LAUDERBUILD GUIDE – MOT APPLICATIONS

Rev: 2 | **Revision Date:** 7/15/2021 | **Print Date:** 5/24/2021

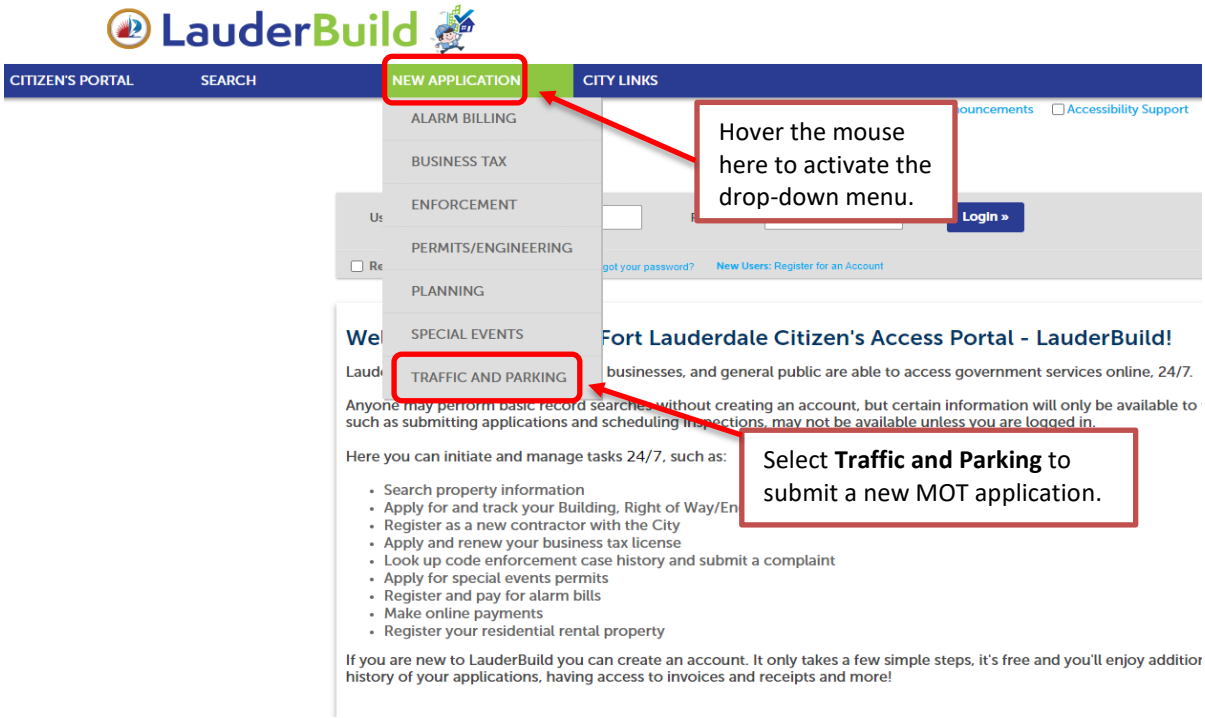
LauderBuild – Accela Citizen Access Instruction Guide

This guide outlines the steps to submit and review Maintenance of Traffic (MOT/TTC) applications and enforcement case records on LauderBuild. LauderBuild can be used to review details regarding MOT/TTC applications, MOT code cases, and pending MOT application comments. Assessed fees for code cases can also be paid through the public portal. Property owners or applicants can create LauderBuild accounts to review all records under their address through the **My Records** section on their account page. **If you have any issues viewing your records on your LauderBuild account, please contact LauderBuild Technical Support at (954) 828 – 6520, option 2 or email Lauderbuild@fortlauderdale.gov.**

1. **Creating a MOT/TTC Application**:

To submit a new MOT/TTC application, a Accela Citizen Access account must be created. Any applications submitted in LauderBuild will be visible on the user account under the **My Records** section.

