

CITY OF DELRAY BEACH



GUIDELINES AND INSTRUCTIONS

A Maintenance of Traffic (MOT) plan is required any time work is conducted within or impacts a City of Delray Beach right-of-way (i.e.: roadways, alleys, sidewalks, swales, etc.). The Maintenance of Traffic Guidelines will assist you with completing a City MOT request. Please complete all fields on the form and submit it with the Required Signatures Form and all attachments to motrequest@mydelraybeach.com for approval. Please note, incomplete forms will not be processed.

If you have any questions about the MOT Form, please call (561)243-7000 x 7344

General Requirements

- All work within the right-of-way requires an MOT.
- A City MOT Permit is required if the work impacts the City's public right-of-way, even if the work is conducted within Palm Beach County or Florida Department of Transportation's (FDOT) right-of-way.
- If work is being performed in multiple phases or at various locations, an individual MOT is required for each phase/ location.
- Please obtain all required signatures. Incomplete forms will not be processed. Obtaining required signatures **does not** constitute final approval by the City. The MOT may only be implemented after a permit is issued by Engineering subject to satisfaction of all prerequisite conditions. Each submittal takes two weeks to review.
- Staging and storing equipment or materials is not permitted within the City's right-of-way unless approved by site plan approval process.
- The MOT plan must be prepared by a certified worksite Traffic Control Technician or Traffic Control Supervisor, as appropriate for job complexity. A legible copy of the technician/supervisor's **valid** certification must be submitted with the MOT plan.
- A certified Traffic Control Supervisor must sign the MOT plan, and a copy of his/her current certification must be included.
- If implementation of an approved permit negatively impacts public safety and/or inconveniences Delray Beach's neighbors, the City may require the MOT APPLICANT to modify the MOT plan. The City may also temporarily suspend or permanently revoke the permit with reasonable notice.
- If any work will impact parking meters, parking mitigation will be required prior to MOT approval.
- The contractor is responsible for the setup and removal of all MOT devices and equipment in accordance with the times and dates stated in Section 2 of this form.
- The times and dates stated in Section 2 of this form shall be strictly enforced. A revised form must be submitted if the dates or any other significant details change for the approved MOT.
- The approved MOT must be on site prior to and during the entire construction period.

Florida Department of Transportation Standards"

The MOT plan shall conform to the latest edition of FDOT's Design Standards and Part IV of the Manual of Uniform traffic control Devices (MUTCD) for Streets and Highways. Compliance with the requirements of the approved plan are the responsibility of the applicant.

Palm Beach County Requirements

If the MOT or detour routes affect any right-of-way within Palm Beach County's jurisdiction (map available on the County's website), the County's approval should be obtained first, including the required signatures, and submitted with this form.

CITY OF DELRAY BEACH



GUIDELINES AND INSTRUCTIONS

Lane Closures – No Detours

- If detours are not required for this MOT, please state that in Section 6 of this form.
- Fully describe the lanes that will be open and closed during construction in Section 6 of this form.
- Submit applicable FDOT Design Standard Index drawings. The drawings must include the north arrow and the names of the main and cross streets.

Lane Closures - Detours

- Where feasible, the City recommends maintaining the flow of two-way traffic and keeping sidewalks open.
- If detour routes affect a FDOT right-of-way, an approved permit from FDOT must be attached to the City's MOT form.
- If detour routes affect Palm Beach County's right-of-way, an approved MOT application and plan from Palm Beach County must be attached to the City's MOT form

If a detour is required (applicable to roadways, alleys, and sidewalks):

- Closures lasting more than 14 days must be approved by the City of Delray Beach City Commission. This approval may take up to one month.
- Provide a detour signing/circulation plan that shows other construction projects in progress or that are planned in the vicinity of the project.
- All sidewalk detours must be ADA compliant and adhere to FDOT Standard Index 660 and Chapter 4E of the Manual on Uniform Traffic Control Devices (MUTCD).
- Portable Changeable Message Signs (PCMS) must be placed a minimum of fourteen (14) days prior to a lane/roadclosure with detours.

