



REVOCABLE LICENSE AGREEMENT (RLA) CHECKLIST

Rev: 3 | Revision Date: 10/01/2026 | I.D. Number: E-ENG-28

PURPOSE

This checklist explains what applicants must submit for a Property and Right-of-Way (R/W) Application (PROW) to obtain a Revocable License Agreement with the City of Fort Lauderdale.

An RLA grants temporary use or closure of City R/W for over 72 hours for construction, or provides a permanent, nonexclusive, revocable license to access, improve, maintain, and repair a specific area within City R/W.

CHECKLIST

DRC Case No.: _____

PROW No.: _____

ENG R/W Permit No.: _____

Submittal Date: _____

Applicant Name: _____

Owner Name: _____

Project Name: _____

Property developer or owner (Provide the official address for receiving agreement notices):

Name: _____

Address: _____

Tax ID: _____

Names and official titles of individuals authorized to sign on behalf of the developer or owner:

Address of the Subject Property:

Summarize the project (size, scope, and construction status):



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Road or sidewalk name for closure (Indicate whether the entire area or a section will be closed.) Closure limits are defined by surrounding streets adjacent to the property:

Identify project improvements in the City right-of-way (landscaping, utilities, etc.):

Road Closure Reason (e.g. safety or improvements):

Closure Period:

RLA period (in weeks or months): _____

Proposed effective dates: Start: _____ End: _____

Is closure occurring in phases? List each phase with start and end dates:



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Emergency Contact:

Name: _____

Telephone number: _____

Email address: _____

Mailing address: _____

Specify any cranes, equipment, or materials to be staged or stored within the Right-of-Way for constructing improvements in the License Area (including utilities, streetscape, parking, etc.). **Note:** (Loaded crane jibs are prohibited from operating over public Right-of-Way or private properties.)

Has City staff confirmed this is City Right-of-Way?

Yes _____ by Whom: _____ No _____

Developer's Attorney (receives notices unless directed otherwise):

Name: _____

Telephone number: _____

Email address: _____

Explain how nearby private properties will maintain sufficient vehicular access and circulation, without negative effects from the proposed City right-of-way closure:



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Describe construction vehicle access and truck circulation plans for efficient loading and unloading, and outline strategies for managing concrete and material deliveries to minimize disruption to traffic while maintaining continuous access to adjacent properties:

Confirm that construction entrances will generally remain open during business hours and be monitored by construction staff. If not, vehicle stacking for entry and 10-foot driveway sight triangles measured along pavement edges for exit are required.

Describe fire hydrants in the License Area(s) and explain emergency responder access:

Describe current utilities in the License Area(s) and explain how City or private utility staff will always have access:



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Required Uploads

- Submit the 'License Area' exhibit, which usually shows the proposed City right-of-way closure areas overlaid on the current property boundaries or topographic survey
- Provide the 'Typical Section' exhibit for private property facing each City right-of-way
- Include a copy of the deed or legal description for the property associated with the right-of-way or development site
- Construction and Staging Plan
- Sunbiz Information Sheet from the Secretary of State
- 'No objection' letter from the adjacent private property owner directly next to your property (if applicable)
- Submit a company resolution granting authority to the designated agent to execute the Revocable License Agreement.
- If the revocable license has multiple phases, include an exhibit with a table showing phase timelines.

Transportation & Mobility (TAM) – Right-of-Way (R/W) Closure Review Requirements

To evaluate the viability of any proposed City R/W closure, TAM staff must confirm that the request does not conflict with existing or upcoming closures, including those associated with City Public Works or private development projects.

Prepare and upload the following documents with your application:

1. Maintenance of Traffic (MOT) Plan

Provide a detailed MOT plan showing how vehicular traffic will be safely maintained during the proposed closure.

- Must follow FDOT/MUTCD standards
- Include all required certifications (Traffic Control Technician / Supervisor, if applicable)



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2. Sketch and Legal Description

Submit a **Sketch & Legal (S&L)** clearly identifying the portion of City right-of-way proposed for closure.

- Show dimensions and limits of the closure
- Ensure the drawing is legible and stamped

3. Construction Parking Plan

Provide a plan showing where construction personnel **will park**, including any off-site locations.

- If using **off-site parking**, attach the signed **PDF copy of the off-site parking agreement**
- Show walking paths or shuttle routes if applicable

4. Pedestrian Detour Plan

- Provide a plan that demonstrates the safe movement of pedestrians around the closure area.
- Must include ADA-compliant routes and barricading
- Identify sidewalk closures and alternate paths

5. Transit Impact Confirmation

- Confirm that the proposed R/W closure **does not impact any transit stops**.
- Identify nearest Broward County Transit (BCT) stops. If a stop is affected, coordinate with Transit and provide written confirmation of approved temporary relocation

Submission Tips

- Ensure all documents are **accurate, complete, and clearly labeled**.
- Upload documents as **PDF** unless another format is specifically required.
- Incomplete submissions will **delay review** or result in a request for corrections
- To include more details or comments, attach additional sheets as necessary.