



## *Florida Department of Transportation*

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### **DME MEMORANDUM 25-01**


DATE: June 4, 2025

TO: District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Construction Engineers, District Maintenance Engineers, District Traffic Operations Engineers

FROM: Lance Grace, Director, Office of Maintenance

COPIES: Will Watts, Rudy Powell, Jennifer Marshall, Will Potter, Tim Lattner, Mark Mathes

SUBJECT: **Reduce Permit Processing Time to 21 Days**

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#### **Purpose:**

To gain efficiency and improve performance of permit review time, the Department's average processing time goal is reduced from 30 calendar days to 21 calendar days.

#### **Background:**

The Department is required, by statute, to complete the initial completeness review within 30 days, and review and accept or deny a permit request within 90 days after a complete permit package is received. Additionally, the Department has an internal goal of processing permits within an average of 30 days. The Department's internal goal is measured by the "Policy Clock" in the One-Stop-Permitting (OSP) system.

#### **Objective:**

Adjust the Department's internal goal ("Policy Clock") for processing permits from an annual average of 30 days for all permit types combined to an annual average of 21 days for each permit type processed in OSP. The Department's internal goal ("Policy Clock") for processing permits will be an average of 21 days for each permit type (access, utility, etc.).

#### **Implementation:**

This new Department goal will become effective July 1, 2025. The Policy Clock will not include time associated with an applicant responding to a Request for Additional Information (RAI). The Policy Clock shall not include the time necessary for processing Construction Agreements, Community Aesthetics Feature Agreements (CAFAs), nor for the preparation and execution of Maintenance Memorandum of Agreements (MMOAs) and right-of-way transactions (donations, easements, etc.) when applicable.

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