Once the user account has been created, hover over the "New Application" option on the toolbar located at the top of the website. A dropdown menu will appear with a list of departments with forms or applications available in LauderBuild. Using this menu, select the "Traffic and Parking" option. *Please note that a prompt will display to have the user log into their Citizen Access account if they are not already logged in.*



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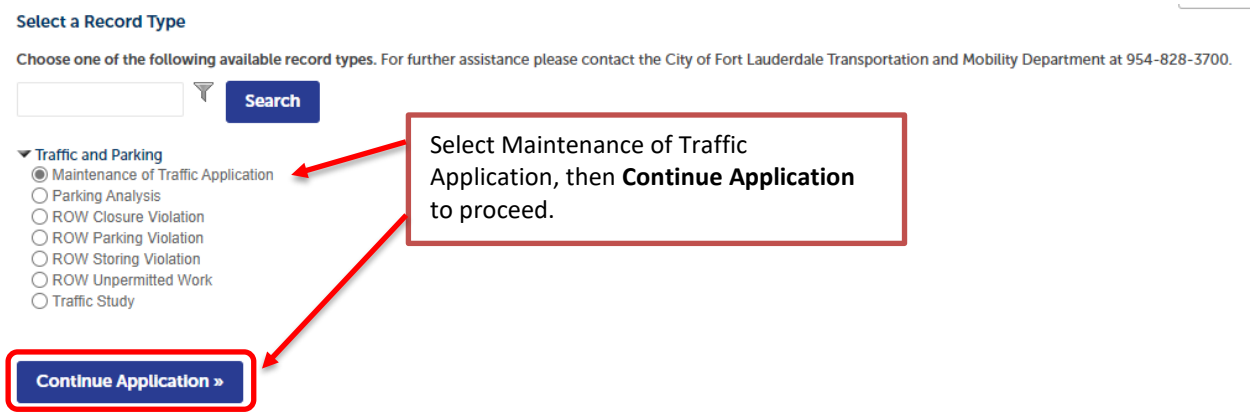
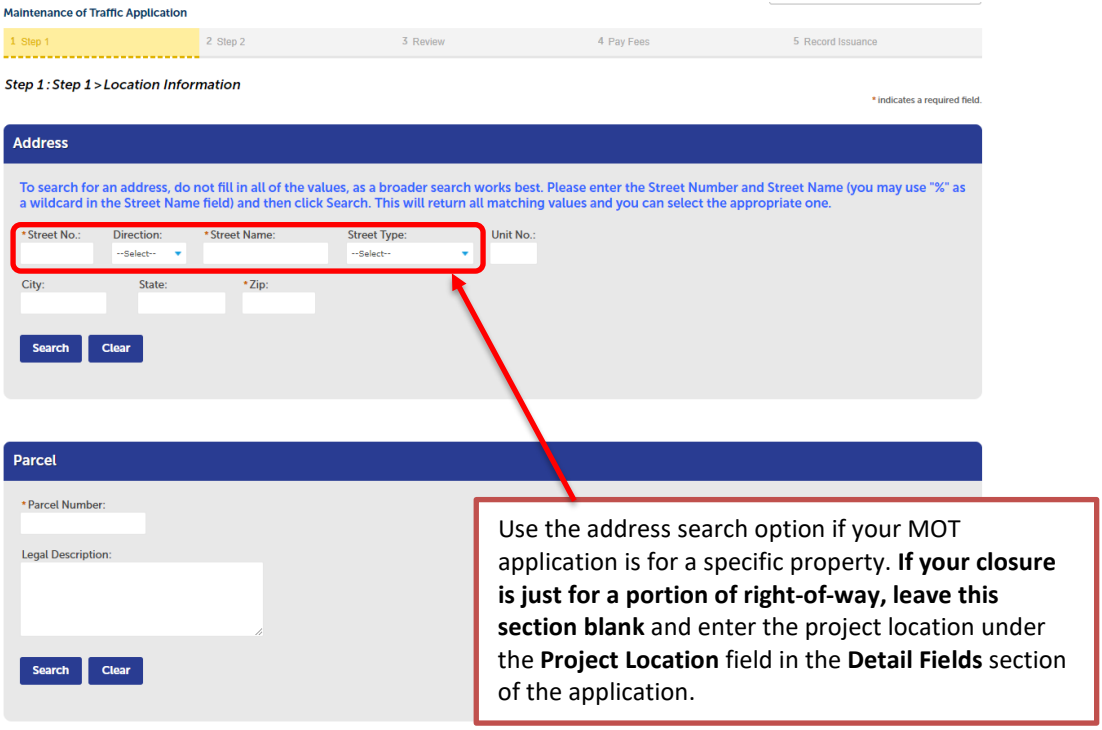
After accepting the Terms and Conditions, select the **Maintenance of Traffic Application** record type to submit a new MOT/TTC Application.



