

**CITY OF ORLANDO- MAINTENANCE OF TRAFFIC (MOT)/TEMPORARY  
TRAFFIC CONTROL PLAN (TTCP) - GENERAL NOTES**  
(revised 12.30.25)

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**1. Closure Request & Public Notification Requirements**

**1A.** Closures to include whole roadway, lane or sidewalk in the City of Orlando Right of Way requires a Maintenance of Traffic (MOT)/Temporary Traffic Control (TTCP) Plan approved by the Special Event & Traffic Safety Division prior to the start of work following the submission/notification guidelines below via the City's closure request portal:

<https://www.orlando.gov/Parking-Transportation/Request-a-Road-Lane-or-Sidewalk-Closure>

**1B. Closures – LESS than (14) Days**

- 1) Submit closure requests **(10) business days** prior to the planned closure start date.
- 2) Upon approval, PCMS signs must be installed **(5) business days** in advance.
- 3) For full road closures, notification to affected residents/businesses is required to be hand delivered **(5) business days** in advance using a city-provided flyer template or preapproved flyer/doorhanger.

**1C. Closures – MORE Than (14) Days**

- 1) Submit closure requests **(15) business days** prior to the planned closure start date.
- 2) Upon approval, PCMS signs must be installed **(10) business days** in advance.
- 3) For full road closures, notification to affected residents/businesses is required to be hand delivered **(10) business days** in advance using a city-provided flyer template or preapproved flyer/doorhanger.

**1D. Multi-Phase Closures**

- 1) Each phase **MUST** be submitted **(10) business days** before each phase planned start date via the City's closure request portal: <https://www.orlando.gov/Parking-Transportation/Request-a-Road-Lane-or-Sidewalk-Closure>

**1E. Project Duration Extensions**

- 1) Notify the City **(2) business days** prior to the original project end date at: [clousurerequest@orlando.gov](mailto:clousurerequest@orlando.gov).

**1F.** While the above timelines apply to most closure activities, requests involving manhole inspections, wastewater maintenance and services, and fiber installations may follow separate coordination timelines. These requests should be submitted **at least two business days** in advance to ensure proper scheduling and review.

**1G.** For metered and on-street parking within closures, parking meter rentals can be found at: <https://www.orlando.gov/Parking-Transportation/Parking/Apply-for-Meter-Rental> or call 407.246.2155.

**1H.** Notify the Orange County School Board Safety Manager **(7) business days** before construction to coordinate school bus rerouting: [Adam.Zubritsky@ocps.net](mailto:Adam.Zubritsky@ocps.net), cc: [closurerequest@orlando.gov](mailto:closurerequest@orlando.gov).

**1I.** Notify Lynx **(5) business days** prior to construction to coordinate transit rerouting: [msweeney@golynx.com](mailto:msweeney@golynx.com), cc: [closurerequest@orlando.gov](mailto:closurerequest@orlando.gov).

**1J.** The approval of an MOT/TTCP plan requires a minimum of five working days from the time of receipt of all required plans and follows the process stated below. Additional time may be required for more complex plans or plans requiring additional coordination.

## **2. MOT/TTCP Design Requirements**

**2A.** Any lane, sidewalk, roadway, or intersection closure requires the contractor to submit a MOT/TTCP in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) and FDOT Design Standards.

**2B.** Full intersection closures require an MOT/TTCP plan that is signed and sealed by a registered Professional Engineer in the State of Florida.

- 1) Any modifications to the traffic control plan must also be signed, sealed, and approved by the Special Event & Traffic Safety Division Manager or designee prior to implementation.

**2C.** Plans must account for all phases of construction.

**2D.** An aerial map showing the work location and MOT/TTCP limits must be submitted, and must:

- 1) Display Street names
- 2) Illustrate Lane closures and/or road closures
- 3) Include multiple numbered maps if needed for clarity

**2E.** Traffic control designs shall incorporate all required signs, barriers, channelizing devices, pavement markings, and provisions to safely guide pedestrians, bicyclists, and vehicles while protecting workers.

