



PURPOSE

This document is an applicant's general reference guide to the Revocable License Agreement (RLA) process.

DEFINITIONS

Right-of-Way (ROW) – The area of land dedicated to the City of Fort Lauderdale for sidewalks, swales, roadways, alleys and utility infrastructure.

Revocable License Agreement (RLA) and Agreement Ancillary to RLA (AARLA)

(RLA) Two types include: City grants the applicant with City ROW closure, over 72 consecutive hours, for the **(temporary)** construction or **(permanent)** for maintenance of ROW improvements to ensure and enhance public safety.

(AARLA) One type includes: County requires City and Licensee to enter into a tri-party agreement with County in perpetuity, when Licensee wishes to install and maintain certain Project Improvements in County ROW.

This review and approval process typically takes a minimum of 2 months.

Administrative Review Property Right of Way (PROW) – The application that initiates PROW Committee formal review of the proposed temporary City ROW closure.

City Commission Agenda Memo (CAM) – The descriptive document memo from City Manager to the Honorable Mayor & Members of the City Commission recommending approval of the proposed RLA.

Development Services Department (DSD) – City of Fort Lauderdale (City) Building Department, located at 700 NW 19th Avenue, Fort Lauderdale, FL 33311.

Engineering Division (ENG) – The division responsible for review and approval of permits to perform work within City ROW, including ROW-MOT Permits.

Transportation and Mobility Department (TAM) – The department responsible for review and approval of the MOT Plan to facilitate traffic through a work zone that is submitted to and approved by TAM.

ROW-MOT Permit – The Engineering permit authorizing implementation of approved MOT Plan. The permit application is submitted to and approved by ENG.

ROW-RL Record – The Engineering record authorizing ROW closures over 72 hours. (Record status shows complete once recorded RLA has been received.) Reference related MOT permit for inspections under RLA.

SUBMITTAL PROCESS



Initial point of contact for submittal process:

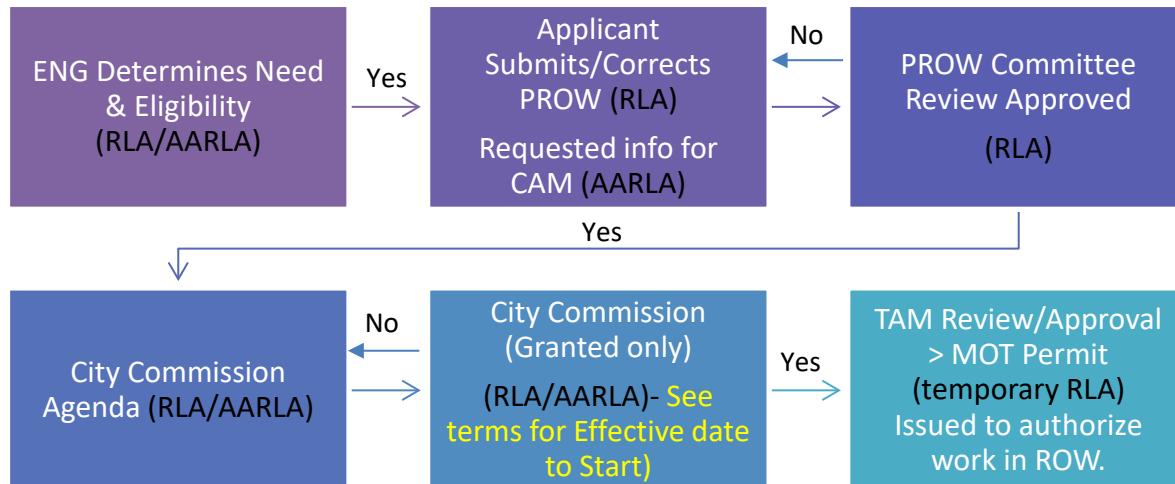
ENG Senior Administrative Assistant:

Primary: Barbara Camparscone, 954.828.5232, bcamparscone@fortlauderdale.gov



REVOCABLE LICENSE APPLICATION PROCESS

Diagram 1: Process Flow Summary



I. **Determine need and eligibility of a Revocable License.**

Prior to Online submittal of the formal PROW, the Applicant shall upload the following COMPLETED RL CHECKLIST along with the requested Attachments to **LauderBuild**. (Select New Application - Permits/Engineering - Engineering-Service Requests - Revocable License).