Follow each Maintenance of Traffic Application step to complete and submit a new MOT/TTC application. Please note that all required fields must be completed in order to proceed with the next step.

Under Step 1, the user will be prompted to complete the general application contact, contractor, and address/owner information. Conducting a partial search by Street number, Direction, Street Name, and Street type will yield the best search results. Once the address is found, the remaining fields will autofill – please verify the information is correct before proceeding. Please note that the address section is **optional**:



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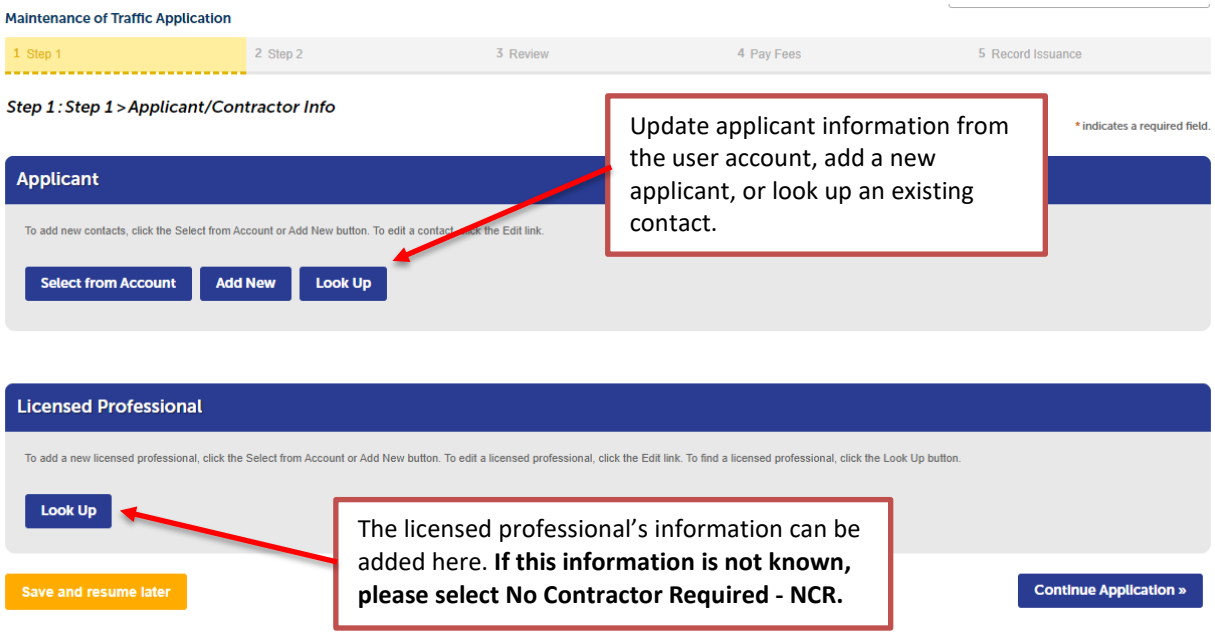
For the applicant contact information, use the "Select from Account" option to update the record with the user's information already available in their account. Alternatively, the applicant information can be added under "Add New," or if they are registered in LauderBuild, found under "Look Up."

Licensed Professionals already registered with the City will be available in the LauderBuild system. If the licensed professional is unknown at the time of submittal, **please select No Contractor Required - NCR**.