**2F.** The City of Orlando reserves the right to require modifications or additional devices based on real-time traffic conditions.

**2G.** Barriers may be required to protect drop-offs or elevated hazards and must be installed per FDOT specifications.

## **3. In-Field Requirements**

**3A.** Work may be suspended for special events. Contractors must adjust schedules and MOT/TTCP accordingly and may be required to temporarily restore the site to a safe, functional condition.

**3B.** All signs and traffic control devices must be new or in like-new condition. Post-mounted signs are required unless specified otherwise.

**3C.** Cones shall only be used in active work zones where workers are present and must have Department-approved reflective collars when used at night.

**3D.** Daily Lane closures are prohibited from 6:00 AM–9:00 AM and 3:00 PM–7:00 PM, Monday–Friday, unless pre-approved. Additional restrictions may apply based on location.

**3E.** During non-working hours, no equipment, vehicles, or materials shall be stored within the roadway clear zone.

**3F.** Existing regulatory and warning signs must be maintained unless otherwise specified.

**3G.** Pedestrian access must be preserved on at least one side of the roadway. If not possible, contractors must provide temporary walkways, boardwalks, or concrete sidewalks.

**3H.** Access to residences and businesses must always be maintained.

**3I.** On-street parking must remain available for the public and shall not be used for contractor purposes.

**3J.** All staging and storage locations must be identified in the MOT/TTCP.

**3K.** No lane closures are permitted during inclement weather or City-observed holidays/holiday weekends, unless pre-approved.

**3L.** Delivery trucks shall not block traffic lanes.

**3M.** Temporary pavement markings on final surfaces must be 3M Stamark Removable Wet Reflective Tape or equivalent. Foil-back tape is not permitted.

**3N.** Only black removable pavement tape is allowed to cover existing markings on final surfaces. Paint is strictly prohibited. Grinding may be allowed on surfaces scheduled for repaving.

**3O.** Temporary paint and retroreflective pavement markers are permitted on surfaces planned for milling and resurfacing.

**3P.** All obliterated pavement markings must be restored to original condition prior to reopening the roadway.

**3Q.** Retroreflective pavement markers must be installed with pavement markings and per FDOT specifications.

**3R.** Daily inspections will be conducted by the City of Orlando Traffic Control Safety Inspectors. Immediate correction may be required. Non-compliance may result in citations, fines, or a stop-work order if safety is compromised.

**3S.** All MOT devices and restoration of the city right-of-way must be completed and removed within 24 hours of project completion and road reopening.

**3T.** Any existing signs removed, damaged or relocated during construction should be replaced with similar or upgraded materials/hardware.

**3U.** If the closure impacts a traffic signal in any way refer to the City of Orlando Signalization General Notes found here:

<https://www.orlando.gov/files/sharedassets/public/v/1/departments/transportation/orlando-signalization-general-notes-updated-april-2025.pdf>

#### **4. Traffic Control Supervisor (TCS) Responsibilities**

**4A.** TCS with a current FDOT Advanced MOT Certification must be provided by the contractor to oversee the installation and maintenance of traffic control devices.

**4B.** The TCS and staff certifications must be always kept on-site and submitted to the City prior to MOT implementation.

**4C.** The TCS must be available 24/7, involved in all traffic control changes, and responsible for daily project oversight.

**4D.** The TCS must be present during initial and subsequent setups and changes to traffic control.

**4E.** All deficiencies must be corrected immediately.

**4F.** The TCS must be onsite within 45 minutes of emergency notification and be prepared to implement corrections.

**4G.** The TCS must perform weekly daytime and nighttime inspections, including traffic flow, pedestrian/bicyclist access, and business accommodations.

**4H.** The city may disqualify a TCS for non-compliance and suspend work until compliance is restored.

**4I.** Daily inspections may result in immediate corrective action. Work stoppage may be enforced until issues are resolved.