Attachments (Electronic files may not exceed 25MB.)

Attachments submitted through email must include a MOT plan prepared by a certified worksite Traffic Control Technician or Traffic Control Supervisor, as appropriate for the complexity of the job. A legible copy of the technician/supervisor's valid certification must be submitted with or on the MOT plan.

MAINTENANCE OF TRAFFIC FORM



Section 1: Applicant Information

Applicant Name: _____ Applicant Phone: _____

Applicant Email: _____

Applicant Address: _____
(Address, City, State, Zip Code)

City Project Manager (if applicable): _____ Phone: _____

Agency responsible for this project City County FDOT Other: _____

On-site/Emergency Contact Phone: _____

Section 2: Project information

Right of Way Permit # (obtain Public Works Engineering): _____

Project Name: _____

Project Address: _____
(Address, City, State, Zip Code)

Specific Dates and times requested for MOT implementation:

Please identify a start date that is at least two weeks from the submittal date. The approval of an MOT application may require up to two weeks from the time that all required documents are received by TAM staff.

Begin Date: _____

Begin Time: _____

End Date: _____

End Time: _____

Section 3: Project Details

Partial or Shoulder Closure

Daily Setup/ Breakdown YES NO

Full Road Closure (detour): Under 72 Hours

Parking Meters Impacted* YES NO

Sidewalk Closure: Under 72 Hours

Full Road/Sidewalk Closure: More than 72 Hours

Section 4: Type of Work Description

Please make sure to include the following information in the description:

- List the names of affected streets and the nearest intersection. Use complete street names, including directionals.
- Describe the nature of the construction and any phasing plans. A separate MOT application is required for each phase.
- Describe any specific safety hazards that the work may produce during construction (i.e., large holes, etc.).

MAINTENANCE OF TRAFFIC FORM



Section 5: MOT Description

Please make sure to include the following information in the description:

- List the lanes that will be open and closed on each street and describe any necessary detours in detail. If detours are not required, please state that below.
- State if flagmen will be provided.
- State if the MOT will be continuous or intermittent. If intermittent, state the times of the day the MOT will be in effect.
- State any other special considerations related to this request.

Section 6: Mot Form checklist (Provide one copy of each attachment.)

- | | |
|--|--|
| <input type="checkbox"/> Completed Required Signatures Form | <input type="checkbox"/> Certification(s) for Traffic Control Technician or Traffic Control Supervisor must be embedded on MOT plans along with FDOT indexes/MUTCD documents |
| <input type="checkbox"/> Color aerial(s)/MOT Plan with index overlay | |
| <input type="checkbox"/> County and State approvals (if required) | |
| <input type="checkbox"/> Parking Mitigation (if required) FDOT Index | <input type="checkbox"/> Plan of work (optional, but preferred) |
| <input type="checkbox"/> MUTCD Reference Drawing(s) | |

Section 7: Additional comments

Please note: the approval of a Mot application may require up to two weeks from the time that all required documents in the checklist above are received by staff. any rejected Mot submittal that is corrected and sent back will be considered a new submittal, which may require up to two additional weeks to approve. additional time may be needed for more complex plans or plans requiring additional coordination/information.

In signing this application, I understand that separate City and/or County and/or State permits may be required for this project. Furthermore, I am aware that I am responsible for ensuring that the project is completed in accordance with the plans and specifications as stipulated in the permit approval condition.

(Applicant Signature)

(Print name/title)

(Date Signed)

As a consideration for the permission granted herein, _____ agrees to indemnify and hold harmless the City of Delray Beach for any damages, claims, or injuries that may result from the MOT plan approved under the PERMIT.
(Applicant)

(Name of Company)

BY: _____
(COMPANY AUTHORIZED AGENT)