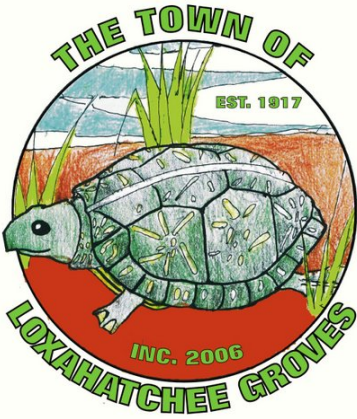


Maintenance of Traffic (MOT) Instructions/Requirements

An approved MOT Plan from the Town of Loxahatchee Groves (Town) shall be required when work is being performed within Town Right of Way regardless of whether a right-of-way permit is required. The approved MOT Plan shall be on site prior to and during the entire operation. Ensure the Certified Worksite Traffic Supervisor is present to direct the initial setup of the traffic control plan, is available on a 24-hour basis, participates in all changes to traffic control and reviews the project on a daily basis. An MOT plan shall conform to, unless otherwise noted in the latest editions of the Florida Department of Transportation (FDOT) Standard Plans 102-600 Series and the Manual on Uniform Traffic Control Devices (MUTCD). An approved MOT Plan and a copy of the permit, if issued, must be on site at all times. The MOT is valid for the duration of the time frame mentioned in the MOT Application Form. Once the MOT is approved by the Town, the permittee shall be solely responsible for the installation and maintenance of the approved work zone traffic control devices throughout the length of the project.

Application Process for an MOT Plan:

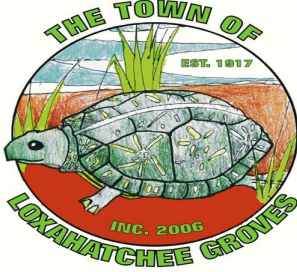
- Include an MOT Application Form.
- Include a location map for the project.
- Submit an applicable FDOT Standard Plans Index from the 102-600 Series and/or a Typical Application figure from the MUTCD which represents the roadway characteristics and project conditions.
For example:
 - If the project involves the closure of a sidewalk, include a sidewalk closure index.
 - If the project does not impede a lane but is within the right of way, include the appropriate index for work off the road.
 - If the project requires a lane shift, include a lane shift index.
- A sketch should accompany the submittals for a condition that is non-typical. Include taper lengths, shift lengths, shift widths, sign spacing, barricade or cone spacing, pavement markings, removal of pavement markings, nearby signal locations, etc..
- Indexes, Typical Applications or sketches shall have the roadways identified by name and show a north arrow.
- Applications shall include a current FDOT-approved certification for Worksite Traffic Supervisor. If you are submitting an MOT Plan with an FDOT Standard Plans 102-600 Series Index or a Typical Application figure from the MUTCD, an Intermediate Level Certification Card will be required; if a sketch is submitted with the standard index, an Advanced Level Certification Card will be required. The certification card is required to contain the student's name, instructor's name, course provider, course category (Advance or Intermediate), date course was successfully completed and date when training or refresher course is required.
- The FDOT Standard Index has notes in small print included on them. When sending these indexes, ensure the notes are legible.
- The MOT Plan must cover all phases of construction.
- If the project includes a sign-off sheet, it must be labeled with the project's name and/or location of the project.
- The following document will be required prior to the approval of the MOT plan when signal equipment is impacted:
A filled out and signed form of ACCEPTANCE OF TRAFFIC SIGNAL MAINTENANCE AND TIMING BY CONTRACTOR DURING CONSTRUCTION AND BURN-IN PERIOD. The form can be downloaded under the category of Maintenance of Traffic in the webpage of <http://www.broward.org/Traffic/About/Pages/Publications.aspx>.
- The approval of an MOT application may require up to (2) weeks from the time that all required documents as stated above are received at the Community Standards Division. Any rejected MOT submittal that is corrected and sent back to the Town will be considered a new submittal, which may require up to two (2) additional weeks to approve. Additional time may be needed for more complex plans or plans requiring additional coordination/information.



Maintenance of Traffic (MOT) Instructions/Requirements For Special Events

Beside the application process and requirements for the MOT submittal mentioned in Page 1, the following is also applied for the MOT plans affecting the Town right-of-way for special events:

- Town MOT application form with the Town Special Event permit number;
- Applicable FDOT Design Plans Indexes and/or MUTCD Indexes;
- Detailed/typical sketches for lane/roadway closure;
- The current FDOT-approved certification for Worksite Traffic Supervisor; and
- A letter on the applicant/authorized agent company letterhead indicating that “(name of the barricade company for this event) will set up and maintain the maintenance of traffic (MOT) plan, according to the Florida Department of Transportation and Manual on Uniform Traffic Control Devices standards; and applicant/authorized agent company has hired the Palm Beach County Sheriff Office police officers, off-duty police officers, and retired police officers to supplement this MOT plan”.
-



Maintenance of Traffic Application Form

Applicant/Authorized Agent _____ **Address** _____

City _____ **State** _____ **Zip** _____ **Office #** _____

Mobile # _____ **E-mail** _____

Full name and Mobile # of 24 hr Contact Person _____

Name of Applicant/Authorized Agent Working under this Approval: _____

Location of Project: _____ **City:** _____

Project Boundaries, From _____ **To** _____

Description of Work: _____

Proposed Start Date: _____ **Proposed Completion Date:** _____

Authorized Contractor's Representative

_____	_____	_____
(Print Name)	(Signature)	(Date)

A copy of the certification card(s) shall be included with every MOT Plan

(Print Name of Certified Person Submitting MOT)	(Level)	(Signature)	(Date)
(Print Name of Certified Person Setting Up MOT)	(Level)	(Signature)	(Date)
(Print Name of Certified Person Maintaining MOT)	(Level)	(Signature)	(Date)
(Print Name of Certified Person in Charge of Flagging Operation MOT)	(Level)	(Signature)	(Date)

The following document will be required prior to the approval of the MOT plan when signal equipment is impacted:

**A filled out and signed form of ACCEPTANCE OF TRAFFIC
SIGNAL MAINTENANCE AND TIMING BY CONTRACTOR
DURING CONSTRUCTION AND BURN-IN PERIOD. T**