Construction Bonds for Development in Right-of-Way (ROW) INSTRUCTIONS

IMPORTANT: IF PAYOR is other than the Owner, a signed / notarized OWNER AFFIDAVIT is required.

STANDARD ENGINEERING PERMIT TYPES WHICH REQUIRE A BOND:

- For the engineering mitigation permit, provide permit application, signed Mitigation Letter and bond payment amount as follows: <1 acre=$2,500.00, 1-2 acres=$5,000.00, >2 acres=$10,000.00
  - (SITE PREP and EROSION CONTROL PERMIT)

- For the following permit types, provide permit application, accurate record drawing and official detailed, signed contract/engineer cost estimate at time of plan review submittal (Engineer reviewer will provide bond amount due and other requirements* in their review comments):
  - (ROW SIDEWALK and CURB PERMIT)
  - (ROW PAVING PERMIT)
  - Underground Utilities: (ROW WATER, ROW SEWER, ROW STORMWATER, DEWATERING, UTILITY FRANCHISE, ROW MISCELLANEOUS)

- For cranes weighing greater than 10,000* pounds, the contractor shall provide a (GTEMPROW) permit and a $10,000.00 bond.

* Refer to DSD-Engineering Permit Types for additional information.

PROVIDE THE FOLLOWING FOR ENGINEERING REVIEW AS RELATED TO BONDED SCOPE OF WORK:

- COPY OF PLAN SHEET(s) with areas of bonded work in ROW highlighted. Plans and details need to show layout, materials, installation methods, testing, and acceptance criteria.

- DETAILED AND SIGNED COST ESTIMATE. Cost estimate to be in sufficient detail to verify cost of work, including mobilization, MOT, NPDES, etc.

AFTER RECEIVING A PERMIT NUMBER AND THE BOND AMOUNT DUE:

Deliver the following to Engineering Admin:

- Bond Payment Cover Sheet (for CASH Bonds) email form to: DEngineeringadmin@fortlauderdale.gov; or may be hand delivered with the check. This form will be signed and dated by City staff and returned as your receipt.

- Bond Payment* (accepted forms of payment described below) – Must be hand delivered to 700 NW 19th Avenue, Fort Lauderdale, Florida 33311 (UD&P counter by calling X5232 or X6159):
**ACCEPTED BOND PAYMENTS:** A separate bond payment for each permit is recommended for a refund/release to be processed per permit. **Choose from one (1) of the two (2) acceptable payment options** as follows:

1. **Cash Bond** - Check payable to the City of Fort Lauderdale. Payer Name and Address shall be typed or printed clearly on check. Memo area shall include associated engineering permit number.

2. **Surety Bond** - through an approved Surety Company. Submit one (1) original signed and sealed bond form. **Required format is provided below in both Adobe PDF and MS Word formats:**
   - [Performance Bond for Construction in City Right-of-Way](#)
   - [Performance Bond for City ROW (Word)](#)

**OTHER BOND FORMS:**

**Combined Bond Payment:** **Separate payment per permit is recommended.** However, if you choose to combine bond payments, the following additional form is required with the bond payment, prior to permit issuance:

- **Bond Acknowledgement Form** - Submit by saving the completed form to your computer and email to: Dengineeringadmin@fortlauderdale.gov

**Bond Refunds:** To initiate the bond refund/release process: After approval of the required engineering final inspections, please submit the following form:

- **Bond Refund Request Form** - Submit using the form Submit button or save completed form and email to: Dengineeringadmin@fortlauderdale.gov

- Due to the involvement of several City Departments and required management approvals. The bond refund process can take up to **12 WEEKS, after the permit is closed**. The ENGINEERING DEPARTMENT cannot expedite requests and appreciates your patience.