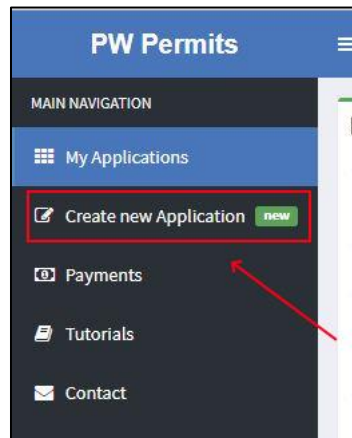
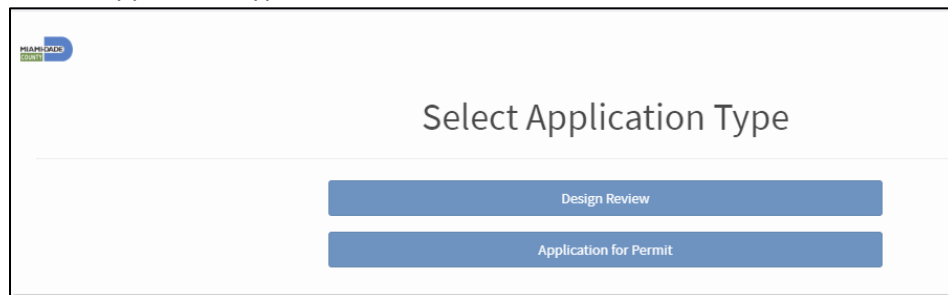


Create New Application

- I. First, click on “Create New Application” located in the menu on the left



- II. Next, select the application type



III. The first page is the “General Information Page”. You will be able to do the following:

- a. Opt-in for text message notification
- b. Fill in company information
- c. Fill in contact information
- d. Fill in job specific information
 - i. NAICS
 - ii. 5G
 - iii. Special Event
 - iv. Work Order
 - v. Project Name
 - vi. Type
 - vii. Work Description

*Indicates requirement

Do you want to receive text message notifications for this application? ← a.

Company Information b.

Name *

Address* Alternate Address*

City* State* Zip* City* State* Zip*

Phone* Email* Phone Email

Contact Information c. **Additional Contact Information**

Name * Name

Other Information d.

NAICS i.

Is this application related to 5G?* ii. Is this application related to a Special Event?* iii.

Work Order # iv.

Project Name v.

Type * vi.

Work Description vii.

- IV. The next page is the “Questionnaire”. Depending on how these questions are answered will determine the route your application will take through the Approval Path and the documents that you will need to provide.
- a. To minimize any unwanted delays, please answer the “Questionnaire” to the best of your abilities

Questionnaire		
General		
2	Are these New Signing and Marking Plans?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
3	Is this a review for Replacement of Signing & Markings?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
4	Is this a New Beacon Flasher?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
5	Are these Signalization Plans for Red Light Camera?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
6	Do Plans Include Bicycle Facility?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
7	Is this a New Traffic Signal?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
8	Is this a New Traffic Lighting?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
9	Do the Plans Include Traffic Signal/Loops Mod.?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
10	Is this a MOT Review For Construction on a MDC Road?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
11	Is this a Review For Fence Waiver?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
12	Is this a Plan Review for School or Daycare?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
13	Is this a Traffic Impact Study?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
14	Is this Roadway in County's Right of Way?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
15	Are sidewalks/pedestrian path being impacted in any manner?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
16	Road Profile Included?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
17	Cross Sections Included?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
18	Plan View Includes Elevations?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
19	Do these Plans Include the Installation of Drainage Infrastructure?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
20	Do these Plans Include Modification to the existing Drainage System?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
21	Is the Drainage Report Included?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA

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- V. The “Supporting Documents” page is divided into two sections: File Upload & MOT Type
- a. The File Upload section is where you will provide the necessary documents for your application to be processed. The “Document Type” dropdown will list all the document types that need to be uploaded.
 - b. To upload a file, do the following steps (continue doing these steps until all documents have been uploaded)
 - i. Select the document type from the dropdown
 - ii. Type any comments, if necessary
 - iii. Click on the “Choose File” button and browse through your PC for the document to be uploaded
 - iv. Click on the “Attach” button to upload the file

