



Public Works and Environmental Services Department

**TRAFFIC ENGINEERING DIVISION**

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

**Broward County Traffic Engineering Division**

**Pavement Marking and Signing Plan Review Request Procedure**

**The Broward County Traffic Engineering Division (BCTED) maintains the Pavement Marking and Signing (PM & S) on roadways under the jurisdiction of municipality which has the Interlocal Traffic Engineering Agreement with the Broward County. Therefore, any project that proposes work within a City roadway right-of-way needs to be submitted to BCTED for review, approval, and inspected for acceptance of maintenance. BCTED will not take responsibility for maintaining the PM & S in any other circumstances.**

BCTED Point of Contact (POC):

Arthur Taylor Jr

954-847-2654

[Ataylor@broward.org](mailto:Ataylor@broward.org)

Project within County roadway right-of-way :

- Submit plan to [HCEDplan@broward.org](mailto:HCEDplan@broward.org) and copy Brinda Weaver-Ingram [BWEAVERINGRAM@broward.org](mailto:BWEAVERINGRAM@broward.org), and Alejandro Perez [ASPEREZ@broward.org](mailto:ASPEREZ@broward.org)
- Plans will be routed internally to BCTED for review. PM & S comments will be sent to the applicant directly from BCTED POC.

Project within City roadway right-of-way; submit plan to BCTED directly:

1. Submit plan set to [BCTEDPlanReview@broward.org](mailto:BCTEDPlanReview@broward.org).
2. POC will generate a BCTED no. for the project and route for review.
3. Any comments from reviewers, will be provided by BCTED POC; please ensure that every comment is addressed and resubmitted to [BCTEDPlanReview@broward.org](mailto:BCTEDPlanReview@broward.org) for review and approval.



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County staff-initiated project:

County Project Manager Plans will be routed internally to BCTED for review by the Highway Construction and Engineering Division (HCED) and the Highway Bridge Maintenance Division (HBMD)

**For BCTED review please adhere the following steps:**

1. Submit PM & S sheets to [BCTEDPlanReview@broward.org](mailto:BCTEDPlanReview@broward.org) and
2. BCTED POC will generate a BCTED no. for the project and route for review.
3. Any comments from reviewers if will be provided by BCTED POC; please ensure that every comment is addressed and resubmit to [BCTEDPlanReview@broward.org](mailto:BCTEDPlanReview@broward.org) for BCTED approval.

The BCTED may take up to four calendar weeks to review the plans. Resubmittals may take up to four calendar weeks to review, also.

*Effective August 2025, any resubmittals for BCTED review are required to include a Comment Response Letter that demonstrates acknowledgment of each comment, with the term "addressed" indicated next to every comment as well.*

Once all reviewer comments have been addressed, BCTED will confirm acceptance of the PM & S with a BCTED Acceptance Letter. Additionally, the BCTED Inspection Request Procedure and Specifications for Retroreflective Traffic Sign Materials will be included with the Acceptance letter.

Once an acceptance letter has been issued to the Engineer of Record, the applicant will be required to hand deliver two (2) signed, sealed, and dated plan sets for stamping. Plan sets shall be delivered to BCTED front desk security with a transmittal letter at 2300 W. COMMERCIAL BLVD., FORT LAUDERDALE FL, 33309, to the attention BCTED POC.

**While it is not mandatory, BCTED requests that plans be submitted in 11x17 format rather than 24x36 for ease of handling.**

The PM & S plans will receive our stamped approval, one set of plans will be left at the BCTED front desk for pick-up (upon notification), which shall be used by the contractor for the installation of the PM & S. The second set will be retained by the BCTED for future reference.