

**District-3 Permit Processing Guidelines (Only to be used on D-3 AM Contract)**

All permits shall be date stamped on the day of receipt. All time requirements set forth in the contract specifications will be measured from the date of receipt.

All 90-day requirements set forth in the Florida Statutes, Chapter 120, will not be exceeded.

For all District Office reviews, time allotment by the contractor will be 14 calendar days.

Prior to the submission of any permit to the District or Field office for further processing, the contractor shall perform a review of the permit application to insure that the permit package meets all criteria established in the Department’s publications applicable to permit processing (UAM, Standards specifications for Road and Bridge Construction, Design Standards, etc.). The contractor’s time will continue to be counted for any permit packages returned to the contractor for failing to perform reviews for compliance with applicable publications.

The Contractor will monitor right-of-ways for appropriate use of permits.  
 The Contractor will comply with any interim rules in place at the time of contract execution and any future permanent rule changes in the application of the permitting process.  
 The following table will identify requirements for the Contractor to accomplish when dealing with various types of permits and may be modified at any time by the Department.

**PERMIT RESPONSIBILITY DELINEATION SHEET**

<b>F.A.C. RULE</b>	<b>PERMIT TYPE</b>	<b>CONTRACTOR’S RESPONSIBILITY</b>	<b>D.O.T. RESPONSIBILITY</b>
14-20	Bus Shelters (General Use)	Recommend contact to appropriate local government Monitor right-of-way for violation of clear zones and sight distance criteria.	None
14-28	Public Use of Rest Areas, Wayside Parks & Solicitation on State Facilities	Approve 850-040-71 in accordance with rule. Refer applicant to District Office for approval of permit (850-040-70).	Approve 850-040-70 in accordance with rule.
14-40	Highway Beautification & Landscape Management	Refer to District Maintenance Office.	Review and approve by District Office (District Landscape Manager review by rule)
14-43	Regulation of Encroachments Over State Right-of-Ways (Banners and Canopies)	Refer to local Maintenance/Operations Office.	Review for compliance & issue permit.
14-46 U.A.M.	Railroads/Utilities Installation or Adjustments	(1) Refer permits located within 5-year-Work	(1) Coordinates with Work Program Projects.

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		<p>Program project limits, to the District Utilities Office.</p> <p>(2) Review permits not in the 5 -Year -Work Program for compliance with U.A.M. and obtain approval signature from local Maintenance/Operations Office.</p> <p>(3) Forward completed copy to the District Public Information Office.</p>	<p>(2) If necessary, coordinate with FHWA.</p>
14-63	House Moving	<p>Assume duties of area Maintenance Engineer or his designee as outlined in the rule.</p>	<p>Reviews application &amp; issues house moving permit.</p>
14-65	Temporary Closing & Special Use of State Roads	<p>Refer to local Maintenance/Operations Office.</p>	<p>Review for compliance with rule and issue permit.</p>
14-86	Drainage Connections	<p>Receive permit and send to District Design Office within two working days of date of receipt.</p>	<p>DOT Design approves permit.</p>
14-96	State Highway System Connection Permits, Administrative Process	<p>(1) Accept permit fee, issue receipt, forward fee to District Office. Log into PITS.</p> <p>(2) Review for completeness per rule, applicable standards and standardized check list. Send completed application to District Design and Traffic Operations Office.</p> <p>(3) Receive and process either Letter of Intent or completeness Review Form.</p> <p>(4) Ensure conditions on Letter of Intent, if any, are met. Obtain</p>	<p>(1) Review for conformance to Rule 14-97, 14-96 and other Department requirements. Issue Notice of Intent or Completeness Review Form.</p> <p>(2) Sign and approve driveway permits after all conditions are met.</p>

<b>F.A.C. RULE</b>	<b>PERMIT TYPE</b>	<b>CONTRACTOR'S RESPONSIBILITY</b>	<b>D.O.T. RESPONSIBILITY</b>
		Project Manager's approval of permit	
62-642	Municipal Separate Storm Sewer Systems (N.P.D.E.S)	<ul style="list-style-type: none"> <li>(1) Assume all duties assigned to the Department of Transportation as outlined in the existing permit number FLS000019.</li> <li>(2) Complete annual reporting requirements and submit for Department review and approval</li> </ul>	Review for conformance with permit requirements and sign annual report.