

KANE COUNTY

Division of Transportation Permit Regulations And Access Control Regulations

January 1, 2004



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January 1, 2004

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Access Control Regulations

OVERVIEW

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PREFACE

Objective

The purpose of this manual is to provide: (1) the Kane County Division of Transportation with a procedure to effectively and efficiently review all transportation-related permit applications from the public; (2) a process and system that is “user-friendly” for staff, administration, applicants, municipalities, and townships; and (3) a decrease in the overall permit-review time for potential applicant without sacrificing the quality of the review and final construction product.

Philosophy

In order to ensure safe, orderly and efficient use of County highway right-of-way and to establish financial responsibility for, and accurately assess the actual cost and impact, financial or otherwise, of any activity proposed in County highway right-of-way, the Kane County Engineer and the Kane County Board have developed and adopted these regulations. The regulations serve to provide a definite and structured framework intended to apprise any individual, entity, property owner or real estate developer of the County’s expectations and requirements relative to the use of County highway right-of-way. The guiding principle behind these regulations is to assure that the Permittee, rather than the taxpayer generally, shall be responsible for safety considerations and the financial impact of their activity within County highway right-of-way.

I. DEFINITIONS

AASHTO - America Association of State Highway and Transportation Officials

Access - the right of an owner of property immediately adjacent to a highway to ingress and egress from the property by way of the adjacent highway.

Access Point - the designated location along a highway where ingress to and egress from a property or properties immediately adjacent to the highway is allowed by the County.

ADA - Americans with Disabilities Act

Agricultural Access - an access to a field or fields for vehicles and equipment to perform farming activities. An Agricultural Access is limited to agricultural uses.

Applicant - the person(s), entity, municipality or utility company requesting a permit to work in the County highway right-of-way.

Arterial - is a highway generally characterized by its ability to quickly move relatively large volumes of traffic but often with restricted capacity to serve abutting properties. The arterial system typically provides for high travel speeds and long trip movements.

Bike Events - bike events or bicycle races for speed and time along public highways. The events may require closure of public highways to allow safe travel to the cyclists. The highways shall not be closed any longer than a 12-hour period.

Block Parties - An organized party or gathering that is taking place where the public highway is closed to the motoring traffic. To be an authorized party or gathering proper detour and closure signage shall be up and in compliance with the Illinois Highway Code and Illinois Highway Standards.

Change in land use - when an existing property is in the process of, or is subdivided re-subdivided, reconstructed, redeveloped, structurally altered, relocated or enlarged where the type of service area, density and population growth rates would affect the level of traffic.

Clear Zone - the area adjacent to the highway starting at and beyond the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired clear zone width is dependent upon the traffic volumes and speeds, and on roadside geometry. Distances are specified in the AASHTO Roadside Design Guide (most recent publication).

Club Events - An organized gathering of motorized vehicles or bicycles participating in a sanctioned club or sponsored event along the County Highway System.

Collector - a highway link to a State or County arterial highway; typically a County or township road or a municipal street and characterized by a relatively equal distribution of

access and mobility function. Traffic volumes and speeds are typically lower than those of arterials.

Consultant - an individual or firm that holds a Professional Engineer's License and provides professional advice and expertise on engineering matters.

County - Kane County or County of Kane

County Board - Kane County Board

County Engineer - Kane County Engineer as defined in 605 ILCS 5/5 201

County Highway - A highway under the jurisdiction of the County as further defined in 605 ILCS 5/2-204

Detour - A local, County or state route used as an alternate means to keep vehicles moving while the regular route has been temporarily closed.

Developer - The person(s) or entity proposing and/or undertaking the improvements to a property.

Development - Any residential, commercial, industrial or other project which is being constructed, reconstructed, redeveloped, structurally altered, relocated or enlarged, and which generates additional traffic within the service area or areas of the unit of local government.

Emergency - When the existing utility system serving the general public is not functioning as originally intended and lack of immediate repairs or reconstruction thereto said system would create additional hardship to the utility or the general public. The duration of the work period for an emergency repair is generally considered 72 hours or less.

Engineer - Person who is trained or professionally engaged in a specific branch of engineering and is licensed in the State of Illinois

Facilities - Means all of the plant, equipment and appurtenances of a utility, including the tangible and intangible property, without limitation, owned, operated, leased, licensed, used, controlled, or supplied for, by, or in connection with the business of the utility.

FEMA - Federal Emergency Management Administration

FHWA - Federal Highway Administration

Filming - An organized gathering for the purpose of filming movies, commercials or documentaries along public highways. The filming may require closure of public highways to allow safe working conditions to the participants.

