

Temporary Speed Zone Declaration Form

Help Guide

Introduction

The purpose of the Temporary Speed Zone Declaration webform is to assist in streamlining the approval process and potential changes in construction. Previously the TSZD was a pdf document that was filled out and attached. The new form allows for the TSZD to show Approvers when it is available for review. The approval process is now confined to the 90% phase of the TMP. TMPs will no longer be routed to BTO for 60% review and will only be routed for 90% review/approval if TSZD is the only Strategies that requires BTO review/approval.

The new TSZD tab

The new TSZD web form is located in the TSZD tab.





The screenshot shows a web interface with a navigation bar at the top containing tabs: General, TSZD (selected), Attachments, Team, Routing, Approval, and History. Below the tabs, the following information is displayed:

TMP ID: 10763 (Design ID:5300-01-15)
Current TMP Status: Approved (90%)

Temporary Speed Zone Declaration Forms

A Temporary Speed Zone Declaration form is only needed when the Temporary Speed Reduction strategy, or the Digital Speed Limit Reduction System strategy, is selected in Section 4.

At the top of the table area, there is a blue button labeled "Add TSZD Form" and a dropdown menu currently set to "Current".

ID	Start Date	End Date	Description	Status	
TSZD-10763-1	06/09/2025	06/20/2025	I-39 SB	Approved	   

At the top, there is a table listing the TSZDs that have been added to this TMP. From here, one can add a new TSZD, edit or delete an existing one, and download the PDF of each individual TSZD.

Viewing a TSZD displays it below the table:

Temporary Speed Zone Declaration Forms

A Temporary Speed Zone Declaration form is only needed when the Temporary Speed Reduction strategy, or the Digital Speed Limit Reduction System strategy, is selected in Section 4.

[Add TSZD Form](#) Current

ID	Start Date	End Date	Description	Status	
TSZD-10763-1	06/09/2025	06/20/2025	I-39 SB	Approved	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>

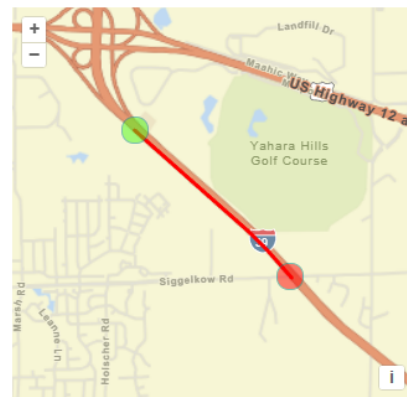
TSZD-10763-1

[Edit](#) [Delete](#) [Close View](#)

Description: I-39 SB

Locations:

- Location Number:** 1
- Begin County:** DANE
- End County:** DANE
- Highway:** I-39 SB
- Closure Type:** Mainline and Ramp
- Begin Landmark:** ON RAMP FROM US 12 EB | I-39 SB | DANE
- Direction From:** Downstream
- Distance From:** 0.18 mile(s)
- End Landmark:** SIGGLEKOW RD (B-13-0727 BEGIN) | I-39 SB | DANE
- Direction From:** Upstream
- Distance From:** 0.02 mile(s)
- Closure Distance:** 1.2 mile(s)



Will a longitudinal positive protection system be in place for this speed declaration? Example: concrete barrier, temporary pre-cast:

Yes

If so, what is the length of the positive protection system?:

1500 feet

What is the reason for the Temporary Speed Declaration request?:

Workers present within 12 feet of traffic for more than 1 hour
Narrowed lanes

Existing Speed Limit (mph): 70 **Reduced Speed Limit (mph):** 60

Anticipated Start Date: 06/09/2025 **Anticipated End Date:** 06/20/2025

Will the Temporary Speed Declaration be in place continuously or while workers are present within 12 feet of traffic only? (Typically daily/nightly/weekly reoccurring lane closures):

While workers present within 12 feet of open lane, all other times the speed limit returns to normal.

Adding, Editing, Deleting a TSZD

To add a TSZD, click the Add TSZD Form button. This will open a blank form for you to fill in.