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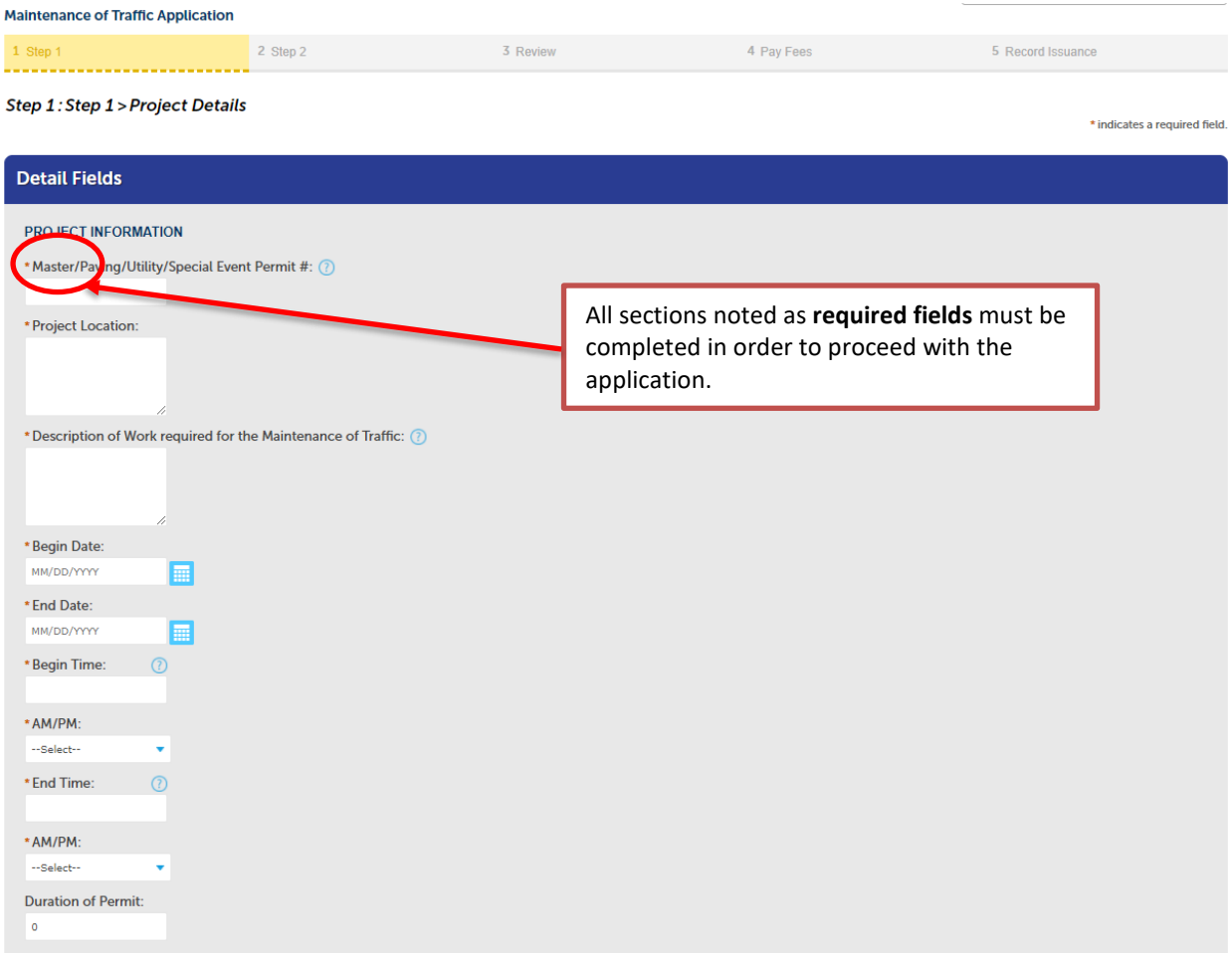
Once the applicant information, project address, and contractor information are complete, the user can proceed with the MOT details. All sections noted with a red asterisk are required fields and must be completed in order to proceed to the next step.