Supporting Documents

i. Document type: Detailed MOT

ii. Comments:

iii. Choose File No file chosen

iv. Attach

Select Mot Type(s) (optional)

- 601:Two-Lane, Two-Way, Work Outside Shoulder Form
- 602:Two-Lane, Two-Way, Work On Shoulder Form
- 603:Two-Lane, Two-Way, Work Within The Travel Way Form
- 604:Two-Lane, Two-Way, Work In Intersection Form
- 605:Two-Lane, Two-Way, Work Near Intersection Form
- 606:Two-Lane, Two-Way, Work Within The Travel Way - Signal Control Form
- 607:Two-Lane, Two-Way, Mobile Operation, Work on Shoulder Work

Save

Uploaded Documents

Type	Name	Comments	Date
------	------	----------	------

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- c. If your application contains a Maintenance of Traffic (MOT) component that is predefined by FDOT, you can select it from the list of MOT Types available
 - i. Check all the MOT types that are applicable to your application
 - ii. Click on the “Save” button

Supporting Documents

Document type: Detailed MOT

Comments:

Select file: Choose File No file chosen

Attach

Select Mot Type(s) (optional)

- 601:Two-Lane, Two-Way, Work Outside Shoulder Form
- 602:Two-Lane, Two-Way, Work On Shoulder Form
- 603:Two-Lane, Two-Way, Work Within The Travel Way Form
- 604:Two-Lane, Two-Way, Work In Intersection Form
- 605:Two-Lane, Two-Way, Work Near Intersection Form
- 606:Two-Lane, Two-Way, Work Within The Travel Way - Signal Control Form
- 607:Two-Lane, Two-Way, Multi-Lane, Within The Shoulder Work

Save


Uploaded Documents

Type	Name	Comments	Date
------	------	----------	------

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VI. If your application has an MOT component, you will next get the MOT Questionnaire. This questionnaire will help describe your intent for the MOT and assist the MOT Reviewer in their process.

- a. To avoid any unwanted delays, please answer all the questions to the best of your abilities



MOT Questionnaire

General

1	Type of Installation	<input type="radio"/> New Installation <input type="radio"/> Repair/Maintenance <input type="radio"/> Both
2	Method of Installation	<input type="radio"/> Bore <input type="radio"/> Excavation <input type="radio"/> Both
3	Location of Installation	<input type="radio"/> Within right of Way <input type="radio"/> Public Utility Easement <input type="radio"/> Both
4	Will work commence within 15 days of permit issuance?	<input type="radio"/> Yes <input type="radio"/> No
5	Estimated Start Date	<input style="width: 100%;" type="text"/>
6	Does installation/construction cross a canal(s):	<input type="radio"/> Yes <input type="radio"/> No
7	Type of canal crossing :	<input type="radio"/> Bridge Attachment <input type="radio"/> Canal Core <input type="radio"/> Both
8	Identify Canal(s)	<input style="width: 100%;" type="text"/>
9	Bridge Number(s)	<input style="width: 100%;" type="text"/>

Pedestrian Information

11	Does excavation fall within the swale and/or sidewalk area?	<input type="radio"/> Yes <input type="radio"/> No
12	Give dimensions from edge of pavement to Work Zone in swale area.	<input style="width: 100%;" type="text"/> FT
13	Will work damage existing sidewalk, curbs and/or gutters?	<input type="radio"/> Yes <input type="radio"/> No
14	Will work obstruct pedestrian access to sidewalk?	<input type="radio"/> Yes <input type="radio"/> No
15	Will work obstruct pedestrian crosswalk or ramp?	<input type="radio"/> Yes <input type="radio"/> No
16	Will work obstruct bike path?	<input type="radio"/> Yes <input type="radio"/> No

Roadway Information (Are removing asphalt on a paved roadway)

