



TRANSPORTATION & MOBILITY DEPARTMENT – TRANSPORTATION 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.*

The screenshot shows the LauderBuild website interface. At the top, there is a navigation bar with 'CITIZEN'S PORTAL', 'SEARCH', 'NEW APPLICATION', and 'CITY LINKS'. The 'NEW APPLICATION' button is highlighted with a red box. A dropdown menu is open, listing various services: ALARM BILLING, BUSINESS TAX, ENFORCEMENT, PERMITS/ENGINEERING, PLANNING, SPECIAL EVENTS, and TRAFFIC AND PARKING. The 'TRAFFIC AND PARKING' option is also highlighted with a red box. A red arrow points from a text box to the 'NEW APPLICATION' button, and another red arrow points from a text box to the 'TRAFFIC AND PARKING' option. The text boxes contain the following instructions: 'Hover the mouse here to activate the drop-down menu.' and 'Select Traffic and Parking to submit a new MOT application.'



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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.

Select a Record Type

Choose one of the following available record types. For further assistance please contact the City of Fort Lauderdale Transportation and Mobility Department at 954-828-3700.

▼ Traffic and Parking

- Maintenance of Traffic Application
- Parking Analysis
- ROW Closure Violation
- ROW Parking Violation
- ROW Storing Violation
- ROW Unpermitted Work
- Traffic Study

Select Maintenance of Traffic Application, then **Continue Application** to proceed.

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:

Maintenance of Traffic Application

1 Step 1 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Step 1 > Location Information * Indicates a required field.

Address

To search for an address, do not fill in all of the values, as a broader search works best. Please enter the Street Number and Street Name (you may use "%" as a wildcard in the Street Name field) and then click Search. This will return all matching values and you can select the appropriate one.

* Street No.: Direction: * Street Name: Street Type: Unit No.:

City: State: * Zip:

Parcel

* Parcel Number:

Legal Description:

Use the address search option if your MOT application is for a specific property. **If your closure is just for a portion of right-of-way, leave this section blank** and enter the project location under the **Project Location** field in the **Detail Fields** section of the application.



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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.**

Maintenance of Traffic Application

1 Step 1 2 Step 2 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Step 1 > Applicant/Contractor Info

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Update applicant information from the user account, add a new applicant, or look up an existing contact. * indicates a required field.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Look Up

Save and resume later Continue Application >

The licensed professional’s information can be added here. If this information is not known, please select No Contractor Required - NCR.

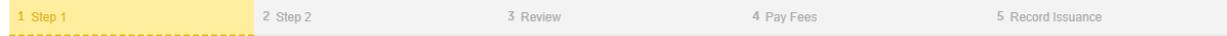


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Once the applicant information, project address, and contractor information are complete, the user can proceed with the MOT details. All sections noted with a red asterisk are required fields and must be completed in order to proceed to the next step.

Maintenance of Traffic Application



Step 1: Step 1 > Project Details

* indicates a required field.

Detail Fields

PROJECT INFORMATION

* Master/Paving/Utility/Special Event Permit #: ?

* Project Location:

* Description of Work required for the Maintenance of Traffic: ?

* Begin Date:
MM/DD/YYYY

* End Date:
MM/DD/YYYY

* Begin Time: ?

* AM/PM:
--Select--

* End Time: ?

* AM/PM:
--Select--

Duration of Permit:
0

All sections noted as **required fields** must be completed in order to proceed with the application.

(Continued on next page)



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Duration of Permit:
0

* FDOT Design Standard Index and/or MUTCD Reference Drawing:

* MOT Description:  Additional details regarding each section can also be found under the ? or Help field.