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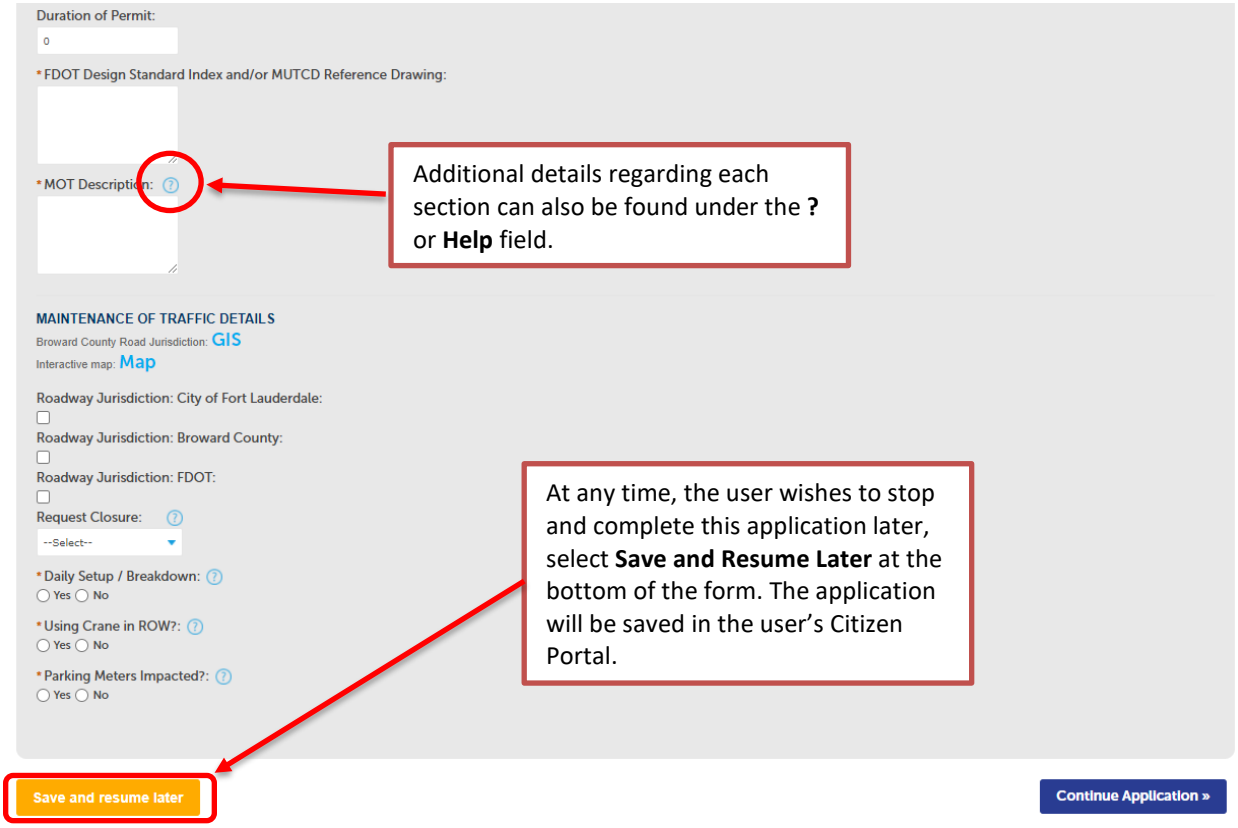

