Florida Department of Transportation

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GOVERNOR

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SECRETARY

Transportation Alternatives Program (TAP)/Local Initiatives (LI)/Complete Streets and other Localized Initiative Program (CSLIP)

Application Checklist

Project Title: __Riverside Park Neighborhood Improvements_____ Date: ___01-13-20_____

Following documents and/or attachments are required and must be included with application submittal:

☒ Application Checklist – completed and signed by all applicable parties. ***(Application Checklist.pdf)***

☒ Completed Engineer Cost Estimate.
(prepared and signed by a Professional Engineer from the Agency's Engineering Office)

Select applicable spreadsheet format used: ☐ *FDOT_administered_Cost_Estimate.xlsx*
☒ *LAP_administered_Cost_Estimate.xlsx*

☒ Project Scoping/Funding Application Form. ***(Project Scoping_Funding_Application.pdf)***

☒ Project Location Map - depicting Begin and End limits for proposed project. ***(Location_Map.pdf)***

☒ Existing and Proposed Typical Sections - including existing ROW width and dimensions for all existing and proposed features. Include features that might represent potential conflict such as existing utility poles, lighting, exist. fence, etc. ***(Typical_Sections.pdf)***

☒ Right-of-Way Ownership Verification- Maps or applicable documents denoting ownership for the project. Project location shall be highlighted/noted within provided documents. ***(Right-of-Way.pdf)*** (Right of way maps, Plats, deeds, certified surveys, Land use Agreements, right of use permits and/or easements). Copies of original documents required, Screenshots from any website are not allowed.

☒ Public Involvement/ Outreach Documentation- detailed public support on how was the community support gathered and evaluated. **(*Public_Support.pdf)***
(public outreach presentations, Sign- in sheets, meeting minutes, flyers, social and/or newsletters)

☒ Required Resolution of Support: ***(Resolution.pdf)***

For Projects to be administered by FDOT:

(All projects to be administered and delivered by FDOT must be vetted by the Department 6 weeks prior to application submittal. The Department shall consider the request to determine viability of entity to deliver project, which may be the Department or the local agency)

Select what applies: ☐ On- system project (State road)
☐ Off-system project (Local road) - Agency requests FDOT to administer

☐ Letter of consistency from Department providing feedback on the project.

☐ Resolution from the applicant's governing board approving the specific project recognizing the Department delivering the project on behalf of the agency for Design and Construction phases.

☐ Resolution from the responsible governing board confirming commitment to fund the project's O&M.

(Projects administered by the Department on behalf of the local agency requires a signed Highway Maintenance Memorandum of Agreement (HMMOA) with the Department during Design.)

For Projects to be administered by LAP:

(*All Off-system projects must be administered by Local Agency unless requested otherwise, as stated above.)*

Select what applies: ☒ Off-system project (Local road)

☒ Resolution from the applicant's governing board approving the specific project.

☒ Resolution from the roadway owner (governing board) that has ownership over the project related right-of-way approving the specific project.

☒ Resolution from the responsible governing board confirming commitment to fund the project's O&M.

☐ LAP Eligibility Coordination: ***(Initial_LAP_Coordination.pdf)***

Any governmental entity other than the Department of Transportation must be LAP certified to administer any Federal Aid projects. If Agency is seeking to implement any project phase through LAP, then Agency shall start seeking required LAP Certification after project funding award. However, coordination with the District Local Program Administrator shall be initiated 6 months prior application submittal to discuss LAP Certification process and eligibility. Proof of coordination shall be provided with application submittal.

☐ Traffic Analysis / Traffic Study Coordination: ***(Initial_Traffic_Coordination.pdf)***

required when/ if: ☐ Lane Elimination is proposed, or
☐ Traffic signal improvements will result in change of traffic patterns, or
☐ Proposed work on Off-system road (local Rd) could potentially affect traffic patterns and/or back up into adjacent On- System road (State Rd).

(Coordination should be initiated with the Department Planning Office for requirements review prior to application submittal) Proof of coordination shall be provided.

☒ Additional Supporting Documentation
(not required, however, if available, it will facilitate review process)

- ☒ Page(s) from local plan or program that references the project.
- ☐ Any supporting data and technical analysis.
- ☐ If the project is part of a corridor study, include page(s) where the project is referenced.
- ☒ If the project is adjacent to any upcoming or currently underway projects, then provide available related documentation.

If any of the above required items are not submitted by Application Submittal date, the application will be considered incomplete and will not be vetted by the Department nor be considered for programming for the current cycle.

Signatures below are required, certifying that the documentation included in application submittal has been reviewed and completed in accordance with this checklist.

Applicant/Agency Representative

_____
Signature

David Dyess, City Manager
_____
Name/ Title

_____
Date

Applicable Planning Office Representative

_____
Signature

_____
Name/ Title

_____
Date