.net](mailto:guglielmoe@metro.net) at least 5 working days before start of work.
7. If parking is impacted by traffic control, the Contractor shall post "TEMPORARY NO PARKING ANYTIME" signs at a minimum height of 3 feet and at least 5 working days before start of work. The Contractor may obtain signs from the Public Works Permit Counter. Once posted, the Contractor shall notify the Burbank Police Department Traffic Division, at **(818) 238-3100** for approval and enforcement of posted signs.
8. Vehicular and pedestrian access to adjacent properties shall be provided at all times.
9. The contractor SHALL notify the City of Burbank Transportation Management Center **5 business days** prior to installing any traffic control that reduces vehicular capacity on any signalized roadway within the City. Furthermore, 818-238-3953 and email at: [rockyer@burbankca.gov](mailto:rockyer@burbankca.gov), [dwilcox@burbankca.gov](mailto:dwilcox@burbankca.gov), [DMcLean@burbankca.gov](mailto:DMcLean@burbankca.gov)
10. Any work impacting any Traffic loops or cameras SHALL NOT COMMENCE without prior written consent from the City of Burbank Transportation Management Center via email. Impacted loops or cameras SHALL BE restored within a predetermined amount of time (between the contractor and the Transportation Management Center) or the City will restore them and the contractor will be billed.
11. During business hours, immediately notify the Public Works Department at **(818) 238-3915** or after hours, immediately notify the Police Department at **(818) 238-3000** if any of the following events occur:
  - a. A traffic signal is dark, flashing red, or malfunctioning near your work area;
  - b. A signalized intersection has traffic congestion near your work area;
  - c. Any traffic signal equipment or loop detector is damaged without planned replacement;
  - d. Any traffic signs, striping, or markings are removed without planned replacement

APPROVED:

  
\_\_\_\_\_  
**Jonathan Yee, Assistant Public Works Director-Traffic**