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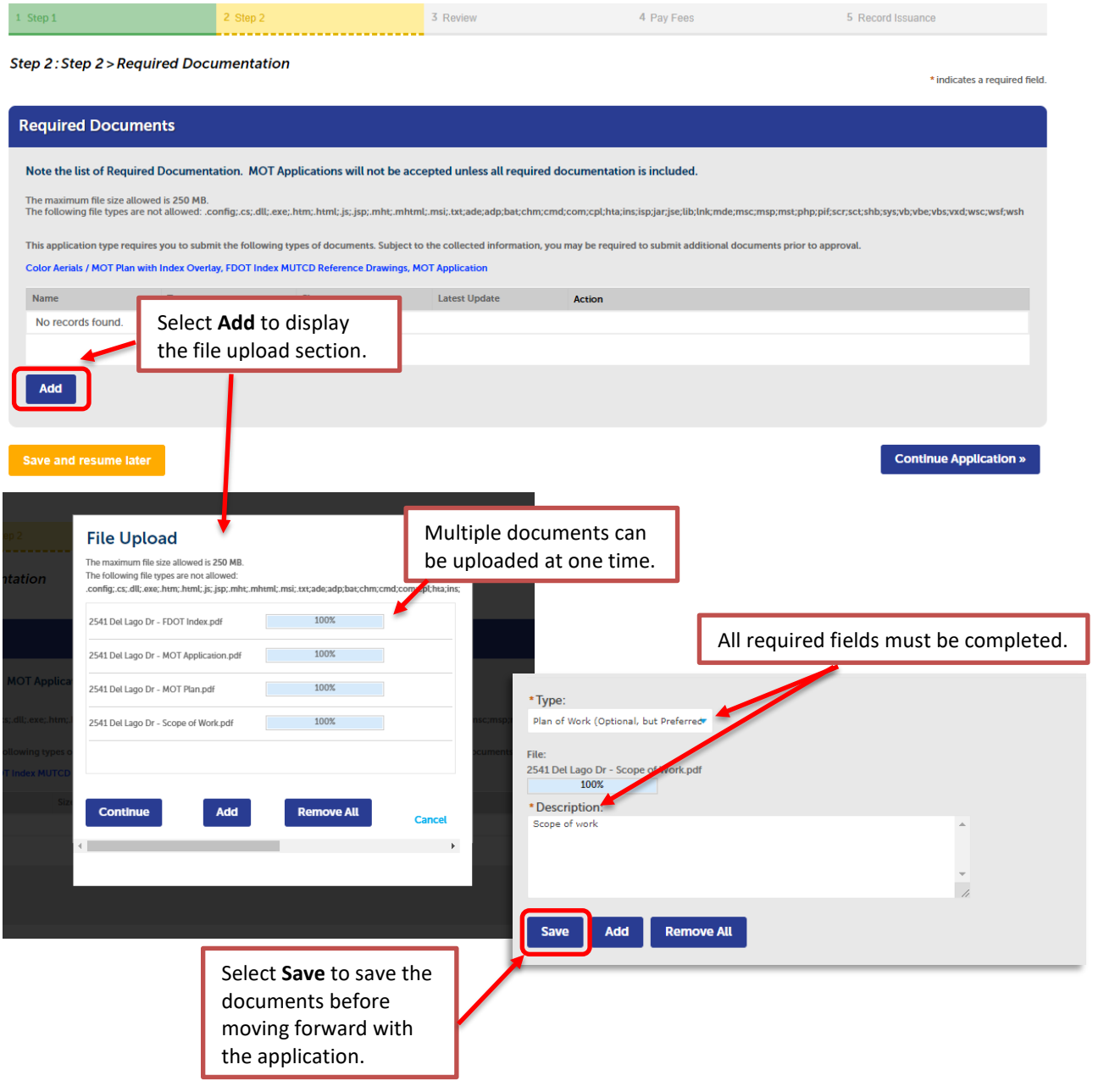
In Step 2, the user will upload the required MOT Application documents. At minimum, the applicant must provide a completed **MOT Application Form**, **Color Aerials/MOT Plan with Index Overlay**, and **FDOT Index/MUTCD Reference Drawings**. The user may also submit additional items such as a scope of work or State and County approved permits, if applicable.



