



**THIS FORM SHALL BE SUBMITTED FOR ALL PROJECTS
NOT CURRENTLY IN THE FDOT WORK PROGRAM.
FDOT PROJECT INFORMATION APPLICATION FORM**

DATE: [Click here to enter a date.](#)

1. Project Information:

Project ID (SR, CR, Etc...):

From/At (South or West Termini):

To (North or East Termini):

County: Choose an item.

Project Length (Miles):

Project Type: Choose an item. If *other*, please specify:

2. Title of Project Priority List and Project Ranking:

Central Florida MPO Alliance List and Project Ranking (if applicable):

3. Managing Agency Contact Information:

Applicant:

Contact Person:

Title:

Address:

Phone Number:

E-mail Address:

4. Phase(s) Being Requested (double click on box to select appropriate box):

Study

PD&E

Design

Right-of-way

Construction

Other:

5. Project Description:

a. Project Scope/Description (*please be as detailed as possible*):

b. What fiscal year will this project be ready for production/construction:

Work Type	What Fiscal Year will each phase be complete or ready for production/construction?
Planning Development (Corridor or Feasibility Study)	
Project Development and Environment Study (PD&E)	
Design	
Right-of-way Acquisition	
Construction/CEI	
Other	

c. Please state the purpose and need for this project.

NOTE: *If a study was done, then please provide a copy of the study. If no study was done, please provide documentation to support the need of the project and that the proposed improvements will address the issue.*

d. Is this project within 5 miles of a Public Airport? If yes, which one(s)?

e. Is this facility a designated SIS corridor, connector, or hub or adjacent to a SIS facility?

f. Identify and locate where any transit routes and/or facilities (e.g. stops, shelters, park and ride lots, intermodal centers, and rail stations) are located within the project limits.

g. If transit service is present within the project limits, describe:

- (1) any potential impacts, including to service provision, and/or proposed improvements, and,
- (2) collaboration efforts and opportunities with the transit service provider.

h. Is this project within the Federal Aid system? Choose an item.
(If yes, FDOT staff needs to verify and check here)

6. Consistency with Local and MPO Plans

- a. Is the applicant the maintaining agency? Choose an item.
If not, supporting documentation from the maintaining agency approving the project must be provided.
- b. Is this project consistent with the Local Government Comprehensive Plan? Choose an item.
If yes, please attach a copy of the page in the Comprehensive Plan.
If no, please state when an amendment will be processed to include the project in the Plan.
- c. Is the project in an MPO Cost Feasible component of the Long Range Transportation Plan (LRTP)?
Choose an item.
If yes, please attach a copy of the page in the LRTP.
If no, please state when an amendment will be done to include the project in the LRTP (if applicable).

7. Other Information:

- a. Has the Applying Agency been certified by FDOT to perform the work under the Local Agency Program (LAP) process? Choose an item.

If the agency is currently certified, has the required LAP training been completed? Choose an item.

NOTE: *Right of Way (R/W) is not a project phase that a local agency becomes certified; therefore, FDOT is required to provide oversight on any R/W phase. R/W acquisition includes License Agreements, Encroachment Agreements (Florida Gas Transmission - FGT), Perpetual Easements, Temporary construction easements, and Donations therefore must be treated in the same manner as a fee acquisition. i.e.: survey, mapping, parcel identification. All have value and the owners are entitled to compensation, unless voluntarily waived in writing per the Uniform Act.*

- b. Is there sufficient R/W to construct the proposed improvements owned by the Local Agency that will construct the project? If yes, please provide proof of ownership (R/W Certification, R/W Maps, Executed Deed/Easement documents). If no, please provide an exhibit visually depicting the new right of way area anticipated for the project together with a spreadsheet providing the tax id # of each impacted parcel and approximate size of the new acquisition area for each impacted parcel. (Examples of each exhibit can be provided, if necessary, by contacting the District 5, Right of Way Cost Estimate Coordinator.)

If R/W is going to be required, please coordinate with FDOT's Survey and Mapping, Design Support/Cost Estimates and R/W department staff. Explain your agency's process for hiring an appraiser, doing title work and creating conveyance documents. Share your staff's experience in acquiring property by federal and state guidelines including eminent domain experience your agency's legal staff has.

Provide an estimate of the total cost of the project phase(s) and attach supporting documents that supports the requested phase estimate (i.e. man-hour estimate and rates, equipment cost and right of way cost).

Work Type	Phase Complete?	Responsible Agency (Who performed or who will perform the work?)	Procurement Method? Agency Staff Advertise (consultant) Continuing Services	Project Cost Estimate
Planning Development (Corridor or Feasibility Study)	Choose an item.		Choose an item.	\$
Project Development and Environment Study (PD&E)	Choose an item.		Choose an item.	\$
Design	Choose an item.		Choose an item.	\$
Right-of-way Acquisition	Choose an item.		Choose an item.	\$
Construction	Choose an item.		N/A	\$
CEI	Choose an item.		Choose an item.	\$
Other:	Choose an item.		Choose an item.	\$
Total Project Cost Estimate:	\$			

- **Include a map showing location of the area of interest. Label important features, roadways, or additional description to help FDOT identify the location and understand the nature of the project.**
- **When requesting the Construction phase please include the following documents or status:**
 - Signed and sealed plans
 - Engineer's estimate
 - Bid Documents and Specifications Package
 - Signed LAP Construction Checklist
 - Right of Way Certification
 - Environmental Certification
 - All necessary permits