



PUBLIC WORKS DEPARTMENT

**TRAFFIC ENGINEERING DIVISION**

2300 W. Commercial Boulevard • Fort Lauderdale, Florida 33309 • 954-847-2600 • FAX 954-847-2700



**MEMORANDUM**

TO: Maintenance of Traffic (MOT) Applicants

FROM: Lei Cai

DATE: Nov 15, 2018

SUBJECT: MOT Application Procedure

In an effort to facilitate and expedite Broward County's MOT review/approval process, please review the attached MOT Instructions/Requirements documents and complete the attached MOT Application Form.

Effective October 1, 2007, the Broward County Traffic Engineering Division (BCTED), has implemented new submittal procedures to include the approved MOT Application Form and the items listed in the MOT Instructions/Requirements.

BCTED requires the hand delivery of original copy of MOT plans to our front desk. Any facsimile or e-mail transmittals are not acceptable.

Should you have any questions regarding these procedures, please call the MOT Hotline at (954) 847-2670.

Attachments:

1. "Maintenance of Traffic Instructions/Requirements" (Page 1)
2. "Maintenance of Traffic Instructions/Requirements for Special Event" (Page 2)
3. "Maintenance of Traffic Application Form" (Page 3)

## **Maintenance of Traffic (MOT) Instructions/Requirements**

An approved MOT Plan from the Broward County Traffic Engineering Division (BCTED) shall be required when work is being performed within Broward County Right of Way regardless of whether a right-of-way permit is required. The approved MOT Plan shall be on site prior to and during the entire operation. Ensure the Certified Worksite Traffic Supervisor is present to direct the initial setup of the traffic control plan, is available on a 24-hour basis, participates in all changes to traffic control and reviews the project on a daily basis. An MOT plan shall conform to, unless otherwise noted in the Broward County Minimum Standards, the latest editions of the Florida Department of Transportation (FDOT) Standard Plans 102-600 Series and the Manual on Uniform Traffic Control Devices (MUTCD). An approved MOT Plan and a copy of the permit, if issued, must be on site at all times. The MOT is valid for the duration of the time frame mentioned in the MOT Application Form. Once the MOT is approved by the BCTED, the permittee shall be solely responsible for the installation and maintenance of the approved work zone traffic control devices throughout the length of the project.

### Application Process for an MOT Plan:

- Include an MOT Application Form.
- Include a location map for the project.
- Submit an applicable FDOT Standard Plans Index from the 102-600 Series and/or a Typical Application figure from the MUTCD which represents the roadway characteristics and project conditions.  
For example:
  - If the project involves the closure of a sidewalk, include a sidewalk closure index.
  - If the project does not impede a lane but is within the right of way, include the appropriate index for work off the road.
  - If the project requires a lane shift, include a lane shift index.
- A sketch should accompany the submittals for a condition that is non-typical. Include taper lengths, shift lengths, shift widths, sign spacing, barricade or cone spacing, pavement markings, removal of pavement markings, nearby signal locations, etc..
- Indexes, Typical Applications or sketches shall have the roadways identified by name and show a north arrow.
- Applications shall include a current FDOT-approved certification for Worksite Traffic Supervisor. If you are submitting an MOT Plan with an FDOT Standard Plans 102-600 Series Index or a Typical Application figure from the MUTCD, an Intermediate Level Certification Card will be required; if a sketch is submitted with the standard index, an Advanced Level Certification Card will be required. The certification card is required to contain the student's name, instructor's name, course provider, course category (Advance or Intermediate), date course was successfully completed and date when training or refresher course is required.
- The FDOT Standard Index has notes in small print included on them. When sending these indexes, ensure the notes are legible.
- The MOT Plan must cover all phases of construction.
- If the project includes a sign-off sheet, it must be labeled with the project's name and/or location of the project.
- The following document will be required prior to the approval of the MOT plan when signal equipment is impacted:  
A filled out and signed form of ACCEPTANCE OF TRAFFIC SIGNAL MAINTENANCE AND TIMING BY CONTRACTOR DURING CONSTRUCTION AND BURN-IN PERIOD. The form can be downloaded under the category of Maintenance of Traffic in the webpage of <http://www.broward.org/Traffic/About/Pages/Publications.aspx>.
- The approval of an MOT application may require up to (2) weeks from the time that all required documents as stated above are received at the Traffic Engineering Division. Any rejected MOT submittal that is corrected and sent back to BCTED will be considered a new submittal, which may require up to two (2) additional weeks to approve. Additional time may be needed for more complex plans or plans requiring additional coordination/information.

