

Engineering Record Type: Traffic Control Plan Submittal Process
Engineering Record Prefix: TCP-XX-XXXX

(For Additional Information [Click Here](#))

1. Login

- **Action:** Access the [Avondale Citizen Portal](#) and log in using your credentials.

2. Select "Create Application"

- **Action:** Once logged in, locate and click on the "**Engineering**" icon.
- **Next:** Under the Engineering section, click on "**Create Application**".

3. Sign In & Accept Terms

- **Action:** Sign in if prompted and accept the terms of service to proceed.
- **Next:** Click "**Continue Application**" to move to the next screen.

4. Select Record Type for Submittal

- **Action:** On the next screen, select the appropriate record type for your submittal.
- **Next:** Under the **Engineering** section, choose "**Traffic Control Plan**".
- **Next:** Click "**Continue Application**".

Step 1: Traffic Control Plan

- Under the Traffic Control Plan section, enter the following details:
 - **Project Information**
 - Project Name: Provide a concise, unique identifier for the project.
 - Detailed Description: Offer a comprehensive description of the project, including key quantities and scope of work.
 - **TCP Application Information**
 - City of Avondale Engineering Construction Permit Number (ENG-XX-XXXX): Enter the number if available.
 - Select the appropriate options from the dropdown lists as required.
 - **Street Restrictions**

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- Enter details about the impacted streets under the TCP Restrictions.
- You may list up to 4 impacted streets if necessary.

Step 2: Contacts

- **Contact Information:**
 - Select the required options for the following:
 - Applicant
 - Owner/Developer (Optional)
 - Emergency Contact (Required)
 - Ensure that Applicant and Emergency Contact are filled out, as they are mandatory.

Step 3: Attachments

- **Submittal Documents:**
 - Add the required documents listed under the Submittal Documents table.
 - You can either:
 - Select from Account: Choose documents available in your account.
 - Add Documents: Upload new files as necessary.
 - **Important:** Ensure that you select the correct Document Type when attaching files. Failure to do so may prompt an error message.

Step 4: Review

- Review all the information you have entered.
- If necessary, make any edits to the previously entered data.
- After verifying the information, check the box in the lower left to confirm certification.
- Click Continue to complete the application.

Completion

- After submission, you will receive a confirmation that your Traffic Control Plan Submittal has been completed.

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- Your Record Number (e.g., TCP-XX-XXXX) will be displayed on the screen.

Traffic Control Plan Status

- To track the status of your application:
 - Go to My Account in the upper right menu and select My Records.
 - Your Traffic Control Plan will be listed under the Engineering section.
 - The Status column will display the current status of your application (initial status: Info Received).
- You will receive email notifications regarding any status changes for your record.