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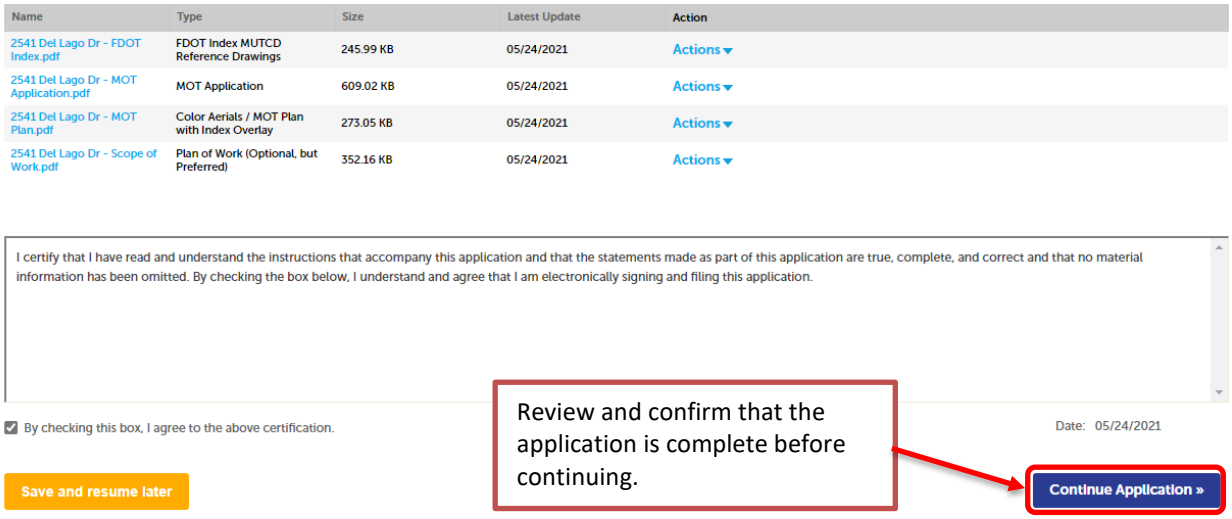
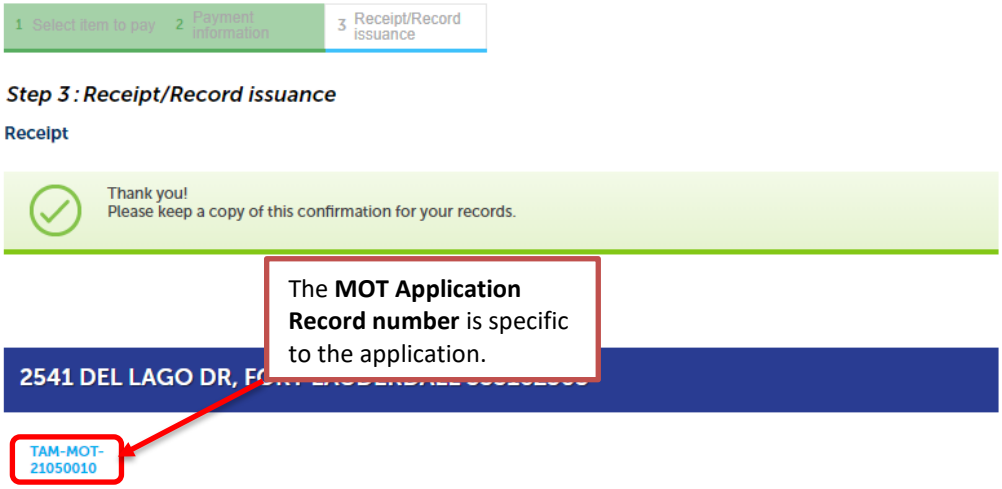
Step 3 provides an overview of the MOT Application so the user can confirm that all information provided is complete before submittal. If all the information is complete and accurate, check the box to indicate that all the information is indeed correct and select "Continue Application."



Once the application is submitted, a confirmation page will be displayed with the **MOT Application record number** that is exclusive to the application. The approved MOT Application will be available in the Permit Package once issued by the Department of Sustainable Development.



