

# TRAFFIC MANAGEMENT PLAN INSTRUCTIONS

## PROCESS

Use these instructions and checklist found at the end of this document to help you prepare for your meeting with the Traffic Engineer.

- 1. Initial Traffic Management Plan (TMP).**  
Provide a measured drawing showing footprint of the proposed project site. Consult the “Traffic Management Plan Guidelines,” which include generic plans and parameters. Please save your initial plan as a *pdf* or AutoCAD file.
- 2. Initial Project Description.** A brief summary explaining your project and process. What is the scope of your work? Are you blocking any portion of the street or sidewalk? For how long? Where will you be parking project vehicles? What is the duration of your project? Note: working hours will be recommended by Traffic and Parking (T&P) and approved by Public Works.
- 3. Submit draft to Traffic Engineer.** Email or hand deliver initial traffic management plan and project description to Terence Smith, Senior Traffic Engineer [TSmith@somervillema.gov](mailto:TSmith@somervillema.gov) or 133 Holland Street.
- 4. Meet with Traffic Engineer.** After reviewing materials, Engineer will set up a meeting to review and approve. T&P is located at 133 Holland Street.
- 5. Public Works (DPW).** Once TMP is approved, bring to Public Works for any further permits you need to start work., located at 1 Franey Road. Telephone (617) 666-3311.
- 6. Temporary No Parking Signage or Meter Bagging.** Email [Traffic@somervillema.gov](mailto:Traffic@somervillema.gov) or call (617) 625-6600 if you need No Parking signage or bags to cover street meters. Keep in mind signage must be in place 48 hours before work begins.
- 7. Police Detail.** If TMP requires a police detail, information can be obtained from the Police Department at (617) 625-1600.
- 8. How long does this take?** The timeframe is based on individual project needs. Most plans are approved in a week.

## QUESTIONS?

For questions regarding TMPs, email Terrence Smith at [TSmith@somervillema.gov](mailto:TSmith@somervillema.gov) or call 617-625-6600 extension 7945. You can find more resources on our website at [ParkSomerville.com](http://ParkSomerville.com).

## PARKING SOLUTIONS

Did you know we offer parking permits for contractors, commercial vehicles, realtors, rental cars and more? Check out our website for more details at [ParkSomerville.com](http://ParkSomerville.com).