Freeway - A limited access highway defined in 605 ILCS 5/2-212 and designated as such by the County Board.

Highway - As defined in 605 ILCS 5/2-202 and also sometimes referred to as “road” in a rural area and “street” in a municipal area.

IDNR - Illinois Division of Natural Resources

IDOT - The Illinois Department of Transportation

IEPA - Illinois Environmental Protection Agency

ILCS - The Illinois Compiled Statutes

Illinois Highway Code - The Illinois Compiled Statutes, Chapter 605 ILCS 5/1-101 *et. seq.*

KDOT - The Kane County Division of Transportation

Local - any public road or street not classified as arterial or collector. Local roads or streets are characterized by the many points of direct access to adjacent properties and the relatively minor value in accommodating mobility. Speeds and traffic volumes are usually low and trip distances short.

Major Access - an access for a subdivision, public street, commercial development, multi-family development, recreational development, or any other development that is expected to generate 150 or more traffic movements per day.

Major Maintenance - repair, inspection and access to and from an existing utility system that may impact the safety or efficiency of the motoring public within the County highway pavement and shoulder areas. Major maintenance or inspection work may require excavation and roadway lane and shoulder closures. The work period is considered to range from a short-term stationary to long-term stationary duration, which is generally considered work that occupies a location for 60 minutes or more (90 days maximum). The installation of new single residential service installations is considered Major Maintenance.

Minimum Use Access - an access for single-family residences, and other low-traffic – volume facilities expected to generate less than 20 traffic movements per day.

Minor Access - an access for a small subdivision, small commercial development, multi-family development or any other development that is expected to generate more than 20 but less than 150 traffic movements per day.

Minor Maintenance - repair or minor maintenance or inspection and access to and from the existing utility system that will not impact the safety or efficiency of the motoring public within the County highway right-of-way. Excavations and open cuts are not considered Minor Maintenance and will be prohibited under this work item. The work period for Minor

Maintenance is considered a short duration, which is generally considered work that occupies a location for 60 minutes or less.

Modification or New Construction - major enhancement, modification or new work and access to and from the existing or new utility system that may impact the safety or efficiency of the motoring public within the highway right-of-way, pavement and shoulder areas. The duration of the work period for Major Maintenance is generally considered 3 days or more.

MUTCD - The Manual on Uniform Traffic Control Devices for street and highways published by U.S. Department of Transportation Federal Highway Administration.

Non-public Utility - any utility that is not considered a public utility as defined herein.

Owner - The owner of record of a property for which a permit is being sought.

Parkway - the landscaped area located between the back of curb and the right-of-way.

Parades - An organized procession, march, or moving display along a County highway where the highway is closed to the motoring traffic.

Permit - A document or certificate signed by the County Engineer granting permission from the County to undertake certain activities in accordance with these regulations on a County right-of-way. A permit does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way

Permit Section Staff - any employee of the Kane County Division of Transportation assigned to work in the Permit Section including, but not limited to, Permit Manager, Permit Administrator, Assistant Permit Administrator, Utility Coordinator and Administrative Assistant.

Permittee - the person(s) or entity listed as Applicant on the permit and to whom the permit has been issued by KDOT.

Public Utility - a utility that is listed with the Illinois Commerce Commission as a public utility or a utility that has a franchise or license agreement with the County.

Right-of-way - as defined by 605 ILCS 5/2-217 as the land, or interest therein, acquired for or devoted to a highway.

Rural - all places outside of urbanized areas.

Shoulder - For the purpose of establishing a work zone, the shoulder or shoulder area, regardless of whether the shoulder has a paved surface, will be considered as the area from the edge of the traveled pavement out to a distance of fifteen (15) feet.

Single Residential Service Installation - the installation of a new single service utility installation to a residential site. The service installation may require excavations outside the highway pavement and generally do not exceed 200 feet in length. The duration of the work period for a single residential service installation is generally considered 3 days or more. This work will be permitted under the Major Maintenance Permit.

SRA - Strategic Regional Arterial, a highway as defined by Chicago Area Transportation Study (CATS)

State - State of Illinois

Suburban - an area that has a degree of development greater than that of a rural area but less than that of an urban area, with the predominant character of the surrounding environment being usually residential, but may include a considerable number of commercial establishments and a few industrial business parks.

Temporary Access - an access used for a specified purpose for a short and limited duration. Upon expiration of the duration of the Temporary Access it shall be removed. The use and duration thereof will be specified on the permit. Temporary Access may be included with Major Access developments, Minor Access developments, utility permit projects, or right-of-way alteration permits.

