



Illinois Department of Transportation

Office of Highways Project Implementation / Bureau of Local Roads & Streets
2300 South Dirksen Parkway / Room 205 / Springfield, Illinois / 62764

February 13, 2024

CIRCULAR LETTER 2024-04

CATEGORY: POLICY AND PRACTICES NOTIFICATION

BLRS PHASE I ENGINEERING FORM REVISIONS

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / PUBLIC WORKS DIRECTORS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY

INTRODUCTION & PURPOSE:

The purpose of this Circular Letter is to inform our Local Public Agency (LPA) and industry partners of recent a series of modifications to several Bureau of Local Roads and Streets Phase I Engineering Forms, principally those related to preliminary engineering activities, as we take the next steps in modernizing the Bureau.

Included in the update and modernization of these Forms we have included the option of utilizing electronic signatures. As with the previous released electronic signature Forms as outlined in both Circular Letters 2022-21 and 2023-03, these changes will allow LPAs the **option** of utilizing electronic signatures. This option continues to advance the desire to submit files and forms to the Department in an electronic manner, via email, thereby reducing “wet” signatures, reducing paper, and assist with the more efficient processing of tracking, increasing the throughput time, and improving our work.

FORM UPDATE / REVISION SUMMARY:

The following BLR forms have been revised, newly created, or eliminated, with a brief summary of the relevant changes:

- **BLR 19100, State Approved Categorical Exclusion (CE) & Design Approval for Local Public Agency Projects (REVISED)**
The existing BLR 19100 Form has been reformatted and updated to reflect proper Categorical Exclusion (CE) terminology.
- **BLR 19110, Checklist for Determination of State/Federal Approved Categorical Exclusions (CE) (NEW)**
This Form was developed to ensure and document compliance with the FHWA/IDOT Programmatic Agreement (PA) regarding the processing of actions classified as Categorical Exclusions. This Form formalizes the determination process that classifies a project as a State Approved CE, or a Federally Approved CE. Per the PA, only a full time IDOT employee may make the final Categorical Exclusion determination.
- **BLR 22000, Design Exception Guide (NEW)**
This Form was developed to aid the designer in determining the need for Design Exceptions. The Form may also be used as a general design criteria check sheet. This Form is to be inserted into all Project Development Reports (PDR), regardless of any Design Exceptions.

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- **BLR 22120, Design Exception (REVISED)**
The existing BLR 22120 Form has been reformatted and updated to document both level one and level two Design Exceptions.
- **BLR 22210, Local Project Development Report Categorical Exclusions and Design Approval (REVISED)**
The existing BLR 22210 Form has been reformatted and updated to reflect current Categorical Exclusion terminology and environmental documentation requirements.
- **BLR 22211, Local Project Development Report for Group I Categorical Exclusions and Design Approval (ELIMINATED)**
The existing BLR 22211 Form has been incorporated into the revised BLR 22210 Form, and will be removed from the BLR Forms list.

LINKS FOR NEW AND REVISED THESE BLR FORMS:

The new and revised Forms, as mentioned in the Circular Letter, are available on the Department website, and can be accessed and downloaded through the following links:

- [BLR 19100](#)
- [BLR 19110](#)
- [BLR 22000](#)
- [BLR 22120](#)
- [BLR 22210](#)

EFFECTIVE DATE & TRANSITION PERIOD:

These Forms become effective immediately and will be required for all newly initiated projects starting **March 1, 2024**.

If you have any questions regarding this Circular Letter, please contact Greg Lupton, Local Project Implementation Engineer at Greg.Lupton@illinois.gov. If you have questions concerning the use and applicability of these Forms, please contact your respective District Local Roads Field Engineer.

Sincerely,



George A. Tapas, P.E., S.E
Engineer of Local Roads and Streets

cc: Chris Hall, FHWA Illinois Division Administrator (Acting)
Aaron Metzger, Illinois Association of County Engineers
Molly Rockford, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
Arnie Vegter, Township Highway Commissioners of Illinois