17	Does the excavation fall on the asphalt of a paved roadway?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
18	Does excavation fall within a Signalized Intersection?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
19	Does excavation fall within a Mid-Block Signal?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
20	Does excavation damage any traffic loops ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA
21	Have the roads, which are impacted by the proposed work recently been paved or resurfaced?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA

Traffic Control Plan

- VII. The “Work Address” page allows you four (4) ways to provide the location for your application
- a. Building
 - i. This will be a regular street address (ex. Building #: 123 and Street #: 1st Street)

Work Address

Building Intersection Segment Area

Building #: 123

Street #: NW 1st Street

Add

123 NW 1ST STREET Delete

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- b. Intersection
 - i. This will be used if your application will coincide with the intersection of two (2) streets (ex. Street: 1st Street and Street: SW 1st Avenue)

Work Address

Building Intersection Segment Area

Street: 1st Street

and Street: SW 1st Avenue

Add

1ST STREET AND SW 1ST AVENUE Delete

Previous Next

- c. Segment
 - i. This will be used if your application will coincide with various streets running along a common street (ex. Street: 1st Street Between Street: NW 1st Avenue and Street: 5th Avenue)

Work Address

Building Intersection Segment Area

Street: 1st Street

Between Street: NW 1st Avenue

And Street: 5th Avenue

Add

1ST STREET BETWEEN NW 1ST AVENUE AND 5TH AVENUE Delete

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d. Area

- i. This will be used if your application falls within four (4) intersecting streets (ex. Street: 1st Street and Street: 3rd Street Between Street: NW 1st Avenue and Street: 5th Avenue)

Work Address

Building Intersection Segment Area

Street: 1st Street

And Street: 3rd Street

Between Street: NW 1st Avenue

And Street: 5th Avenue

Add

1ST STREET AND 3RD STREET BETWEEN NW 1ST AVENUE AND 5TH AVENUE Delete

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VIII. The “Work Information” page is where you will select all the types of work associated with your application. Do the following for all types of work for your application:

- a. Select type of work from the dropdown
- b. Enter the quantity
 - i. The units for the quantity is located within the parenthesis of the type of work
- c. Click the “Add” button

Work Information

a. CATV LINES (LF) b.i. 250 c. Add

TYPE OF WORK	DIMENSION	AMOUNT	COST
CATV LINES	LF	250	\$285.00
NON-REFUNDABLE UPFRONT FEE FOR DESIGN REVIEW	EA	1	\$70.00

Total: \$355.00 | Payments: \$0.00 | Balance: \$355.00

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- d. These fees will be reviewed by staff to ensure that the correct fees are charged for each application.

- IX. The “Application Upfront Fee and Submission” page is the final step in the process. Here you will only have to pay for the upfront fee. The following are a few options that you have:
- a. The “See Invoice” button gives you the ability to print out an invoice for this transaction
 - b. Under the Payment Information section, the dropdown has the following options for payment
 - i. Escrow Account
 - 1. If you have a registered escrow account with Public Works, these fees will be automatically drawn from there
 - ii. New Credit Card
 - 1. You will have the ability to enter a credit card for payment as well as save this credit card for future use
 - c. Once all the information has been entered, click on the “Make Payment” button to finalize your payment and application submission

Application Upfront Fee and Submission

See Invoice

a.

Permit Number	2015001185
Permit Description	
Total Due	\$70.00

1. Contractor Information

Contractor Name*

Street Address*

City/Town* **State/Province*** **Zip/Postal Code***

Miami Florida

2. Contact Information

Telephone Number* **Email Address***

7864695324 jgallig@gmail.com

2. Payment Information

New Credit Card-

Select Payment Type

Escrow account- b.i.

New Credit Card- b.ii.

Name on Card

Debit/Credit card number* **CW*** **Zip***

CC Number

Expiration Date*

01 - January 2019

Make Payment

c.

- X. If you have any issues or questions about the application, please use the Contact option located on the left menu on your Dashboard