An (ENG-RL) record number will be provided for you to track the progress.

II. Click link for Checklist form: [RLA Checklist Form](#)

Note: When E-mailing for assistance, Subject shall contain: RLA Eligibility Request and include Site Plan/DRC Case# and Master Permit number (if applicable)



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Quick Link 2

URBAN DESIGN & PLANNING (UD&P) Planning Assistant:

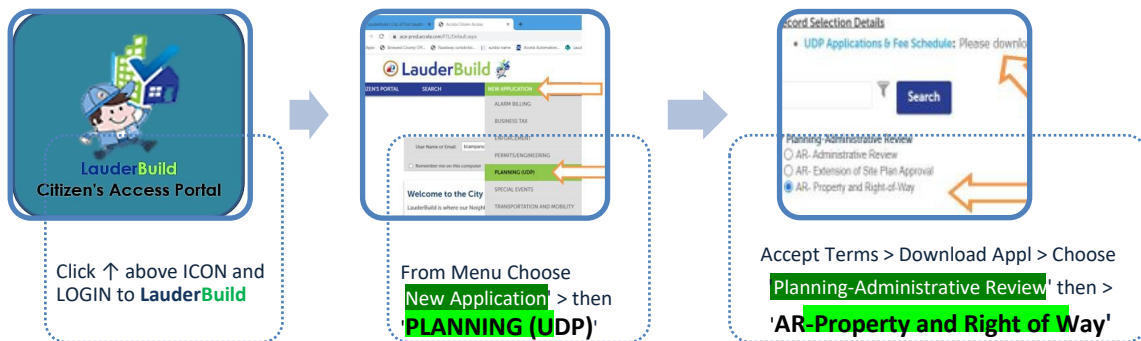
Contact:

954.828.6520, planning@fortlauderdale.gov

II. PROW Application and Fee (Temporary RLA):

- a. Once eligibility for the RLA is confirmed by ENG, the applicant is instructed to submit > [Application](#) - Check box 'Property and ROW Item'.
 - i. Visit the City's [UD&P Applications and Fee Schedule](#) for details.
 - ii. The PROW application is applied for online using **LauderBuild**.

Diagram 2: How to Begin PROW Application Process



- iii. Please note: **You must be Registered on LauderBuild to apply.** To Register and for Frequently Asked Questions (FAQ) click Quick Link 3 >

Quick Link 3



- b. Once PROW application is deemed complete, it may take up to 3 weeks for item to be placed on the next Admin Review Agenda.
- c. Agenda Coordinator places PROW item on the next available Agenda.
 - i. **Deadline** for placement of PROW item on an Admin Review Agenda is typically the **Friday prior** to the next Admin Review Meeting.
 - ii. Admin Review Meetings/Agendas are typically scheduled for the **1st and 3rd Thursdays of each month.**
- d. PROW item is discussed during Admin Review Meeting by the PROW Review Committee: Urban Design & Planning (UD&P), TAM, ENG, and other review disciplines as appropriate.



