



**Business Development**

1850 Eller Drive, Suite 603, Fort Lauderdale, Florida 33316  
954-468-0170 • FAX 954-525-1910 • PortEverglades.net

Date: February 22, 2024

**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,

Jorge Hernández  
Director of Business Development

Attachments



# Telecommunication Company Site Access License Agreement (SALA) Application

Port Everglades - Business Development Division  
1850 Eller Drive, Suite 603 • Fort Lauderdale, Florida 33316  
(954) 468-3518

Updated 2/2024

## APPLICANT INFORMATION

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

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

Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address: ☐ Same as Above

\_\_\_\_\_  
Street City State Zip

Notice "Copy to" Address (if applicable):

\_\_\_\_\_  
Street City State Zip

## PROPERTY INFORMATION

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

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Street City State Zip

Description of Facilities. Include overall run length as well as length proposed on County-owned property:

Utility Client: \_\_\_\_\_

## DOCUMENTATION & ACKNOWLEDGEMENTS

This application cannot be processed for approval unless accompanied by the following documents:

☐ Scope of Work Narrative

☐ Conceptual Plans

☐ Other \_\_\_\_\_

The application and documents are to be submitted to the Port Everglades Business Development Division:

Attn: Property Management  
Port Everglades Department, Business Development Division  
1850 Eller Drive, Suite 603, Fort Lauderdale, Florida 33316

By submitting and signing this application, the applicant authorizes Port Everglades to make any inquiry or investigation it deems appropriate to verify or augment the information contained in the application and attachments, and authorizes others to release to Port Everglades any and all information sought in such inquiry. Applicant further understands that under the laws of the State of Florida, the information provided is subject to the Public Records Law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



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## **Standard Operating Procedure**

- 1) The Applicant shall provide conceptual plans of proposed Facilities along with a 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. The survey must show existing ground cover labels, locations of all trees and manmade facilities, and extend a minimum of 5 feet beyond all improvement locations, i.e., a 10-foot corridor centered at the proposed conduit location, an area 5 feet 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 the 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-foot corridor centered at linear features (including but not limited to: conduit, wires, cables, and fibers) and will extend 5 feet 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. Then the SALA can be executed.



**Seaport Engineering & Construction**

1850 Eller Drive, Fort Lauderdale, Florida 33316  
954-468-0142 • FAX 954-468-3436 • PortEverglades.net

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 approval for the service installation in accordance with the drawings provided. The drawings consist of (INSERT FACILITIES DESCRIPTION)

Please review the enclosed schematic utility atlas. This utility atlas shows utilities shown are not to be considered as exact to location, and you are responsible to verify the presence/absence of other utilities and to protect them. You remain responsible for any damage, impact, or interruption to existing utilities. Contractor(s) performing the proposed installation (please refer to drawings).

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

1. Obtain all necessary permits from the relevant municipalities, including permits from the relevant municipalities.
2. Because this installation is on private property, a License Agreement will need to be executed with the Property Management Section at (954) 468-3518.
3. Because there are known fuel lines, no directional drilling will be allowed.
4. Contractors must call at 800-432-4770 a minimum of 48 hours prior to excavation. The area must be marked or cleared prior to excavation. Please provide a copy of the ticket number to the Division (SECD) with a copy of the ticket number.
5. Contractors must provide SECD with a certified maintenance of traffic (MOT) plan to coordinate with SECD to minimize interruption of traffic. Obtain specific permission from SECD and the relevant municipalities for anticipated dates and duration of work PRIOR to starting work. A coordination meeting must be held to coordinate.
6. 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.
7. 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.

8. Within 60 days of completion of construction, provide accurate stationed and certified as-built drawings with clearly definable and permanent field reference points.

Close all permits in a timely manner and provide proof of closure to Port Everglades SECD 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 Construction Division