



**PORT EVERGLADES DEPARTMENT** – Business Administration Division  
1850 Eller Drive, Fort Lauderdale, Florida 33316-4201 • 954-523-3404 • FAX 954-525-1910

Date: July 24, 2019

**RE: Telecommunication Company Site Access License Agreement Application**

Dear Madam or Sir:

A Telecommunication company (Applicant) must obtain a Site Access License Agreement (SALA) from Broward County's Port Everglades Department in order to enter County-owned property within Port Everglades to install, operate, inspect, construct, remove, repair, and maintain its conduit, wires, cables, fibers, lock-boxes, building entrance fixtures, and other appurtenant fixtures and equipment (collectively, the "Facilities") into, over, under, across, and along the Property to provide communications services.

In order to obtain a SALA, the Applicant must submit the attached application and documentation. The Applicant will not be allowed to install its Facilities on County-owned property within Port Everglades until a SALA is in place. This process may take up to 90 days to complete, so plan accordingly. The standard operating procedure for completing this process is outlined below.

Should you have any questions or require assistance, please call the Property Management Section at (954) 468-3518.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Hernández", is written over a light blue circular stamp.

Jorge Hernández  
Director of Business Administration

Attachments



**PORT EVERGLADES DEPARTMENT**

Business Administration Division  
1850 Eller Drive  
Fort Lauderdale, Florida 33316-4201  
954-523-3404 • FAX 954-525-1910

**Telecommunication Company  
Site Access License Agreement (SALA)  
Application**

Company Name (Applicant):

Address for purpose of notice or other communication related to SALA:

Attn.:

Address:

Email address:

Phone #:

Fax #:

Billing Address (if different from above):

Notice "Copy to" address (as applicable):

Address(es) of County-owned property that the Facilities will service:

Description of Facilities, include overall run length as well as length proposed on County-owned property:

Utility client:

This application cannot be processed for approval unless accompanied by: 1) a Scope of Work narrative and 2) a Conceptual Plan. The application and documents are to be submitted to the Port Everglades Business Administration Division:

Attn: Property Manager  
Port Everglades Department, Business Administration Division  
1850 Eller Drive, Suite 603, Fort Lauderdale, FL 33316

Applicant understands that under Florida law the information provided herein is public record and may be subject to public disclosure.

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



### **Standard Operating Procedure**

- 1) The Applicant shall provide conceptual plans of proposed Facilities along with completed Site Access License Agreement Application form.
- 2) Port staff will review the conceptual plans and approve or reject the concept.
- 3) If conceptual plans are approved by Port staff, the Applicant will request existing buried utility locations from Port staff and proceed with preparation of final plans for the proposed improvements. Plans are to include a location survey based on all areas where the Facilities are proposed. Survey must show existing ground cover labels, locations of all trees and manmade facilities, and extend a minimum of 5' beyond all improvement locations, i.e., a 10-foot corridor centered at proposed conduit location, an area 5' outside any proposed structures, etc. Areas outside of surveyed corridor should be shown from a recent aerial (or alternate mapping software). Port staff will initiate preparation of a Draft SALA at this time and will provide a letter of conditional approval (see attached sample) that the Applicant can use to proceed with permitting through the relevant municipality.
- 4) After Port staff reviews and approves the final plans, the utility must provide a sketch and legal description titled "Limits of Access Rights" (LAR) that will be referenced in the SALA. The LAR shall cover County-owned areas that the Applicant may need to access for potential future maintenance (note that this is not an easement). Typically, this LAR will be a 10' corridor centered at linear features (including but not limited to: conduit, wires, cables, fibers) and will extend 5' beyond the perimeter of any proposed point features (including but not limited to: lock-boxes, building entrance fixtures, and other appurtenant fixtures and equipment). Note that the LAR should only include County-owned, non-right-of-way areas.
- 5) Once the LAR is reviewed and approved it will be incorporated into the SALA and the SALA can be executed.





Port Everglades Department  
**SEAPORT ENGINEERING AND FACILITIES MAINTENANCE DIVISION**  
1850 Eller Drive, Fort Lauderdale, Florida 33316-4201 • 954-468-0142 • FAX 954-468-3436

Date

To whom it may concern:

Re: **Sample Letter of Conditional Approval (LOCA) for Telecommunication Installation Port Everglades**

Dear Sir or Madam:

This letter shall serve as Broward County Port Everglades Department's conditional approval for the service installation in accordance with the drawings provided. The proposed Facilities consist of (INSERT FACILITIES DESCRIPTION)

Please review the enclosed schematic utility atlas. This utility atlas is not all inclusive; the utilities shown are not to be considered as exact to location and you are not relieved of the requirement to verify the presence/absence of other utilities and to protect them from damage or impact. You remain responsible for any damage, impact, or interruption to any utilities caused by the contractor(s) performing the proposed installation (please refer to Note #2 below).

**The following conditions must be met prior to construction:**

1. Obtain all necessary permits prior to commencing the work, including permits from the relevant municipalities.
2. Because this installation is located on County owned Port Property, a License Agreement will need to be executed with the Port. Please contact the Property Management Section at (954) 468-3518.
3. Because this project is located in the vicinity of known fuel lines, no directional drilling will be allowed.
4. Contact Sunshine 811 for utility locations at 800-432-4770 a minimum of 48 hours prior to excavation and verify that all utilities are marked or cleared prior to excavation. Please provide Seaport Engineering and Facilities Maintenance Division (SEFMD) with a copy of the ticket number.
5. If traffic will be impacted, provide SEFMD with a certified maintenance of traffic (MOT) plan to coordinate a safe and minimized interruption of traffic. Obtain specific permission from SEFMD and from impacted Port tenants for anticipated dates and duration of work PRIOR to starting work. A pre-construction meeting must be held to coordinate.
5. If contaminated soils are encountered the soils will have to be lawfully contained and disposed of by the contractor in accordance with all jurisdictional regulations.
6. All existing surfaces (ground cover, pavement, sidewalks, etc.) cut or damaged during construction shall be repaired in conformance with Broward County standards. Restoration shall match the original material and original grade. All surface features must be returned to preconstruction condition within 7 days of construction completion and appropriate safety measures must be implemented prior to surface replacements.
7. Within 60 days of completion of construction, provide accurate stationed and certified as-built drawings

Mr. John Smith  
January 1, 2019  
Page 2

with clearly definable and permanent field reference points.

9. Close all permits in a timely manner and provide proof of closure to Port Everglades SEFMD staff.

If you have any questions regarding any of these matters, please contact me at (954) 468-0157.

Sincerely,

Construction Project Management Supervisor  
Seaport Engineering and Facilities Maintenance Division