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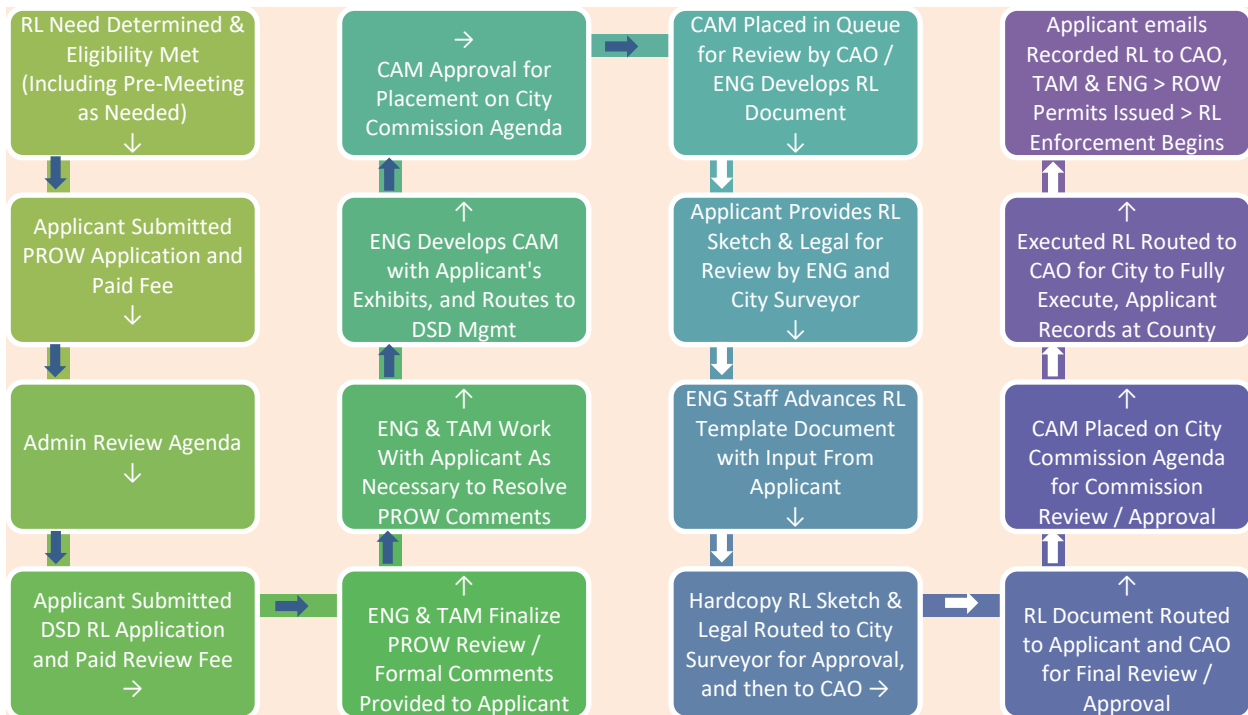
III. Revocable License Record Application Process and Fee (RLA/AARLA):

- a.  [Quick Link RLA](#)
-  [Quick Link AARLA](#)

IV. Property and Right of Way Review (Temporary RLA):

- a. This review may take a **minimum of two weeks** after all required information is received. Once Admin Review is complete, City Commission approval is required. There are typically **two Commission Meetings per month**. **Everything must be complete and ready weeks prior to being added to the City Commission Agenda.**

Diagram 3: Review Process Flow Detail Summary



V. DSD Review (Temporary RLA):

- a. ENG Reviewer (of the DRC Site Plan) and TAM staff proceed with a complete review of the PROW Application package, and formal written review comments are issued to the applicant typically within 2 weeks after the Admin Review / PROW Committee meeting.
- b. Critical items & exhibits (**Applicant's attention to detail helps avoid delays**):
 - i. Justification for proposed RLA timeframe and limits of City ROW closure area for each construction phase, especially sidewalk and



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travel lane closures (**Please be advised that any proposed City public sidewalk closure shall be approved in advance by the DSD Director**).

- ii. Detour Plan (*including Typical Section for each City Street affected by proposed ROW closure*) that is **consistent with** the License Area Map for each construction phase.
- iii. Results of applicant's neighbor outreach (*if appropriate*), from any adjacent property owner(s) whose City ROW frontage will be temporarily closed because of the proposed RLA
 - 1. Provide **all** construction phases, durations, and detour plans to the adjacent property owner(s) that will be substantially inconvenienced by this project.
 - 2. Provide written response(s) of adjacent property owner(s) support or not (*no special form is needed*), and if appropriate, try to verify their reason(s) for objection.

c. Please be advised that input solicited from other City staff review

disciplines, such as City Surveyor, Public Works, City Attorney's Office, and UD&P, may be required for approval. **Timely responses from applicant will help avoid delays.**

VI. **CAM Preparation (RLA/AARLA)**: Once the PROW review comments have been adequately addressed, the CAM document is drafted by ENG Reviewer. Supporting CAM Exhibits (*i.e. concise visuals*) such as Location Map, License Area Map(s), Detour Plan(s), Typical Section(s), etc. [*Examples available upon request*] will be developed based on information provided by the applicant.

- a. Please be advised that City Commission Meetings are typically held on the **1st and 3rd Tuesdays of the month**, except for a 1-month summer break in late July/early August. Prior to placement of CAM item on the desired City Commission Agenda, please be advised of the following internal **City staff deadlines** (in advance of the City Commission Meeting):
 - i. 6 Weeks – Review/approval of the CAM document and Exhibits by ENG Division Manager
 - ii. 4 Weeks – Review/approval of the CAM document and Exhibits by DSD Director
 - iii. 1 Week – Review/approval of the RLA document and Exhibits by Assistant City Attorney
- b. Once ENG Reviewer determines that the CAM document and Exhibits are ready for internal distribution, they are routed for DSD Management staff for review and approval.



