

## **If there is an Approved DOS or LDO:**

**You will need to upload the following documents to your right of way permit application (record):**

### **\*Approved DOS or LDO LETTER:**

*If the project you are submitting an application for does have an Approved DOS or LDO we will have to have the approval letter from the Department of Community Development uploaded to your record documents.*

- *This document is provided to the applicant of the DOS or LDO by the Department of Community Development when the **DOS or LDO is APPROVED** (normally the EOR or the Developer).*
  - *This letter will determine all stipulations that are required- prior to the issuance of, or final inspection of the ROW permit to sign off this department from the Certificate of Completion (CC) of the project.*

### **\*A Department of Community Development *\*Approved (\*RED STAMPED) DOS or LDO Plan-Set* showing all approved work taking place:**

- *All approved \*Off-Site work (\*Work within the R/W) associated with the Development Order project needs to be shown on the Red Stamped, Approved plan-set with the most current revisions, amendments, and modifications uploaded to the permit application record number.*
  - *If you are adding (or amending) to the scope of the approved Development Order plans, you likely need to obtain an amendment (or minor change) to the Development Order.*
  - *This should come through the engineer of record/agent for the landowner/developer- to the Dept. of Community Development and be approved prior to doing the added/changed work.*

### **\*A Department of Community Development *\*Approved (\*RED STAMPED) DOS or LDO Cost Estimate:***

- *A Department of Community Development **RED STAMPED- APPROVED DOS20\*\*\_\*\*\*\*\*** Engineers Opinion of Probable Cost Estimate (EOPC) of all **Off-Site Improvements** provided by the Engineer of Record (EOR) for the project.*
- *On the approved off-site cost estimate (uploaded in PDF to your record), your company will have to put your company name \*next to each line item of work by adding the company name next to the line item they are responsible to complete.*
  - *If your company is only one of multiple contractors or sub-contractors for the project, \*please only put your company name next to the line items you are responsible for on the Approved Cost Estimate.*
- **Highlight all line items your company is responsible for as well.**

### **\*We will need Bonding (We Need the Original Raised Seal Bond).**

- *We require 110% of the total cost estimate or \$5,000.00 whichever is greater.*
- *We will hold the bond for a 1-year warranty period after a passed final inspection.*
- *You cannot close out your bond or fail to renew until a passed warranty inspection is done 1 year after the passed final inspection.*

- **R/W Permit Approved Bond Format:**

<https://www.leegov.com/dot/Documents/Permit%20documents/singlebondform.pdf>

- We will need the Original Raised Seal bond sent -or- hand delivered to:

Attention: Faith Brennan  
ROW20\*\*-\*\*\*\*\*  
5642 Enterprise Pkwy.  
Ft Myers, FL. 33905

- If you have a Surety- Performance Assurance Bond that is associated with an LDO – or – DOS that has been applied for or approved with Lee County Dept. of Community Development, you need to provide us with that particular (SUR20\*\*-\*\*\*\*\* ) - bond number or state the SUR20\*\*-\*\*\*\*\* number in your permit application.

**\*A current Certificate of Insurance with:**

Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are included as Additionally Insured **in the description.**

And-

- Lee County Board of County Commissioners  
PO Box 398  
Ft. Myers, FL. 33902  
(\*Listed as the Certificate Holder)

**\*A Signed Pedestrian Waiver & Work Zone Waiver shall be uploaded top your record (found on our website: <https://www.leegov.com/dot/engineeringservices/permits/commercialpermits> ).**

- We will require pictures or a video to be submitted of any/all damage to the ROW in the entire off-site area you are working in, prior to your work so your company will not be held responsible for documented damages when we do our inspections.
- Any damages not noted in the video or in pictures submitted with the application, the applicant/permittee will be responsible to fix before a passed final inspection will be rendered, or a signed off CC.