Urban - an area are those areas identifies by the U.S. Census Bureau having a population of 5,000 or more but less than 50,000.

USACOE - Unites States Army Corps of Engineers

Utility - Every corporation, company, limited liability company, association, joint stock company or association, firm, partnership or individual, their lessees, trustees, or receivers appointed by any court whatsoever that owns, controls, operates or manages, within the State of Illinois, directly or indirectly, for public use, any plant, equipment or property used or to be used for or in connection with, or owns or controls any franchise, license, permit or right to engage in the production, storage, transmission, sale, delivery or furnishing of heat, cold, power, electricity, water, or light, except when used solely for communications purposes, the disposal of sewage or the conveyance of oil or gas by pipe line or the latest definition provided by the Illinois State Statutes in which case law shall govern.

Walking / Running Events - An event where participants compete for time or walk to raise money for organizations along public highways. The event may require closure of public highways to allow safe travel to the participants.

II. PERMIT APPLICATIONS

A. Types of Permits

The County Engineer or County Board issues the following types of permits. The type of permit will depend on the event or activity planned within and adjacent to the County right-of-way.

1. Access – Includes permits for the following:
 - a. Agricultural Access
 - b. Temporary Access - Includes permits for the following:
 - (1) Major access developments as described below
 - (2) Minor access developments as described below
 - (3) Utility projects
 - (4) Other
 - c. Minimum Use Access - Includes permits for the following:
 - (1) Single-family residence
 - (2) Other low-traffic-volume facilities
 - d. Minor Access - Includes permits for the following:
 - (1) Small commercial development
 - (2) Small subdivision
 - (3) Multi-family developments
 - (4) Other medium-traffic-volume facilities
 - e. Major Access - Includes permits for the following:
 - (1) Subdivisions
 - (2) Commercial developments
 - (3) Multi-family developments
 - (4) Recreational developments
 - (5) Traffic signals
 - (6) Other
2. Utility - Includes permits for public and private utilities for the following:
 - a. Emergency
 - b. Minor Maintenance
 - c. Major Maintenance (includes new single residential service installations)
 - d. Modification or New Construction

3. Right-of-Way Alteration - Includes permits for the following:
 - a. Earthen berms adjacent to the right-of-way
 - b. Detention basins adjacent to the right-of-way
 - c. Landscaping within the right-of-way
 - d. Drainage-ditch or field tile replacement
 - e. Sidewalks and bike paths improvements
 - f. Fences adjacent to the right-of-way
 - g. Noise abatement barriers or retaining walls
 - h. Mailbox turnouts
 - i. De-watering operations
 - j. Other work within or adjacent to the County right-of-way.

4. Detour - Includes permits for the following:
 - a. Other agency applications
 - b. Proposed private closures
 - c. Other

5. Special Events - Includes permits for the following:
 - a. Bike events
 - b. Block parties
 - c. Club events
 - d. Walking or running events
 - e. Parades
 - f. Filming of movies, documentaries or commercials

6. Unincorporated Subdivision Roadway – Includes permits for the following:
 - a. Public roadway and drainage improvements in a subdivision in an unincorporated area of the County that will be maintained by the township.
 - b. Private roadway and drainage improvements in a Minor Subdivision in an unincorporated area of the County.

Some projects may include more than one type of permit. Any questions concerning the type of permit application to be submitted should be addressed to the Permit Section Staff prior to application submission.

B. Application Fees

The fees for the various permit types are as follows:

- 1. Access
 - a. Agricultural Access.....\$50
 - b. Temporary Access*.....\$450
 - c. Minimum Use Access*\$300
 - d. Minor Access*\$2,500
 - e. Major Access*\$4,500

- 2. Utility
 - a. Emergency.....No fee
 - b. Minor Maintenance.....No fee
 - c. Major Maintenance (includes new residential single service installations)*\$150
 - d. Modification or New Construction (public or franchise)*.....\$950
 - e. Modification or New Construction (non-public)*\$950 per highway plus usage fees
 - f. Pavement Open-cuts* \$950 plus vehicle delay cost, each occurrence

The application fees for any permit involving a Pavement Open-cut will be as specified above for Pavement Open-cuts, regardless of the type of permit the work is performed under.

All fees, including usage fees, for non-public utility work will be applied under this item. Emergency and Minor Maintenance work on an existing non-public utility system will not require an application or any usage fees. Application and usage fees for Major Maintenance and New or Modification (non-public) work will be assessed at the amounts stated above. The application and usage fees will be for each County highway impacted for each occurrence.

