




MEMORANDUM

DATE: June 27, 2024
TO: Utility MOT Applicants and MOT Suppliers
FROM: Gary Dunmyer, MBA, PE, CGC, Senior Traffic Engineer 
RE: **Utility MOT Permit Application Procedure Change**

**Department of Engineering
and Public Works**
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Starting on July 1, 2024, the Palm Beach County Traffic Division requires Utility MOT Applicants to make separate submittals for projects that meet the following conditions:

1. Work is proposed on:
 - b. more than one road, or
 - c. the same road at separate locations that are not immediately adjacent.
2. The proposed work area is longer than:
 - a. two (2) linear miles in an urban/suburban area, or
 - b. five (5) miles in a rural area.
3. Construction within all the work areas within the plan will not start within 60 days of the approval date.

EXAMPLES:

1. If the utility permit, shows work on Woolbright Road from Jog Road to Military Trail then this can be applied under one MOT permit. However, if the project location shows work on Woolbright Road at Jog Road **and** the other location is on Woolbright Road and Lawrence Road, this would require two (2) separate MOT permit applications.
2. If a linear project were on Jog Road (from Hypoluxo Road to Southern Boulevard), this project would need two MOT permit applications. The applicant would have to separate MOT permits such that neither application was for a work area longer than 2 miles.
3. If work were proposed on Congress Ave, on both sides of the road and the Contractor wanted to begin on the south bound work first, then once complete start of the north bound work. If the north bound work doesn't start within 60 days of the MOT permit issuance, then a second application would be need to be submitted.

Please note: A start date would need to be called in for each MOT permit location with the associated utility permit to Construction Coordination prior to starting work. If a start date is not called in, the MOT permit will expire.

If you have any questions, please feel free to contact Graciela MCAusland or Sean Reilly at (561-684-4030).

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