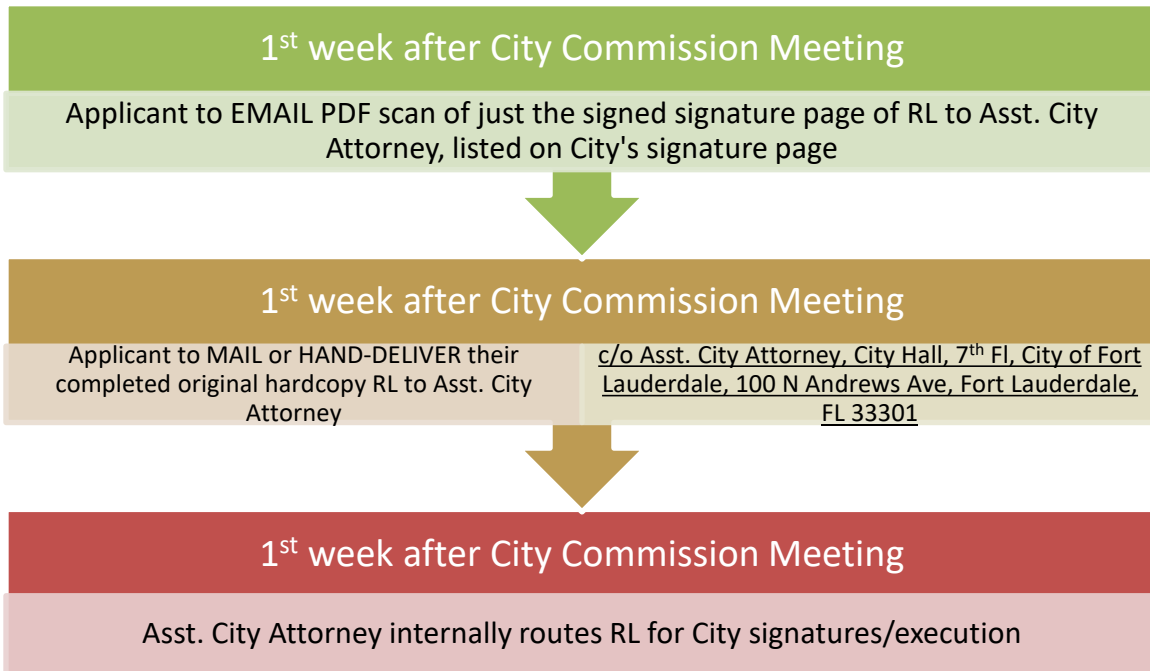
- VII. **CAM Approval (RLA/AARLA):** DSD Management staff approves the CAM document and Exhibits for placement on upcoming City Commission Agenda, which are uploaded to Legistar by ENG Admin staff.
- a. ENG Reviewer advances the latest RL boilerplate template document, with project-specific information provided by the applicant.
 - b. ENG notifies **Applicant to submit** City ROW [Maintenance of Traffic \(ROW MOT\)](#) permit for each phase (*as sub records to ENG-RL Record applied for in Section III of this guide*). The MOT permit numbers are included in the RL document (Permit fees and other applications/forms will be required).
 - c. ENG Reviewer requests a PDF copy of the Sketch & Legal Description (signed and sealed by a Florida registered professional land surveyor) that is consistent with the License Area Map for each construction phase, which are checked for **accuracy** and for **consistency** with the CAM document and Exhibits.
 - i. ENG Reviewer then routes internally to the City Surveyor for preliminary review/approval, and coordinates with applicant to address any required corrections.
 - ii. Once the City Surveyor deems acceptable the Sketch & Legal Description, **Applicant provides** the hardcopy original signed/sealed version to ENG Reviewer, which is routed to the City Surveyor for final approval, and then routed to the Assistant City Attorney for inclusion as an Exhibit to the RL document.
 - d. ENG Reviewer routes completed RL document to Applicant and Assistant City Attorney for final review/approval to finalize RL (*which is also an Exhibit to the CAM document*).
 - e. **Applicant shall work directly with primary contacts (ENG Reviewer and/or ENG Admin) throughout the process. Applicant shall not contact others listed herein unless instructed to do so.**
- VIII. **CAO Review Process (RLA/AARLA):** During this part of the process, the City Attorney's Office (CAO) is provided with the final version of the completed RL package by ENG Reviewer, including all supporting Exhibits.
- a. Assistant City Attorney reviews submittal.
 - b. ENG Reviewer coordinates corrections with Applicant if necessary.
 - c. Upon approval by the Assistant City Attorney, CAO staff uploads to Legistar the approved RL document and Exhibits as part of the final CAM package, to be reviewed by the City Manager.