Temporary Speed Zone Declaration Request

Remember that the most restrictive impact should be used as the determining condition.

Please create a short description of this temporary speed zone declaration. If multiple speed declarations exist for a project use the following format:

Roadway_Direction_Stage_Station

Select the roadway this Temporary Speed Declaration will apply to:

Select the location on the roadway the Temporary Speed Declaration will begin and end:

Will a longitudinal positive protection system be in place for this speed declaration? Example: concrete barrier, temporary pre-cast:

Yes No

If so, what is the length of the positive protection system?:

feet

What is the reason for the Temporary Speed Zone Declaration request?:

- Bidirectional traffic with flexible tubular markers
- Workers present within 12 feet of traffic for more than 1 hour
- Lane shifts
- Narrowed lanes
- Temporary pavement
- Milled surfaces
- Other reasons:

Existing Speed Limit (mph):

Reduced Speed Limit (mph):

Select the date the Temporary Speed Declaration will start and end:

Anticipated Start Date:

Anticipated End Date:

Will the Temporary Speed Zone Declaration be in place continuously or only while workers are present within 12 feet of traffic? (Typically daily/nightly/weekly reoccurring lane closures):

Continuously While workers present within 12 feet of live traffic, all other times the speed limit returns to normal.

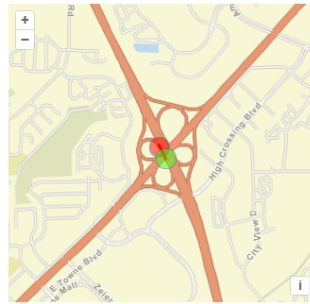
The location dropdown shows the locations already entered in Section 1C. One can select multiple locations that this TSZD will apply to. For example, selecting both I-39 NB locations, copies those locations into the TSZD:

Select the roadway this Temporary Speed Declaration will apply to:

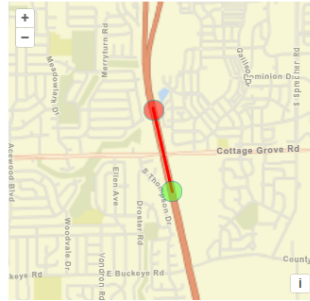
I-39 NB from HIGH CROSSING BLVD (B-13-0453 BEGIN) to US 151 (B-13-0103 BEGIN) x
I-39 NB from BB COTTAGE GROVE RD (B-13-0112 BEGIN) to BB COTTAGE GROVE RD (B-13-0112 BEGIN) x

Select the location on the roadway the Temporary Speed Declaration will begin and end.

Location Number: 2
Begin County: DANE
End County: DANE
Highway: I-39 NB
Closure Type: Mainline and Ramp
Begin Landmark: HIGH CROSSING BLVD (B-13-0453 BEGIN) | I-39 NB | DANE
Direction From: Downstream
Distance From: 0.08 mile(s)
End Landmark: US 151 (B-13-0103 BEGIN) | I-39 NB | DANE
Direction From: Upstream
Distance From: 0.07 mile(s)
Closure Distance: 0.06 mile(s)



Location Number: 3
Begin County: DANE
End County: DANE
Highway: I-39 NB
Closure Type: Mainline and Ramp
Begin Landmark: BB COTTAGE GROVE RD (B-13-0112 BEGIN) | I-39 NB | DANE
Direction From: Upstream
Distance From: 0.26 mile(s)
End Landmark: BB COTTAGE GROVE RD (B-13-0112 BEGIN) | I-39 NB | DANE
Direction From: Downstream
Distance From: 0.28 mile(s)
Closure Distance: 0.53 mile(s)