**\*All FDOT M.O.T. applicable to the job and the roads you will be working on.**

**Lane Closures, Road Closures, Sidewalk & Shared Use Path Closures REQUIRE F.D.O.T M.O.T.**

- \*All closures will need prior approval from Lee County DOT.
- All requested closures will need to have information submitted to [dotengineeringservices@leegov.com](mailto:dotengineeringservices@leegov.com) with the permit application number used in correspondence with the requested closure submitted for APPROVAL
- The closure request will need to be submitted a minimum of 2 weeks prior to the closure needed.

- Upload to your record all FDOT M.O.T. applicable to the job and the roads you will be working on.
- <https://www.fdot.gov/design/standardplans/2020/default.shtm>
  - Start at Index 102-100
- Please upload all of the design indexes you will be using in PDF form (if FDOT MOT is required during your project).

**No Lane Closures are permitted during the day “in season” – Thanksgiving to Easter.**

- Nighttime lane closures only shall be permitted “in season”.
  - MOT cannot go down until 7pm, and the last cone has to be off the road by 6am.
  - Roadways with four or more traffic lanes must keep two lanes (one lane in each direction) open to traffic at all times, unless otherwise approved by the County Engineer.

**Out of season, daytime lane closures are permitted.**

- Please remember – MOT cannot go down until 9am and the last of the MOT has to be picked up before 3:30pm.

**Road-Watch.**

- Any/All Lane Closures, Road Closures, Sidewalk, Bike Path or Shared Use Paths that are County Maintained, will require a road-watch request to be submitted to [dbayliss@leegov.com](mailto:dbayliss@leegov.com); [rhaley@leegov.com](mailto:rhaley@leegov.com) (and copy) [lhernandez@leegov.com](mailto:lhernandez@leegov.com) and [dotengineering@leegov.com](mailto:dotengineering@leegov.com) for approval or denial of request.
  - \*\*\*This request shall be submitted 2 weeks prior to the work needing the approved closure being performed.
  - If there are any questions or updates regarding road watch please contact Denise Bayliss, Robin Haley or Lidia Hernandez @ 239-533-8301.
  - Pedestrian/Bicycle traffic accommodations must be included as part of MOT plan submitted; any temporary facility must meet ADA criteria.
- ❖ If your project does not require a lane closure or road closure you will not need to submit anything other than an email stating “No MOT is required for our project (ROW20\*\*-\*\*\*\*\*)”

**EXAMPLE STATEMENT FOR SUBMITTAL:**

**Winkler Road at College Parkway – Fort Myers (ROW2020-00289):** Joe’s Site Development, Inc. will be performing roadway and sidewalk improvements **beginning Tuesday, June 16, 2020 and continue through August 30, 2020.** Asphalt pavement, concrete sidewalk, concrete curbing, and drainage improvements will be performed. The outside (right) lane of southbound traffic on Winkler Road just after College Parkway will be subject to lane closures, as will one of two left turn lanes from the westbound portion of College Parkway turning south onto Winker Road. Periodic lane closures for northbound and southbound lanes will occur between the hours of 9:00 a.m. and 3:30 p.m. on weekdays. For further information, please contact Dustin Jackson at (239) 332-8888 or [dustin@youremail.com](mailto:dustin@youremail.com). Traffic Control Products of Florida will provide maintenance of traffic services (239) 334-8888.

## **If there is NOT a DOS or LDO associated with the project:**

### **You will need to submit:**

- A plan-set: All \*Off-Site work (\*Work within the R/W) associated with the project needs to be shown on the submitted plan-set with the most current revisions, amendments, and/or modifications.
- A broken down cost estimate on company letterhead signed by an authorized representative showing exactly what work your company is responsible for in the Lee County Maintained R/W.
  - **This will determine how much of a bond will be needed.**

### **\*We will need Bonding (We Need the Original Raised Seal Bond).**

- We require 110% of the total cost estimate or \$5,000.00 whichever is greater.
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