

KANE COUNTY
DIVISION OF TRANSPORTATION
(UPDATED 2-10-2020)
Checklist for Utility Permit Plans

All applications and plans:

- Submitted plan must be a single PDF, formatted to print at 11x17 page size (an 11x17 paper submittal may also be accepted).
- Ensure that all line types in the drawing are clearly visible and easily distinguishable.
- Provide a Legend that defines all symbols and line types used in the drawing, and ensure that all symbols and line types are consistent in appearance and scale throughout the plans.
- Provide plan views that are to scale at 1"=100' or closer.
- All plan view sheets should include a north arrow and an appropriate scale bar that is accurate when printed on 11x17 paper.
- Show right-of-way lines on all plan views, and indicate where the proposed installation passes from one jurisdiction to another.
- Ensure that all existing pavement (within KDOT right-of-way) is accurately shown in all plan views. This includes roadways, bike paths, and sidewalks. If utility work is being done for the purpose of relocation for a roadway project (public improvement or access permit), the proposed work must be shown on the roadway plan sheets.
- Provide sufficient dimensions to show the location of the proposed installation in relation to the right-of-way and/or pavement.
- Provide a title sheet with title block that includes an initial date and relevant revision information.
- To increase the likelihood that the contractor will not miss them, ensure that the standard KDOT Construction Notes are included on every plan sheet depicting work (i.e., not details pages) as follows:
 1. **NO OPEN CUT** shall be permitted of any County Highway or other paved surface within the right-of-way of any County Highway without the prior written permission from the Kane County Engineer.
 2. **NO LANE CLOSURE(S)** either full or partial shall be permitted. However, a single shoulder closure will be permitted provided that all IDOT/KDOT standards are met or exceeded and the written permission is obtained from KDOT.

3. All aerial crossings shall maintain a minimum vertical-line clearance of 20' over the roadway.

4. No equipment that has less than 10 feet of ground clearance will be mounted to any utility or other pole. Guy wires shall be equipped with guy guards for maximum visibility up to an elevation of 10 feet above ground level.

5. All underground crossings shall be at 90 degrees to the roadway center line, in a conduit of a diameter of a minimum of 4 inches and shall be placed at a depth of not less than 60 inches below the bottom of the adjacent drainage ditch lines.

6. All underground cable installations (telecommunications and electric) shall be placed in a conduit of a diameter of a minimum of 4 inches, and all underground installations shall have a minimum of 42 inches of cover.

7. All of the Permittee's agents and workers and those of the Permittee's agents shall when within and on the right-of-way of a County Highway be required to, and shall wear high-visibility safety apparel (ANSI Class 2 or 3) per FHWA 23 CFR Part 634.

8. Before you dig-Call JULIE 811!

- Ensure that no notes or details contradicting the above KDOT Construction Notes are present. Similarly, ensure no traffic control details are included for traffic control situations that are not authorized/expected. Cite IDOT Standards to be used.
- In addition to the above KDOT Construction Notes, plan views should include callouts at all aerial roadway crossings indicating that a 20' minimum vertical clearance shall be maintained.
- In addition to the above KDOT Construction Notes, plan views should include callouts at all underground installations to indicate the conduit diameter and the minimum installation depth. Most underground installations will require a feature (structure, handhole, or permanent marker) at turns or changes in direction.
- Ensure that all details and notes within the plan set are clearly understandable and do not contain conflicting information.
- Provide a note on all plan view sheets that the Contractor shall locate all existing utilities.