



REVOCABLE LICENSE AGREEMENT PROCEDURE

Rev: 6 | Revision Date: 10/01/2026 | I.D. Number: E-ENG-29

PURPOSE

This guide explains the application process for obtaining a Revocable License Agreement (RLA) with the City of Fort Lauderdale (City). An RLA is required when construction or maintenance activities will temporarily occupy or close City Right-of-Way for more than 72 consecutive hours, or when a permanent revocable agreement is needed for improvements within the City's Right-of-Way.

QUICK START GUIDE

Steps

- 1 [Request Eligibility Review](#)
- 2 [Submit PROW Application](#)
- 3 [Review Process](#)
- 4 [City Commission Approval](#)
- 5 [Execute and Record Revocable License](#)
- 6 [Obtain Permits](#)
- 7 [Begin Construction](#)

POINTS OF CONTACT

Applicants should communicate directly with their assigned Engineering (ENG) Staff. They are your **primary points of contact** and will guide you through the process. Please do not contact other City staff unless you are directed to do so.

- Engineering Sr. Admin. Assistant: DengineeringAdmin@fortlauderdale.gov
- UD&P Planning Assistant: planning@fortlauderdale.gov

DEFINITIONS

- **Right-of-Way (ROW):** Land or an interest in land under the City of Fort Lauderdale jurisdiction, acquired through ownership, easement, dedication, or other legal means, and designated as for public thoroughfare.
- **Revocable License Agreement (RLA):** An agreement through which the City grants a licensee either (1) temporary authorization to occupy or close City's ROW for more than 72 consecutive hours to facilitate construction activity, or (2) a permanent, nonexclusive, revocable license to access, improve, maintain, and repair a designated license area within the city ROW.
- **Agreement Ancillary to Revocable License Agreement (AARLA):** A three-party agreement between County, City, and licensee that grants the licensee a nonexclusive, revocable license to access, improve, maintain, and repair a designated license area within the County ROW.
- **Maintenance of Traffic (MOT) Permit:** An engineering ROW permit authorizing



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work that affects vehicular or pedestrian traffic to proceed in accordance with an approved Maintenance of Traffic Plan.

- **Development Services Department (DSD):** The city department responsible for administering the city's development review and permitting processes through its Engineering, Building Services, Zoning, and Urban Design and Planning divisions.

APPLICATION PROCESS

Step 1: Request Eligibility Review

Fill out the [RLA Checklist](#) and email it, along with all required documents, to DengineeringAdmin@fortlauderdale.gov. The subject line should include "RLA Eligibility Request", property address, Site Plan/DRC Case Number, and Master Permit Number (if available).

Step 2: Submit PROPERTY AND RIGHT-OF-WAY (PROW) Application

The City PROW Review Committee consists of: [URBAN DESIGN AND PLANNING](#) (UDP), [TRANSPORTATION AND MOBILITY](#) (TAM), [ENGINEERING](#) (ENG), and other divisions as necessary.

1. Submit UDP [PROW Application](#) – check the box for 'PROPERTY AND RIGHT-OF-WAY' and complete the required sections. →
2. Apply online via **LauderBuild** and pay the fee. Applicant must be Registered on LauderBuild to apply. To Apply, to Register and for Frequently Asked Questions: [LauderBuild | City of Fort Lauderdale, FL](#).

PROPERTY AND RIGHT-OF-WAY
☐ Road Closures
☐ Construction Staging Plan
☐ Revocable licenses
COMPLETE SECTIONS B, C, H

Provide the following with your application:

- [RLA Checklist](#) with supporting documentation
 - Justification for the requested closure duration
 - Limits of the proposed ROW closure
 - Construction phasing
 - Detour plans
 - Typical street sections
 - License Area Map
 - Neighbor outreach documentation (if applicable)
3. Once the application is complete, it may take **up to three (3) weeks** to be placed on the Admin Review Agenda. **Deadline** for placement on the Agenda is typically the Friday **prior** to the next meeting. Meetings/Agendas are typically scheduled for the **1st** and **3rd Thursday** of each month.



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Step 3: Review Process

- Engineering reviews the application for completeness;
- Additional City departments may review the request, which is coordinated by Engineering;
- Written comments are issued if revisions are needed;
- The applicant submits revisions until all comments are resolved;
- Engineering prepares Commission Agenda Memo (CAM).

Step 4: City Commission Approval

- City Commission Meetings are typically held on the **1st and 3rd Tuesdays of the month**, except for a 1-month summer break in late July/early August.
- Engineering coordinates and provides applicants updates and the next steps.

Step 5: Execute and Record the Agreement

After City Commission approval:

1. Applicant signs the Revocable License Agreement;
2. Returns the original agreement to the City;
3. Waits for the City fully executed agreement;
4. Records the fully executed agreement with Broward County;
5. Emails the recorded agreement to City Attorney's office per their instructions and emails a copy to Dengineeringadmin@fortlauderdale.gov.

Step 6: Obtaining Required Records and Permits

- Obtain TAM approval;
- Obtain MOT permit(s);
- Obtain associated ROW permit(s);
- Pay applicable fees;
- Submit payment for required bonds;
- Receive permit issuance.

Step 7: Begin Construction

- Schedule Required Inspections.

INFORMATIONAL ITEMS

- Respond promptly to review comments to avoid delays.
- Ensure Sketch and Legal description exactly matches the License Area Map.
- Do not alter the approved Revocable License Agreement before signing.



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Responsibilities: Engineering staff will coordinate the City's internal review and approval process.

Applicant	City
Submit application	Review application
Respond to comments	Issue review comments
Provide revised plans	Confirm revisions
Execute agreement	Assist coordination
Record agreement	Receive and file recording

Enforcement of the Revocable License: Once the RLA MOT Permit is issued, daily DSD-Engineering Inspections commence.

RLA Extensions (if Applicable): Must be authorized by the City Manager on behalf of the City Commission, as stated in the approved RLA document. Extension requests must be made in writing via email to Engineering point of contact, detailing the reason and need for the extension. The e-mail subject must include Master Permit number or ENG-RL permit number and "RL Extension Request".

Termination of Revocable License: Once the terms of the RLA are satisfied, the RLA will be terminated by the City. Terms include but are not limited to the following:

- Final inspections passed;
- Inspection fees are assessed by City and paid in full by the applicant;
- Associated permits are completed

Estimated Processing Time: The Revocable License process typically requires a minimum of two (2) months, depending on the complexity of the project, applicant response times, and City review schedules.

Steps	Typical Times
Eligibility Review	Varies, Avg. 1-2 weeks
PROW Review	Up to three weeks
Engineering Review	Up to three weeks
City Commission	Approximately six weeks
Execute and Record Agreement	Varies, Avg. 1-2 weeks
Obtain Permits	Varies
Begin Construction	Applicant's discretion