## **Maintenance of Traffic (MOT) Instructions/Requirements For Special Events**

Beside the application process and requirements for the MOT submittal mentioned in Page 1, the following is also applied for the MOT plans affecting the County right-of-way for special events:

- County MOT application form with the County Special Event permit number;
- Applicable FDOT Design Plans Indexes and/or MUTCD Indexes;
- Detailed/typical sketches for lane/roadway closure;
- The current FDOT-approved certification for Worksite Traffic Supervisor; and
- A letter on the applicant/authorized agent company letterhead indicating that “(name of the barricade company for this event) will set up and maintain the maintenance of traffic (MOT) plan, according to the Florida Department of Transportation and Manual on Uniform Traffic Control Devices standards; and applicant/authorized agent company has hired the (name of the City or Town) Police Department or Broward County Sheriff Office police officers, off-duty police officers, and retired police officers to supplement this MOT plan”.
- If bridges are required to be closed during the event, the confirmation letter from the United States Coast Guard (USCG) regarding the closure for bridges is required. Mr. Harry Diaz, P.E., Construction Project Manager with the Broward County Highway and Bridge Maintenance Division (BCHBMD), is the contact person for this issue. Mr. Diza could be reached by telephone at 954.577.4631, or by e-mail at [HADIAZ@broward.org](mailto:HADIAZ@broward.org).

Please note the following regarding the USCG issued Bridge Closure Approval Letter:

- USCG Bridge Closure Approval Letter is issued to BCHBMD after Broward County’s Special Events Permit and MOT Permit requirements are satisfied.
- USCG requires 30-day notice for processing a bridge closure.
- Broward County’s Special Events and MOT Permits require a minimum of two weeks for review and processing.
- A combined minimum of 45-day notice is required for Broward County (15-day notice) and USCG (30-day notice) to process potential bridge closures for special events.
- Special Event bridge closures should not extend to more than an hour and thirty minutes from the start of the event. USCG to determine at time of request.
- Non-timed Run Events shall not receive bridge closure approval. USCG to determine at time of request.

## Maintenance of Traffic Application Form

Date \_\_\_\_\_ Broward County Permit Number (if required) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant/Authorized Agent \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Office # \_\_\_\_\_

Mobile # \_\_\_\_\_ E-mail \_\_\_\_\_

Full name and Mobile # of 24 hr Contact Person \_\_\_\_\_

Name of Applicant/Authorized Agent Working under this Approval: \_\_\_\_\_

Location of Project: \_\_\_\_\_ City: \_\_\_\_\_

Project Boundaries, From \_\_\_\_\_ To \_\_\_\_\_

Description of Work: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Authorized Contractor's Representative

_____	_____	_____
(Print Name)	(Signature)	(Date)

A copy of the certification card(s) shall be included with every MOT Plan

_____	_____	_____	_____
(Print Name of Certified Person Submitting MOT)	(Level)	(Signature)	(Date)
_____	_____	_____	_____
(Print Name of Certified Person Setting Up MOT)	(Level)	(Signature)	(Date)
_____	_____	_____	_____
(Print Name of Certified Person Maintaining MOT)	(Level)	(Signature)	(Date)
_____	_____	_____	_____
(Print Name of Certified Person in Charge of Flagging Operation MOT)	(Level)	(Signature)	(Date)

The following document will be required prior to the approval of the MOT plan when signal equipment is impacted:

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