

## Maintenance Memorandum of Agreement (MMOA) Requirements

To obtain a Maintenance Memorandum of Agreement (MMOA) or an Addendum to an existing MMOA, the permittee is required to provide the following information:

1. Maintaining Agency(s) Name  
FDOT will only enter into an MMOA with a Local Government Agency (i.e. City, Town, County, etc.)
2. Four (4) sets of **11" X 17"** approved, Signed and Sealed plans (1 original, 3 copies)
  - Ensure "Tabulation of Quantities" sheet is included for any proposed **Landscaping**
  - Ensure the Agency(s) maintenance boundaries are clearly delineated on the plan view
  - Preliminary plans may be submitted to begin drafting the MMOA, however four (4) sets of approved, Signed and Sealed plans must be submitted to complete the MMOA draft
3. Description of the proposed work within the FDOT R/W, including any applicable maintenance
  - This may include landscape, irrigation and/or any other kind of hardscape (i.e. brick pavers, privacy wall, concrete sidewalk etc.). **Ensure paver type, color and size are included**, if applicable.
  - Identify any existing lease areas within, or adjacent to, the area of improvement
4. MMOA Exhibits A, B, and C (8.5" X 11" Microsoft **Word** file). See attached.
  - Exhibit A—Location Description and Map
  - Exhibit B—Project Plans
  - Exhibit C—Performance based Maintenance Plan (the attached example is for landscape and irrigation projects)
5. Contact name  
Please provide information for the person at the Local Government Agency who will receive and track the agreement (name, title, address, phone number and email address).

The above information should be sent to the Permits Coordinator via email (except Item 2 which requires hard copies of the approved plans).

The MMOA or Addendum will be drafted within approximately *one month* from the time all MMOA Requirements are received by the Permits Coordinator. Once the MMOA or Addendum has been drafted, copies will be sent to the Local Government Agency for signature. It takes approximately *one to three months* to obtain signatures from the Local Government Agency (depending on the Commissions agenda). The MMOA or Addendum will then be routed back to FDOT for final execution (approximately two days to one week).

The total time for execution is **approximately two to four months** (after all MMOA requirements have been received by the Permits Coordinator) providing all parties concur to the MMOA or Addendum.