MAINTENANCE OF TRAFFIC DETAILS
Broward County Road Jurisdiction: [GIS](#)
Interactive map: [Map](#)

Roadway Jurisdiction: City of Fort Lauderdale:

Roadway Jurisdiction: Broward County:

Roadway Jurisdiction: FDOT:

Request Closure: 
--Select--

* Daily Setup / Breakdown: 
 Yes No

* Using Crane in ROW?: 
 Yes No

* Parking Meters Impacted?: 
 Yes No

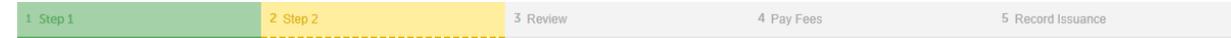
Save and resume later Continue Application »



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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.



Step 2: Step 2 > Required Documentation

* indicates a required field.

Required Documents

Note the list of Required Documentation. MOT Applications will not be accepted unless all required documentation is included.

The maximum file size allowed is 250 MB.
The following file types are not allowed: .config;.cs;.dll;.exe;.htm;.html;.js;.jsp;.mht;.mhtml;.msi;.txt;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Color Aerials / MOT Plan with Index Overlay, FDOT Index MUTCD Reference Drawings, MOT Application

Name	Latest Update	Action
No records found.		

Add

Save and resume later **Continue Application >**

Select **Add** to display the file upload section.

File Upload

The maximum file size allowed is 250 MB.
The following file types are not allowed:
.config;.cs;.dll;.exe;.htm;.html;.js;.jsp;.mht;.mhtml;.msi;.txt;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh

2541 Del Lago Dr - FDOT Index.pdf	100%
2541 Del Lago Dr - MOT Application.pdf	100%
2541 Del Lago Dr - MOT Plan.pdf	100%
2541 Del Lago Dr - Scope of Work.pdf	100%

Continue **Add** **Remove All** Cancel

Multiple documents can be uploaded at one time.

All required fields must be completed.

* Type:
Plan of Work (Optional, but Preferred)

File:
2541 Del Lago Dr - Scope of Work.pdf
100%

* Description:
Scope of work

Save **Add** **Remove All**

Select **Save** to save the documents before moving forward with the application.



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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.”

Name	Type	Size	Latest Update	Action
2541 Del Lago Dr - FDOT Index.pdf	FDOT Index MUTCD Reference Drawings	245.99 KB	05/24/2021	Actions ▼
2541 Del Lago Dr - MOT Application.pdf	MOT Application	609.02 KB	05/24/2021	Actions ▼
2541 Del Lago Dr - MOT Plan.pdf	Color Aerials / MOT Plan with Index Overlay	273.05 KB	05/24/2021	Actions ▼
2541 Del Lago Dr - Scope of Work.pdf	Plan of Work (Optional, but Preferred)	352.16 KB	05/24/2021	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 05/24/2021

[Save and resume later](#)

[Continue Application >](#)

Review and confirm that the application is complete before continuing.

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.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Thank you!
Please keep a copy of this confirmation for your records.

The **MOT Application Record number** is specific to the application.

2541 DEL LAGO DR, F...

TAM-MOT-21050010



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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.

MY RECORDS

Select **My Records** to review all MOT applications submitted under the user account. Other applications, such as Building Permits, can also be viewed here.

Click here

Date	Record Number	Record Type	Status	Action
05/24/2021	TAM-MOT-21050010	Maintenance of Traffic Application	Open	
05/12/2021	TAM-MOT-21050006	Maintenance of Traffic Application	Complete	
05/06/2021	TAM-PARK-21050002	Parking Analysis	Denied	
05/06/2021	TAM-TRAF-21050001	Traffic Study	Complete	
05/04/2021	TAM-MOT-21050003	Maintenance of Traffic Application	Open	
05/04/2021	TAM-PARK-21050001	Parking Analysis	Complete	

General Search

Record Number: Record Type:

Project Name:

First: Last: Name of Business:

Street No.: Direction: Street Name: Street Type: Unit No.:

City: State: Zip:

Parcel No.:

Search **Clear**

Click here for the City

MOT applications can also be found through the **Search** option with the option to search by record number, address, or owner.