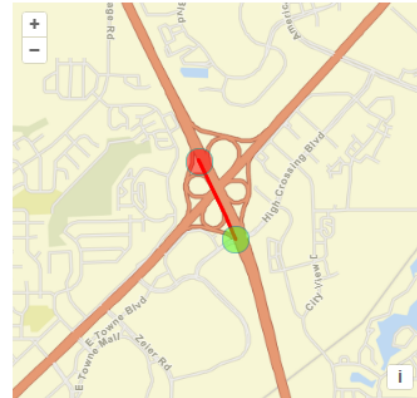


One can edit and adjust the locations, to better match where the speed reduction applies. In this example, the speed reduction starts before the work area, and extends after it:

Select the location on the roadway the Temporary Speed Declaration will begin and end: ②

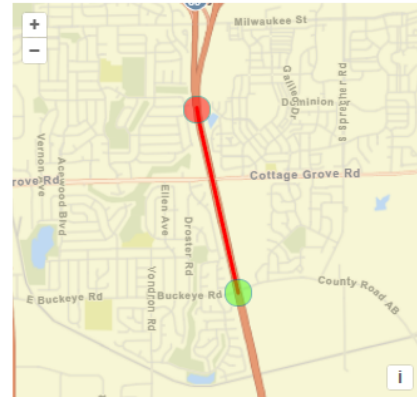
edit

Location Number: 2
Begin County: DANE
End County: DANE
Highway: I-39 NB
Closure Type: Mainline and Ramp
Begin Landmark: HIGH CROSSING BLVD (B-13-0453 BEGIN) | I-39 NB | DANE
Direction From: Upstream
Distance From: 0.12 mile(s)
End Landmark: US 151 (B-13-0103 END) | I-39 NB | DANE
Direction From: Upstream
Distance From: 0.01 mile(s)
Closure Distance: 0.37 mile(s)



edit

Location Number: 3
Begin County: DANE
End County: DANE
Highway: I-39 NB
Closure Type: Mainline and Ramp
Begin Landmark: BUCKEYE RD (B-13-0544 BEGIN) | I-39 NB | DANE
Direction From: Upstream
Distance From: 0.03 mile(s)
End Landmark: BB COTTAGE GROVE RD (B-13-0112 BEGIN) | I-39 NB | DANE
Direction From: Downstream
Distance From: 0.44 mile(s)
Closure Distance: 1.21 mile(s)



One can then fill in the rest of the form:

Will a longitudinal positive protection system be in place for this speed declaration? Example: concrete barrier, temporary pre-cast:

Yes No

If so, what is the length of the positive protection system?:

1,500 feet

What is the reason for the Temporary Speed Zone Declaration request?:

- Bidirectional traffic with flexible tubular markers
- Workers present within 12 feet of traffic for more than 1 hour
- Lane shifts
- Narrowed lanes
- Temporary pavement
- Milled surfaces
- Other reasons:

Existing Speed Limit (mph):

70

Reduced Speed Limit (mph):

60

Select the date the Temporary Speed Declaration will start and end:

Anticipated Start Date:

06/02/2025

Anticipated End Date:

06/20/2025

Will the Temporary Speed Zone Declaration be in place continuously or only while workers are present within 12 feet of traffic? (Typically daily/nightly/weekly reoccurring lane closures):

Continuously While workers present within 12 feet of live traffic, all other times the speed limit returns to normal.









Save

Cancel

Saving will add the new TSZD to the table at the top, and View the new TSZD.

Editing a TSZD is similar to adding one. Clicking on the Edit button, one can edit any of the form, and then one can save it.

To delete a TSZD, simply click the Trash Can icon in the table, or the delete button if you're viewing it already:

ID	Start Date	End Date	Description	Status	
TSZD-10804-1	06/02/2025	06/20/2025	US 12 EB		   
TSZD-10804-2	06/02/2025	06/20/2025	I-39 NB		   

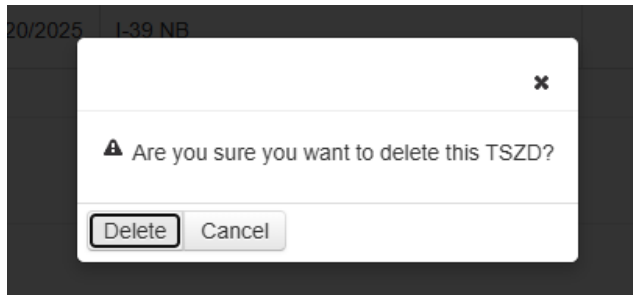
TSZD-10804-1

Edit

Delete

Close View





A popup will appear asking you to confirm you want to delete the TSZD:



Confirming the delete, removes it from the table and view:

System strategy, is selected in Section 4. TSZDs can be added after highway locations are added in Section 10.

