



SIGNS AND PAVEMENT MARKINGS PLANS GUIDE AND PLAN REVIEW CHECKLIST

OVERVIEW

This checklist serves as a guide for the consultant or Engineer of Record (EOR) in the preparation of Signing & Pavement Marking Plans and as an aid to the City's review of the submitted plans. Any questions regarding items contained herein should be referred to the reviewing agency (City of Dallas Department of Transportation Field Operations) for clarification. The Texas Manual on Uniform Traffic Control Devices (TMUTCD), compliance with applicable federal, state, and city rules and ordinances and engineering judgment should always be used when applying these guidelines. **This checklist is required to accompany all submittals to the City of Dallas.**

GENERAL INFORMATION

1. Signing and Pavement Markings Plans shall be designed and prepared by a qualified engineer with experience in Signing and Pavement Markings Plans and familiarity with the required standards. The Plans shall be submitted as early as the **65% Plan Review Phase**.
2. Signing and Pavement Markings Plans shall be signed and sealed by a registered professional civil engineer currently licensed in the State of Texas and in good standing.
3. Signing shall be in accordance with the most recent edition of the TMUTCD available at <https://www.txdot.gov/government/enforcement/signage/TMUTCD.html> and the DDOT Traffic Signs Standard; current edition.
4. Pavement marking shall be in accordance with the most recent edition of the TMUTCD available at <https://www.txdot.gov/government/enforcement/signage/TMUTCD.html> and the City of Dallas Standards 251D, as amended.
5. Signing and pavement marking shall be shown in the same plan view unless otherwise specified by the City of Dallas.
6. Signing and pavement marking plans shall include all existing signing and pavement markings at a minimum of 200 feet past the limits of construction, or to the nearest logical intersection connection, or to the limits of the traffic control transition length or as required by the City for adequate transitions and tapers to maintain traffic at the design speed.
7. The Engineer of Record shall field verify all existing Pavement Markings impacted by the project that may need to be refreshed due to tracking during the construction phase. Obliteration and re-Pavement Markings outside of the project limits may be necessary as noted in Item 6 above.
8. The Engineer of Record shall field verify all existing advance or approach signing applicable to the project. Reference signs on plan sheets including location or station and note status of sign.



9. Sign locations shall be coordinated with existing or proposed landscaping to ensure landscaping will not obstruct signs and shall incorporate ADA requirements.
10. Ensure the “Signs and Pavement Markings General Notes” are included on all plan sheets. See Appendix A
11. Clearly identify if sidewalk sections are impacted and if any signs are impacted by the temporary condition.

INSTRUCTIONS:

1. Use the attached list to verify the completeness of the engineering plans being submitted.
2. Check the box next to each item that has been provided on the plans.
3. If an item or section is not applicable to the given project, check “N/A”.
4. Add notes next to any items where clarification to City staff is needed.
5. Attach this completed Checklist and the Signs and Markings Plan Review Checklist at the time of the first submittal only. After all first submittals, please ensure that all comments provided by City Staff are provided with a response. If responses are not provided, subsequential reviews will not be considered.
6. The Department of Transportation reserves the right to reject any set of plans that does not meet these minimum submittal requirements.
7. The contact information must be signed and complete. All contact information is required and incomplete or missing fields will not be accepted.

ENGINEER CERTIFICATION:

“I, the undersigned, Engineer of Record for this project, hereby certify that I have reviewed the City of Dallas Department of Transportation Signs and Pavement Markings Plan Review Checklist packet, and that the information provided herein is correct and complete to the best of my knowledge.”

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Email: _____

PLAN REVIEW CHECKLIST ITEMS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency or provide an explanation for the omission. The following items are the requirements to be included on all respective plan sheets as it relates to the Signs and Pavement Marking Plans. Please acknowledge the incorporation of each item accordingly.

Use the following table and identify which travel modes will be affected by this project. If "NO", explain why in the explanation column.		
Operations:	Yes or No	If "No", provide explanation.
Sidewalk/Pedestrian Path		
Bike Facility		
School Zone		
On-Street Parking		
Vision Zero/High Injury Network		

<u>QUANTITY/LEGEND SHEET REQUIREMENTS:</u>	<u>YES</u>	<u>N/A</u>
Pavement Markings Summary Table (include obliteration quantities)		
Signing Summary Table (include TMUTCD designation, street located on, post type, post size, removal and salvage, relocations) <u>Reference TxDOT Small Sign Sheet Number SOSS.</u>		
Pavement Marking Symbol Legend for each type included on plans including description (Left Turn Arrow, etc.)		
Bike Lane Marking Detail per TMUTCD Pavement Marking Guidelines and NACTO. (if bike lanes are provided with the project).		
<u>SIGNING SHEETS REQUIREMENTS:</u>	<u>YES</u>	<u>N/A</u>
All signs shall be graphically depicted in the direction of travel as "PROPOSED" according to the correct TMUTCD designation with the correct sign ID code and appropriate size and station.		



