



Florida Department of Transportation

RON DESANTIS
GOVERNOR

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

JARED W. PERDUE, P.E.
SECRETARY

FDOT-District Four New Project Request Project Submission Checklist

Project Title: _____ Date: _____

The following documents and/or attachments are requested to be submitted for any project on the List of Priority Projects (LOPP) that has not been programmed; it is not required for projects previously included on the LOPP or that have phases already in the Work Program. (**NOTE:** PD&E projects only require the Checklist, Project Scoping Form, and the Resolution of Support to be submitted.)

- ☐ **Checklist** – Completed and signed by all applicable parties. (*Checklist.pdf*)
- ☐ **Project Application**
- ☐ **Attendance and description of the project at the pre-application meeting**
- ☐ **Project Location Map** - depicting “Begin” and “End” limits for proposed project. (*Location_Map.pdf*)
- ☐ **Photographs** of project before construction
- ☐ **Existing and Proposed Typical Sections** - including existing ROW width and dimensions for all existing and proposed features. If feasible, Include features that might represent potential conflict such as existing utility poles, lighting, existing fence, etc. (*Typical_Sections.pdf*)
- ☐ **Completed Construction Cost Estimate.**
(Prepared by a Professional Engineer from the Agency’s Engineering Office or Consultant when possible, to determine the most accurate project costs for programming purposes.)
Select applicable spreadsheet format used: ☐ *FDOT_administered_Cost_Estimate.xlsx*
☐ *LAP_administered_Cost_Estimate.xlsx*
- ☐ **Right-of-Way Ownership Verification** - Maps or applicable documents denoting ownership for the project. Project location shall be highlighted/noted within provided documents. (*Right-of-Way.pdf*) (i.e.: Right of way maps, plats, deeds, certified surveys, land-use agreements, right of use permits and/or easements). Copies of original documents required, Screenshots from any website are not allowed.
- ☐ **Public Involvement/ Outreach Documentation** - detailed public support for specific* projects on how the community support was gathered and evaluated. (*Public_Support.pdf*)
(Public outreach presentations, Sign- in sheets, meeting minutes, flyers, social and/or newsletters)
*Projects that impact mature trees or significant number of trees, residential landscape/hardscape in the existing right-of-way, access to businesses and parking areas are examples of projects requiring early coordination with the residents and property owners to show project support.
- ☐ **Required Resolution of Support:** (*Resolution.pdf*)

For Projects to be administered by FDOT (Minimum Construction Cost \$500,000):

(For any requests to have a project administered by the Department, FDOT-District Four will determine who is best suited, the Department or the local agency, to administer/deliver proposed projects during the vetting process. All on-system projects and projects to be administered and delivered by FDOT must be vetted by the Department 6 weeks prior to application submittal.)

Select what applies: ☐ On- system project (State road)
☐ Off-system project (Local road) - Agency requests FDOT to administer

- ☐ Letter of consistency from Department providing feedback on the project.
- ☐ Resolution from the applicant's governing board approving the specific project recognizing the Department delivering the project on behalf of the agency for Design and Construction phases.
- ☐ Resolution from the responsible governing board confirming commitment to fund the project's O&M.

(Projects administered by the Department on behalf of the local agency requires a signed Highway Maintenance Memorandum of Agreement (HMMOA) with the Department during Design.)

For Projects to be administered by LAP (Minimum Construction Cost \$250,000):

(All Off-system projects must be administered/delivered by Local Agency unless requested otherwise, as stated above.)

Select what applies: ☐ Off-system project (Local road)

- ☐ Resolution from the applicant's governing board approving the specific project.
- ☐ Resolution from the roadway owner (governing board) that has ownership over the project related right-of-way approving the specific project.
- ☐ Resolution from the responsible governing board confirming commitment to fund the project's Operation & Maintenance (O&M).

☐ LAP Eligibility Coordination: **(Initial_LAP_Coordination.pdf)**

Any governmental entity other than the Department of Transportation must be LAP certified to administer any Federal Aid projects. If Agency is seeking to implement any project phase through LAP, then Agency shall start seeking required LAP Certification after project funding is awarded. However, coordination with the District Local Program Administrator shall be initiated at least 6 months prior to application submittal, to discuss the LAP Certification process and eligibility. Proof of coordination shall be provided with application submittal.

- ☐ Traffic Analysis / Traffic Study Coordination: (Initial_Traffic_Coordination.pdf)

required when/ if: ☐ Lane Elimination is proposed, or

☐ Traffic signal improvements will result in change of traffic patterns, or

☐ Proposed work on off-system road (local road) could potentially affect traffic patterns and/or back up into adjacent on-system road(s) (state road).

(Coordination should be initiated with the District Four Planning Office for requirements review prior to application submittal.) Proof of coordination shall be provided.

- ☐ Additional Supporting Documentation

(not required, however, if available, it will facilitate review process)

☐ Page(s) from local plan or program that references the project.

☐ Any supporting data and technical analysis.

☐ If the project is part of a corridor study, include page(s) where the project is referenced.

☐ If the project is adjacent to any upcoming or currently underway projects, then provide available related documentation.

If any of the above required items are not submitted by Application Submittal date, the application will be considered incomplete and will not be vetted by the Department nor be considered for programming for the current cycle.

Signatures below are required, certifying that the documentation included in application submittal has been reviewed and completed in accordance with this checklist.

Applicant/Agency Representative

Signature

Name/ Title

Date

Applicable TMPO Representative

Signature

Name/ Title

Date