[Add TSZD Form](#) Current ▾

ID	Start Date	End Date	Description	Status	
TSZD-10804-2	06/02/2025	06/20/2025	I-39 NB		   

Approval workflow

Adding, editing, and deleting a TSZD can be done anytime. The system does limit this during 90% Approval and Amendments (more below).

1. 60% routing phase
 - a. There are no changes in routing. Any TSZDs added to the TMP at this stage are not taken into account. 60% Review and Approval remain the same.

2. 90% routing phase
 - a. Routing the TMP during 90% phase does take the TSZDs into account.
 - i. Routing to BTO is determined both by the TMP itself (like it currently does), but also takes into consideration the TSZDs.
 - ii. If a TSZD is on an Interstate, or has an Existing Speed Limit of 65 mph or greater, then the TMP is routed to BTO.
 - b. Routing for 90% Review
 - i. The TMP is routed to the RT like normal.
 - ii. The TMP would be routed to BTO based on (a) above.
 - c. Routing for 90% Approval
 - i. The TMP is routed to the RT like normal.
 - ii. The TMP is routed to BTO based on (a) above.
 - iii. The TMP and TSZDs can be signed in any order.

- iv. Adding a new TSZD at this point in routing is not possible.
- v. If a TSZD is not approved by anyone yet, the TSZD can be edited or deleted. Once either the RT or BTO signs the TSZD, edit and delete would no longer be possible on the TSZD.
- vi. Routing is put on hold until the TMP and TSZDs are signed by everyone who needs to.
- vii. Once the RT and BTO approve everything, the TMP continues routing to the Chief like normal.

Note: BTO Home page

BTO's Inbox on the home page will include a TSZD column in the table, noting whether any TSZD needs approval, or when all the TSZDs are approved. This TSZD column will be filled in at 90% Review and later.

3. Amendments

- a. If a TSZD is amended, then the TMP will need to be routed for amendment approval.
- b. The TMP would be routed to the PM (like normal), the RT and BTO if needed.
 - i. BTO routing in this case:
 - 1. If the TSZD is edited or deleted, and previously approved by BTO at 90%, then the amended TSZD would need BTO approval.
 - 2. If the TSZD is added as an amendment, then 3(a) applies and the TMP is routed to BTO if needed.
- c. The PM will need to approve the TMP amendment.
- d. The RT will need to approve both the TMP and TSZD amendments.
- e. BTO will need to approve both the TMP and TSZD amendments.
- f. Once everything is signed, the TMP hits Amended status.

4. TSZD table at the top

- a. A table at the top of the TSZD tab shows the list of TSZDs, with buttons for editing, deleting, and downloading the PDF.
 - i. When the TMP is routed for 90% Approval, or routed for Amendment, add/edit/delete buttons will hide / show based on the following rules:
 - 1. Adding a new TSZD is not possible.
 - 2. If a TSZD is not approved by anyone yet, then it can be edited or deleted. Note to approvers do not approve if you have comments on the TSZD.
 - 3. Once either the RT or BTO signs the TSZD, edit and delete are not allowed for this TSZD.
 - 4. Note: showing / hiding edit & delete are specific to each individual TSZD.
 - a. Example:
 - i. TSZD 1 is already approved by the RT. Edit & delete would not be allowed.
 - ii. TSZD 2 is not signed by anyone yet. Edit & delete on TSZD 2 is allowed.
- b. This table contain the current list of TSZDs.

- c. In the Amendment phase, if a TSZD is deleted but previous approved by BTO, this deleted TSZD will be listed in the table for BTO to see.