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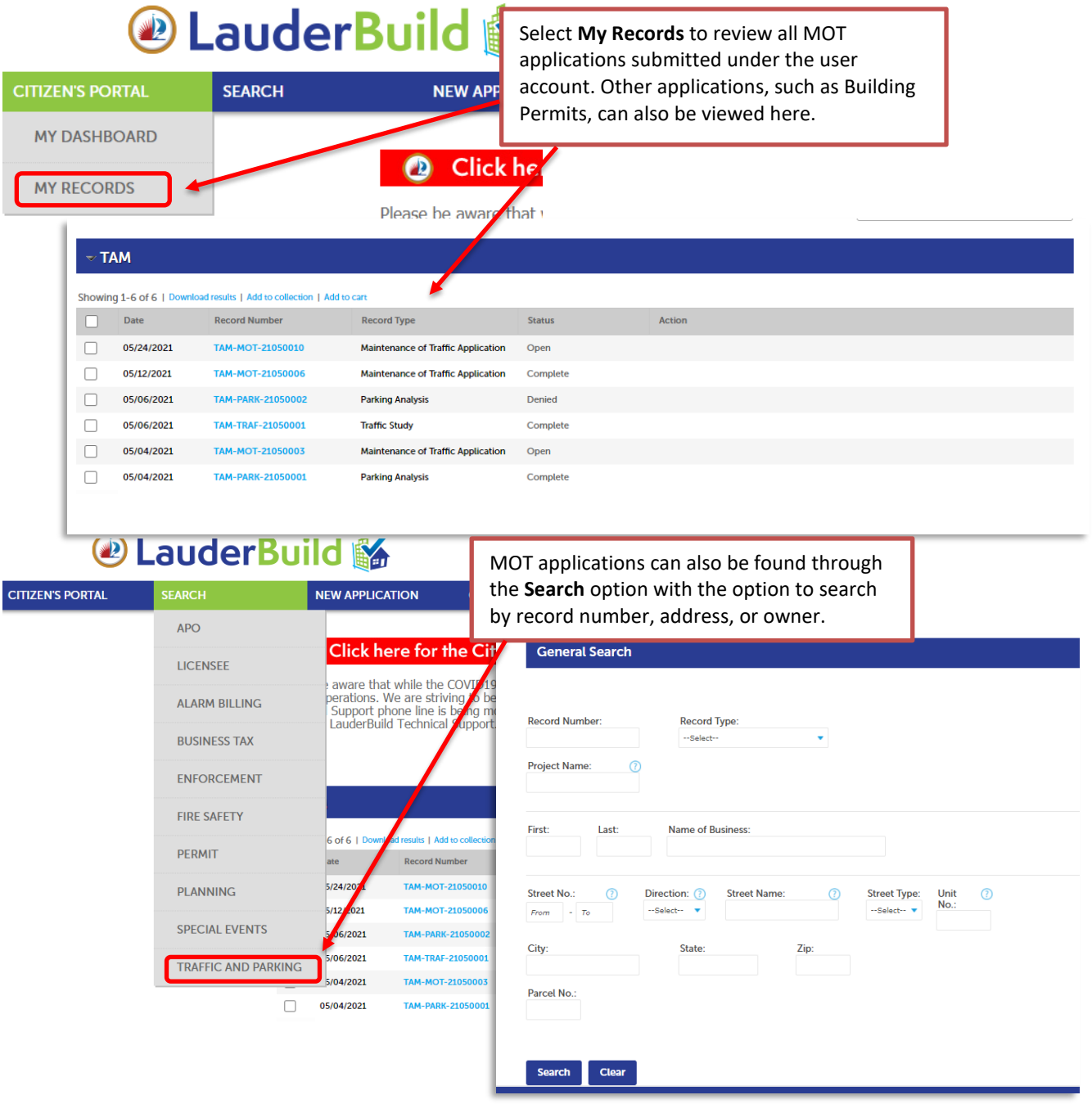
2. Reviewing MOT Applications in LauderBuild:

At any time, the user can review the status of their MOT Application in the **My Records** section or by searching the **MOT Application Record number** in the Search field.



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