Approval of the CAM package by the City Manager approves placement of the item on the City Commission Agenda, which is typically published on the Friday preceding the City Commission Meeting.



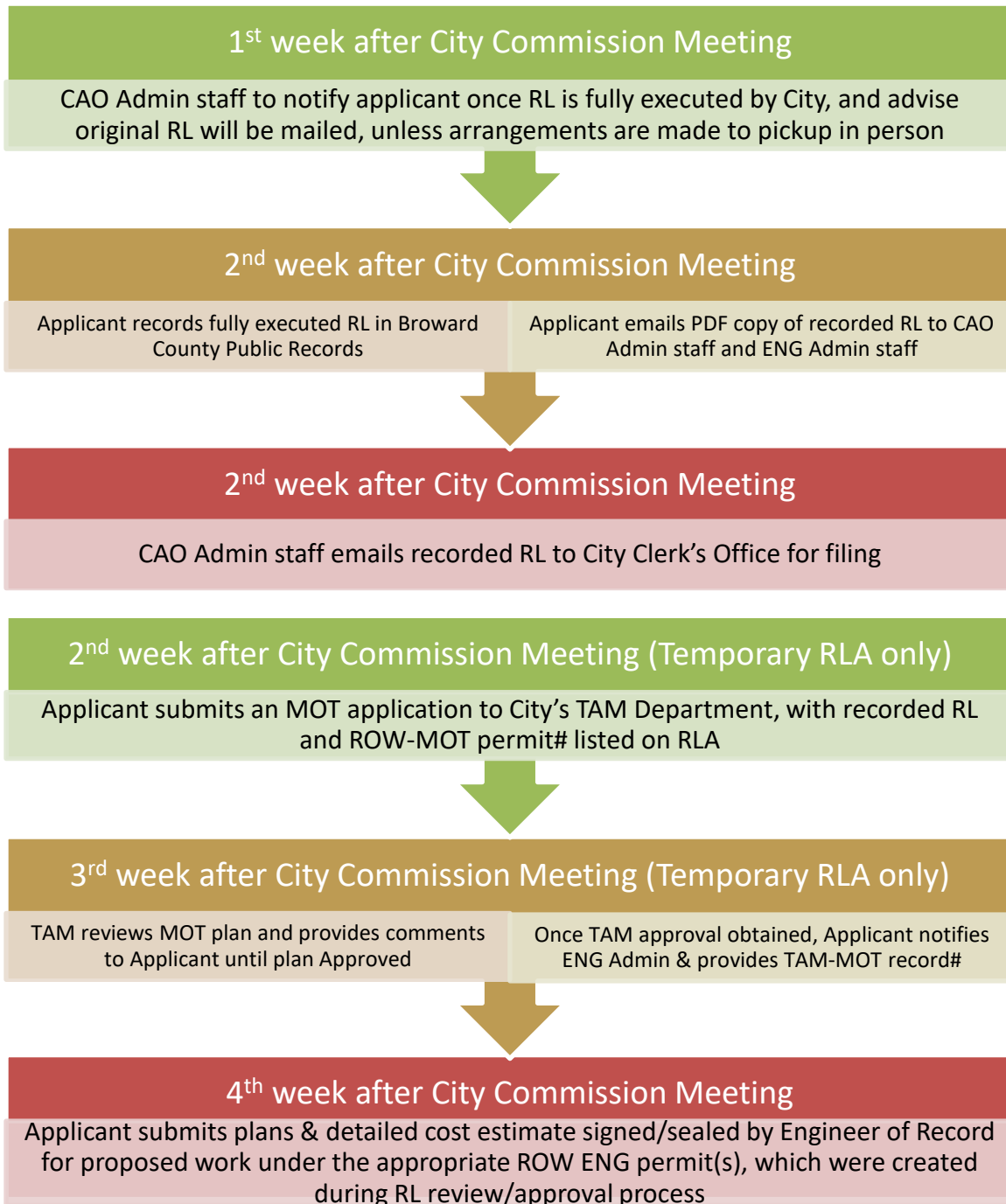
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- IX. **Revocable License Approval Process (RLA/AARLA):** What follows is a description of the pre-construction process subsequent to the RL being approved at the City Commission Meeting (with assumed timeframes):
- a. CAO Admin staff requests **Applicant to print one (1) hardcopy** of the approved RL document, single side only, and execute it as noted on the signature page of the agreement (1st week after City Commission Meeting)
 - i. RL must not be altered in any way.
 - ii. ALL SECTIONS MUST BE COMPLETED, including the Attestation and Notary sections, as well as the application of the corporate seal if one is available.



