Roadway Agreement Committee Proportionate Share Agreement Process
60 Working Days @ Approximately 3 months

10 Working Days

Applicant Submittal*
LDMS file created

Pre meeting Scheduled for all Agreements to Discuss Terms (Project Expenditure Report Forms Executed and Returned)

Schedule Meeting Agenda

Committee Activities
- Committee Agenda Schedule
- Finalize Minutes
- Distribute Final Review to Voting Members of Committee
- Distribute Final Review Comments to Developers
- Prepare BCC Agenda

10 Working Days

Project Expenditure Reports Forms on File
RAC Sufficiency Review Completed
Distribute Application and Background Information to Committee Members

Prepare Agenda Package for Distribution

Committee Meeting

10 Working Days

If Agreement is Voted Approved

Final Review Process

Prepare and Submit BCC Agenda Items

If Agreement is Not Approved by Committee and More Changes are Needed

25 Working Days

Senior Staff Pre-BCC
(For items needing Senior Staff review)

BCC Meeting

5 Working Days

Distribute BCC Approvals to Applicant
Applicant responsible for recording proportionate share agreement and paying prop share payment within 30 days of BCC date

Update LDMS