



Work Plan Guidelines for Construction Permits

MTS requires all applicants and permit holders to submit a work plan with their permit application. The work plan should clearly describe the proposed work and identify any activities that could affect MTS property or operations.

The guidelines below outline what to include in your work plan. If you need information about trolley or bus schedules, or about non-operating hours at your project location, please reach out to mtsrow@sdmts.com.

Please ensure your work plan is complete and accurate before submitting it with your permit application. Incomplete work plans may result in review delays.

1	Contractor Information: <i>Name, company, and address.</i>
2	Project Purpose: <i>A brief description of the overall project and its objectives.</i>
3	Project Location: <i>A detailed description of the work to be performed within the MTS right-of-way or property. Include the distance from the nearest track or other MTS facilities.</i>
4	Project Scope: <i>Description of work to be performed in the MTS right-of-way of property. Mention the distance from the tracks</i>
5	Materials and Staging Areas: <i>Identify where materials and equipment will be stored and staged during construction.</i>
	Excavation: <i>List all types of excavation (e.g., potholing, boring, trenching). Include the locations and depths</i>
	Survey Monitoring Plan: <i>If applicable. Provide a plan showing proposed monitoring locations, methods, and frequency.</i>
	Backfill: <i>If applicable. Describe backfill materials and compaction methods.</i>
	Storm Water Management Plan: <i>If applicable. Outline erosion and sediment control measures and provide references to your approved SWPPP.</i>
	Community Outreach Plan: <i>If applicable. Describe planned public notifications or community coordination efforts, if required by local jurisdictions or MTS.</i>
6	Means & Methods: <i>A step-by-step description of how the work will be performed, including materials, methods, and sequence of operations.</i>
6	Safety (RWP) Training and Flagging: <i>Specify whether Roadway Worker Protection (RWP) training and flagging will be needed. If any part of the work is within 15 feet of the tracks, RWP training and flagging protection are required. Information on obtaining RWP safety certification is available on the safety website.</i>
7	Power Shut-Down: <i>Specify if a power-down is needed for the proposed work. If equipment or crew members will be within 10' of the overhead catenary system, a power down is required.</i>





**Metropolitan
Transit
System**

8	Equipment: <i>List all equipment that will be used within MTS property or right-of-way.</i>
	Noise, dust or other impacts from equipment
	Traffic Control Plan <i>If applicable. Provide traffic control drawings and detour plans showing impacts to MTS trolley or bus operations.</i>
9	Schedule: <i>Provide the proposed start date, duration, and working hours (e.g., day work, 7:00 a.m.–3:00 p.m., duration 5 days). Highlight specific days MTS right-of-way will be impacted.</i>
10	Subcontractors: <i>List the names and roles of all subcontractors involved in the work.</i>
11	Emergency Contacts <i>must include the following:</i> <ul style="list-style-type: none"> a. MTS Central Control- (619)595-4960 b. MTS Permit Coordinator- (619)557-4520 c. Onsite Supervisor d. Project Manager e. Safety Manager (if applicable)