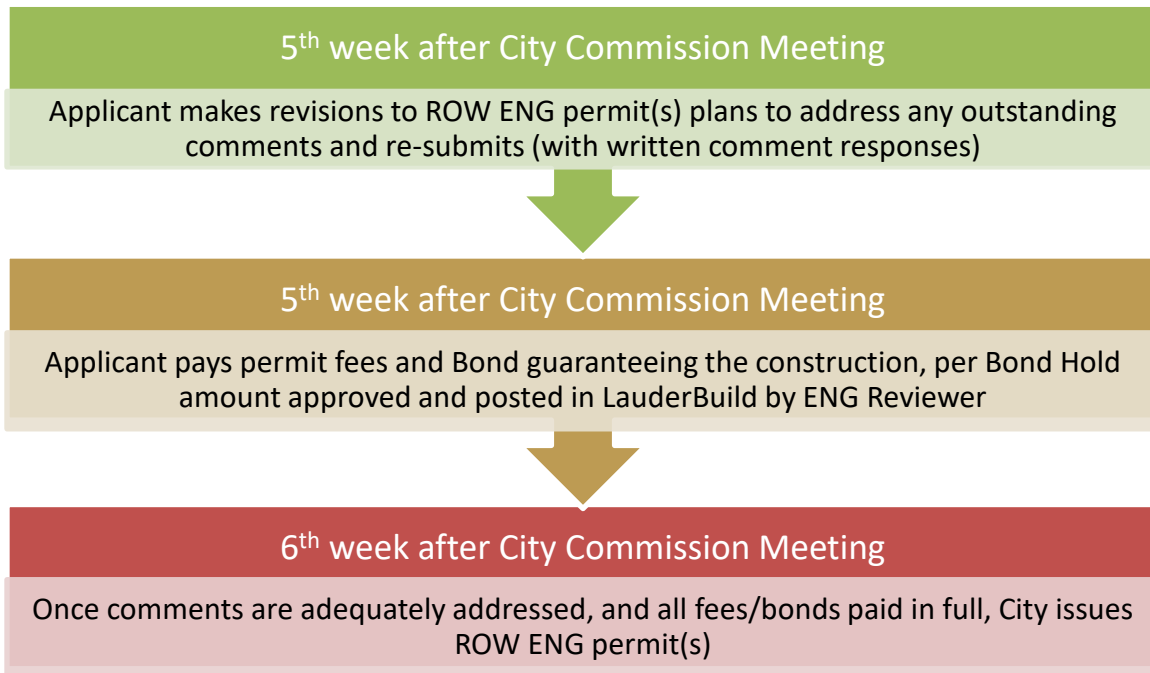


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Based on the above ideal/assumed schedule, applicant could start work as early as 6 weeks after the City Commission Meeting date.

- X. **Enforcement of the Revocable License:** Once MOT for the Revocable License Agreement is setup, daily DSD Engineering Inspections commence.
- XI. **RL Extensions (if Applicable):** Authorized by the City Manager on behalf of the City Commission, as stated in the approved RL document, RL extensions may be required to complete the work. Extension requests shall be made in writing via email to ENG Admin staff, detailing reason / need. Email subject shall include Master Permit number or ENG-RL permit number and "RL Extension Request". ENG Admin staff will implement internal process and route for approval, and applicant (requestor) will be updated via email the status of requests.
- XII. **Termination of Revocable License:** Once terms of the RL are satisfied, final inspections passed and associated permits completed, the RL may be terminated.