

Traffic Restrictions

IDOT places time of day work restrictions on all roadways in District 1. Work is permitted from 9AM to 3PM and 7PM to 5AM weekdays, with no restrictions on the weekends.

Closure requests will need to be submitted at www.idotlcs.com by 9AM the work day preceding the scheduled work. Refer to Attachment J to obtain the necessary permit approvals to work within Illinois on this project.

WisDOT does not have any traffic restrictions on this project.

ATTACHMENT J
ILLINOIS HIGHWAY PERMIT
APPLICATION INSTRUCTIONS

ILLINOIS DEPARTMENT OF TRANSPORTATION
DISTRICT 1 – Traffic Permits
201 W. Center Court
Schaumburg, Illinois 60196-1096
P: (847) 705-4131
F: (847) 705-5498

HIGHWAY PERMIT APPLICATION INSTRUCTION SHEET

Last revised: January 2014

ALL INITIAL PERMIT APPLICATIONS for work to be done on State highways in Cook, DuPage, Kane, Lake, McHenry, and Will Counties should be submitted to **Mr. Tom Gallenbach, Traffic Permit Engineer**, at the address shown above. A single permit can be issued covering all work undertaken at any one location. However, if the anticipated construction is to be done by more than one contractor, each contractor must make a separate permit application for his/her respective portion of work.

The HIGHWAY PERMIT APPLICATION PROCESS can be broken down into four stages:

1. INITIAL SUBMITTAL
2. IDOT REVIEW / PLAN REVISION
3. ITEMS REQUIRED FOR PERMIT APPROVAL
4. PERMIT ISSUANCE

1. INITIAL SUBMITTAL

An initial submittal for a Highway Permit shall include the following items and MUST be submitted as hard copies via US Mail or some other delivery service:

- a) A transmittal letter that includes a general description of and location of proposed work; a description of whether the requested work is part of a larger development; and a contact name, address, and phone number of the agency requesting the permit.
- b) Two (2) full size copies of engineering plans or drawings prepared by an engineering firm clearly showing the project location, proposed work to be done, a clear depiction of all State highway rights of way, and any other elements impacting said areas of State highway rights of way.
- c) One (1) copy of a recorded Plat of Survey showing the subject location and adjacent properties.
- d) If storm water detention facilities or a drainage connection to utilities within a State highway right of way exist, the IDOT Drainage Connection Checklist and all applicable sections must be completed and submitted. In addition, a local municipal storm water submittal may be required and should be furnished to the Department.

2. IDOT REVIEW / PLAN REVISION

After the initial submittal, the appropriate IDOT Traffic Permit Engineer will review the plans, conduct a site visit (if necessary), and offer any comments s/he may have based on safety, feasibility, and IDOT guidelines. Typical reviews have a turnaround time of thirty (30) days; however, this may vary due to project complexity, workload, and interdepartmental reviews. A review letter, marked up plans, and any other Departmental comments will then be returned to the permit agency that submitted the request. The permit applicant will review the comments, revise his/her plans, and resubmit back to the IDOT Permit Engineer to continue the review process.

3. ITEMS REQUIRED FOR PERMIT APPROVAL

Upon plan approval, the Traffic Permit Engineer shall send an ITEMS REQUIRED LETTER detailing the items needed for permit approval, which are as follows:

- a) Three (3) signed copies of the Highway Permit form (BT 1045)
[Four (4) copies if traffic signal modifications involved]
- b) Three (3) fully executed copies of the Individual Highway Permit Bond form (BT 1046)
[Four (4) copies if traffic signal modifications involved]
- c) Five (5) full size copies of approved plans [Eight (8) copies if traffic signal modifications involved]
 - i. Four (4) copies of Special Provisions packet if traffic signal modifications involved
- d) One (1) copy of the Traffic Control Authorization Request (BT 725)
- e) One (1) copy of the Municipality Review of Permit Application (if applicant is NOT a municipality)

The HIGHWAY PERMIT form (BT 1045) is to be signed by the property owner and the contractor. The owner, lessee, or trust executor signs as the APPLICANT along with his/her mailing address provided on the appropriate lines, and the contractor signs as the WITNESS along with his/her mailing address provided on the appropriate lines. Additional sections to be completed are the "Project Location" and the "Work Described in Detail." All other lines will be filled out by the Department.

The INDIVIDUAL HIGHWAY PERMIT BOND form (BT 1046) is executed by a licensed bonding company with the petitioner or contractor as PRINCIPAL. A bond amount will be set by the Department and is dependent upon the amount, type, and extensiveness of the work to be done within the State right of way.

PREPARED PLANS or DRAWINGS may vary from a complete set of engineering plans prepared by an engineering firm to a detailed sketch on white 8 ½" x 11" paper. The main criteria for acceptable drawings is a clear and true representation of proposed work to be covered under the permit

Additional criteria shall include:

- **Accurate Location of Proposed Work:** mailing address of property, major cross streets, legal description of property/location with respect to intersecting roadways, railroads, streams, etc.
- **Depiction of Existing Conditions:** a clear location of roadway rights of way; dimensions of existing pavement, utilities, and items of interest; storm water detention and retention facilities; curb & gutter existence; sidewalk existence; pavement markings and striping; existing driveways on adjacent properties and properties across the highway; median, shoulder, and ditch locations; wet and dry utility structures and lines, etc.
- **Description of Proposed Work:** geometrics of driveways, roadway returns, pavement widening, and parking layout; lateral and longitudinal layout of proposed sanitary, storm, and water mains and structures; indicated elevations of underground utility installation; a detailed utility and/or grading plan showing proposed drainage; typical roadway sections; cross sections of roadway approximately at every fifty (50) foot intervals; State highway standards; State and municipal construction details, etc.
- **Miscellaneous:** north arrow; drawing scale; contact information of preparer should questions or issues arise, etc.

The TRAFFIC CONTROL AUTHORIZATION REQUEST (BT 725) details the proposed work to be permitted, the contact information of the contractor performing the work, IDOT Standard Traffic Control details to be used, and dates/times when the work can be performed.

The MUNICIPALITY REVIEW OF PERMIT APPLICATION is required for all permits to ensure the local municipality is aware of the proposed work within the State highway right of way. If the local municipality (i.e. City, Village, Township, etc.) is the Highway Permit applicant, this form does not need to be completed.

4. PERMIT ISSUANCE

Upon issuance of a HIGHWAY PERMIT, a copy of all applicable documents will be mailed to the owner and contractor at the addresses shown on the Highway Permit form. The applicant then has a specified time frame, as determined by the appropriate Traffic Permit Engineer, in which to complete all work as described in the issued permit. If acceptable, a Completion Letter is sent out informing both the applicant and contractor that the work performed is compliant with Department standards. If not acceptable, a Deficiency Letter will be sent to the applicant detailing the work left to be completed.ⁱ

ⁱ The above listing of suggested information is not to be considered all-inclusive. Additional information may be required.