Existing signs shall be faded and labeled as “Existing” designated to remain, to be removed and salvaged, or to be relocated. Include graphic depiction in the direction of travel with the correct TMUTCD designation with the correct sign ID code and existing size and station.		
The Engineer of Record shall field verify all existing signs, including advance or approach signing applicable to the project and show on plans. Signs on the plan sheet shall be referenced including location or station and note status of the sign.		
In the sign summary table, when EXISTING and PROPOSED signs are at the same location, lines and entries for the removed and new signs shall not be separated, if possible. An “X” shall be provided in both the “PROPOSED” and “REMOVE EXISTING” boxes to note the removals.		
Show all existing signs which are old and need to be replaced. Signs that are faded or damaged shall be identified and a notation added to remove and replace with new. All existing signs shall be field checked within the project limits and be included on the plans to be replaced with new signs. Coordinate with the City of Dallas Field Operations Signs Manager.		
When placing signs back to back, make sure the distinctive shape of the sign facing traffic is not occluded.		
Signing shall match the Pavement Markings.		
Coordinate with adjacent projects to ensure no signs are left off the plans and/or conflict.		
Check and re-check that there are no inconsistencies between what is on the sign summary tables and the plan sheets in terms of sign color, size, TMUTCD designation, etc. The summary tables need to ensure that all information is correctly transcribed. It is important that the summary tables are correct.		
Check to determine if the project limits are within the City of Dallas Vision Zero Plan or identified in the Pedestrian High Injury Network. If this is applicable, please coordinate with the Engineering Program Administrator – Field Operations to determine applicable Sign modification and/or installation.		
When project limits are within a school zone, make sure the existing signs are in compliance with TMUTCD Part 7 School Areas with the review of the school Traffic Management Plan. Show all existing and proposed School Zone Assembly Signs.		

<p>If a bike facility is proposed, show all applicable signs per TMUTCD Part 9 in addition to reviewing NACTO Urban Bikeway Design Guide. Please contact the City Bike Manager to determine the bike facility type.</p>		
<p><u>PAVEMENT MARKINGS SHEETS REQUIREMENTS:</u></p>	<p><u>YES</u></p>	<p><u>N/A</u></p>
<p>All existing Pavement Markings shall be shown (shaded back), identified by type and width, and completely dimensioned across the roadway.</p>		
<p>Raised Pavement Markings (RPMs) shall be graphically shown in plain view and referenced by construction notation, if applicable.</p>		
<p>All new Pavement Markings shall be clearly identified noting color and line width.</p>		
<p>All limits of Pavement Markings to be removed shall be clearly marked and noted if to be removed by resurfacing or new pavement.</p>		
<p>All pavement arrows, crosswalks, stop bars, symbols, etc., shall be located by station or dimension lines.</p>		
<p>Lane widths shall be shown from center of stripe to center of stripe or from center of stripe to back of curb (BC) at each and every transition point (e.g., at beginning of add or drop lane tapers, etc.). This is necessary for layout during construction.</p>		
<p>Right-turn and left-turn Pavement Markings length shall be shown and be consistent with the City of Dallas Standard 251D.</p>		
<p>Dimension right-of-way shall be shown at beginning and end of project and where transition in right-of way width exists. Multiple right-of-way lines shall be labeled with the name of the appropriate jurisdiction.</p>		
<p>For all school zones, show the limits of the transverse pavement marking at the start and end of the school zone per TMUTCD Part 7.</p>		
<p>Ensure the areas where bike lanes are proposed; coordination and design has been reviewed by the City of Dallas Bike Manager and/or Chief Planner.</p>		
<p>Check to determine if the project limits are within the City of Dallas Vision Zero Plan or identified in the Pedestrian High Injury Network. If this is applicable, please coordinate with the Engineering Program Administrator – Field Operations to determine applicable Pavement Marking modification and/or installation.</p>		



APPENDIX A

Signs and Pavement Markings General Notes

1. The Developer/Contractor installing the signs shall be responsible for locating and protecting all underground utilities.
2. All material and work shall conform to the latest edition of City of Dallas Standards 251D as amended, City of Dallas Department of Transportation (DDOT) Traffic Signs Standards and Texas Manual on Uniform Traffic Control Devices (TMUTCD) Standard Plans; unless otherwise approved by the City.
3. All traffic stripes, pavement markings, and signs shall be reflectorized and in standard size as according to Texas Manual on Uniform Traffic Control Devices (TMUTCD).
4. The Contractor shall furnish and install all traffic stripes, raised pavement markers (RPMs), ceramic buttons, pavement markings, traffic calming devices and signs in accordance with the plans and as directed by the Engineer.
5. Removal of existing pavement markings shall be accomplished by a method that does not materially damage the surface or texture of the pavement. The pavement markings shall be removed to the extent that they will not be visible under day or night conditions. Under no circumstances shall black paint be used to cover existing markings or mistakes in striping.
6. All pavement markings including crosswalks, limit lines, bike symbols, and stop bars shall be applied with pre-formed thermoplastic, spray thermoplastic, extrude thermoplastic or painted material.
7. All RPMs and Ceramic Buttons shall be installed within seven working days of roadway striping. All existing RPMs and Ceramic Buttons within the project area shall be replaced in kind or removed in accordance with the plans, or as directed by the Engineer. All existing Cast Iron Buttons shall be removed and not replaced; please ensure the removal does not cause pavement distress and/or fatigue. In the event there is drop or open hole from the cast iron button removal, the pavement area shall be restored by the Contractor to drivable conditions.
8. All RPMs and Ceramic Buttons installed on concrete shall be installed by epoxy adhesive and on asphalt shall be bituminous adhesive.
9. The Contractor shall install standard size sign panel in accordance with DDOT Traffic Sign Standards, unless otherwise noted or directed by the City. The exact location of all signs shall be determined in the field by the Engineer or City Designee.
10. The Contractor shall remove signs in accordance with the plans and as directed by the Engineer. The Contractor shall deliver removed signs to the DDOT Traffic Sign Shop (3204 Canton Street, Dallas, Texas 75248) or as directed by the Engineer.
11. The Contractor shall replace all signing and striping within project limits damaged or



altered by the project, as determined by the DDOT Signs and Pavement Marking section representative.