Traffic Control Plans (TCP)

A Traffic Control Plan clearly illustrates how pedestrian, vehicular, transit, bicycle and emergency traffic will be routed through and around your Event Site. The TCP may be prepared by the Event Organizer or by a private company.

The plan should comply with the US Department of Transportation's Manual on Uniform Traffic Control Devices and include a detailed description and map of the following:

Required Information:
1. Name, date and hours of the event
2. Street closures
3. Start/finish lines, if applicable
4. Event route(s), if applicable
5. Detour route(s)
6. Parking areas (See Parking for more information)
7. Traffic control devices (i.e. Barricades, Cones, Drums, Signs, etc.)
8. Police/Certified Flagger posts
9. Monitor posts
10. **Event Manager's contact information (cell phone) during the event**
11. **Traffic Control Supervisor's contact information (cell phone) during the event**

Arterials
Principal arterials are generally off limits. All travel lanes on other arterial streets shall remain open from 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m. unless approved by the Public Works Director on the condition that impacts to traffic flow may be mitigated with an approved Traffic Control Plan. For designated arterial streets see BMC 11.63.110 E.

Block Parties
For block parties on low-volume streets, the City's standard TCP may be used (TC-340).

Emergency Access
A minimum 15-foot wide emergency access lane must be provided and remain open at all times.

Fees
There are no additional charges for the closure of public streets or for review of the Traffic Control Plan. If the event closes parking in metered or time-limited zones, the applicant must post the meters as NO PARKING 24 hours in advance of the event. Other parking areas must be posted 72 hours in advance of the event.

Event Organizers may be required to hire private security or off-duty police officers for traffic and/or pedestrian control. When police staffing is required, arrangements will be made by the City and paid for by the Event Organizer.

Pre-approved Routes and Street Closures
Staff has vetted the following pre-approved routes and street closures that have been demonstrated to accommodate certified-distance races, parades and festivals. Traffic Control Plans are still required but are well-established and easy to approve.

Certified 5K:
- Civic Field: Begins at Civic Field, accesses the trail corridors in the vicinity and returns in a loop to Civic Field.
- South Bay Trail: Begins and ends at Depot Market Square, utilizing the South Bay Trail and Boulevard Park
- Fairhaven Park: Begins and ends at Fairhaven Park, travelling along the sidewalk/bike lane on Chuckanut Drive , the interurban trail and the sidewalk/bike lane on Old Fairhaven Parkway
- Squalicum Creek Park: Begins at Squalicum Creek Park, travelling through the Birchwood Neighborhood, BTC, and along the trail system.
- Village Green: Begins and ends at Village Green, travelling down one lane of Harris Avenue, around to Taylor Dock, to Boulevard Park and back.
- Whatcom Falls Park: Utilizes the wooded park trails.

Parades:
- Cornwall Avenue: Staging area at Bellingham High School; parade down Cornwall Avenue, left on Chestnut and right on Railroad Avenue ending at Depot Market Square.

Festivals:
- Bay Street: The 1300 Block of Bay Street, between W Holly and W. Champion, was designed as a festival street to be closed for community events.
- Railroad Avenue: The half block of 1100 Railroad, adjacent to Depot Market and Boundary Bay brewery.

Races
Bike races are restricted to city streets and trails. Runs and walks may take place on city streets (if there are enough participants), trails, or sidewalks.

Street Closures
A street may be closed for an event that provides a civic benefit to the community. The street closure restricts vehicular and bicycle access; pedestrian access along sidewalks shall be maintained at all times. For lane closures, refer to Standard Plan TC-330.

All travel lanes on arterial streets shall remain open from 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m. unless approved by the Public Works Director on the condition that impacts to traffic flow may be mitigated with an approved Traffic Control Plan. For designated arterial streets see BMC 11.63.110 E. In general, arterial streets are any roadway with a center line or lane markings.

Street Closures require the Event Organizer to sign an Indemnification and Insurance Agreement verifying insurance and that the Event Organizer shall defend, indemnify and hold the City harmless from all claims and liabilities associated with the event.

Traffic Control Devices
Signs, barricades, flashing lights, VMS boards, traffic cones, traffic drums, "No Parking" signs, etc. may be required as part of an event's Traffic Control Plan. Traffic control devices must be arranged and paid for by the Event Organizer. The City of Bellingham does not provide or rent equipment or assist with the closure of the street, except for neighborhood block parties through the Bellingham Block Party Trailer.

Traffic Control Monitors/Flaggers
Mandatory monitor posts will be determined by the Bellingham Police Department. All monitors working in public right-of-way are required to wear safety reflective vests at all times while on duty. Insufficient monitors could result in cancellation of the event.

If flaggers are required, only certified flaggers are permitted. Running and other racing events will need to provide certified flaggers to stop vehicle traffic when crossing roadways, but may use volunteers to stop racers.

Volunteers will be needed to monitor any railway crossing that is not equipped with a mechanical stop bar.

Preliminary TCP (to be submitted with application)
The Event Organizer must prepare an initial Traffic Control Plan that provides as much of the required information as possible. This draft will be reviewed by City staff, who will provide direction and conditions to help you finalize the TCP. Routes are subject to change if they conflict with arterial traffic flow or construction projects.

Final TCP (to be approved prior to permit issuance)
You may wish to have the final TCP prepared by a professional to ensure it complies with all the requirements. Most sign rental businesses provide this service. The TCP must be legible and include all of the required information and conditions shared by City staff during the preliminary review.