- 3. Right-of-Way Alteration*\$450

- 4. Detour\$450

- 5. Special Events*\$50

- 6. Unincorporated Subdivision Roadway*
 - a. Public RoadwayNo Fee
 - b. Private RoadwayNo Fee

- 7. Renewal or Extension of Any Permit Type\$100
- 8. Multiple Permits Highest Permit Fee Plus.....\$300

Review Cost - Permits types marked with an (*) asterisk may require additional pass-through consultant review and observation costs. Permit fees that include a base fee plus other costs must be discussed with the Permit Staff to determine the total fee.

Usage Fees - The fee established at the time of permit issuance by the County Board and/or the County Engineer for the use of County right-of-way for placing utility facilities. This fee applies only to the placement of non-public utilities.

Delay Cost - Where it is impractical, in the opinion of the County Engineer to maintain normal traffic flow through the work site a temporary detour shall be required. When a temporary detour exceeds the normal travel times for the closed highway, the County Engineer will implement a Vehicle Delay Cost that will factor in the road mileage, motorist delay time and loss of pay on a per day basis for every day the detour is in place (see formula below). The Vehicle Delay Cost shall be paid to the Kane County Division of Transportation upon issuance of the permit.

Vehicle Delay Cost = \$0.12 x ADT x D x L where,

- ADT is the average daily traffic as determined by the County Engineer
- D is the duration of the proposed detour in days
- L is the total length of the detour in miles

This equation can be used to estimate the Vehicle Delay Cost. The County Engineer shall determine the final vehicle delay cost.

Fees for Local Government Agencies – A permit is required for all work within the County right-of-way, including work performed or sponsored by a local government agency. Application fees will be waived for a permit for a local government agency when the work is to repair or update existing utilities or facilities. Application fees may be charged when the work is for the promotion of future development. The waiver of the Application Fee will be at the discretion of the County Engineer.

Fines – In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way requiring a permit has commenced without a permit. The amount of the fine will be equal to the amount of the applicable permit fee.

Applicants should use caution in interpreting the information herein above. The Applicant shall not assume that a permit is not required if there is no fee or if the fee is waived by the County Engineer. Any questions should be addressed to the Permit Section Staff.

C. Process Overview

A Pre-application Meeting with the Permit Staff is encouraged for all permit types and is required for Major Access Permits and Utility Modification or New Construction Permits. The submittal requirements, sequence of submittals, total fee, and Design Review Letters of Credit will be discussed at the pre-construction meeting. The Permit Section Staff will determine if the application will be reviewed by KDOT staff or by consultant(s). If consultants are to be used, a Design Review Letter of Credit will be required. The Permit Section Staff can be contacted at (630) 584-1171 to schedule a pre-application meeting.

The beginning of the permit application review process for all permit types is the submission of the following items, after a Pre-application Meeting, to the Permit Section Staff.

1. Completed Permit Application
2. Application fees
3. Design Review Letter of Credit, if required
4. Usage Fees, if required

Once the application has been submitted, the Permit Section Staff will review the submittal for completeness. If all required materials have been submitted, the permit review process for each permit type, as described in the appropriate section, begins. If all required materials have not been submitted, the Permit Section Staff will notify the Applicant of the items needed.

When the permit application and other required items have been submitted, the Permit Section Staff will schedule an application meeting, if required, to discuss the information that will be required to review the permit.

A flowchart showing the process for each of the permit types is included in the appropriate section.

III. PERMIT MANAGEMENT

The Permit Manager, the Permit Administrator, and Permit Section Staff have the responsibility of ensuring the efficient and quality review of any application for construction or other activity within any County right-of-way. The Permit Section Staff is also responsible for the enforcement of the permit terms as well as ensuring the procedures outlined in this manual are followed for all development, construction and other activity adjacent to or within any County right-of-way. The Permit Section Staff responsibilities include, but are not limited to the following:

- Coordinate any development requiring construction within or adjacent to the County right-of-way with the Planning Division of KDOT.
- Receive all permit applications.
- Track each permit application from initial submittal to final acceptance.
- Review construction estimates to determine the proper amounts for all Letters of Credit.
- Ensure proper Certificates of Insurance are submitted prior to issuance of any permit.
- Execute agreements with all consultants required to perform permit reviews and construction compliance.
- Attend all meetings with Applicants applying for and prosecuting a permit.
- Ensure the Applicant pays all consultants' bills.
- Make final determination regarding Applicant's disagreements with KDOT and/or consultant comments.
- Prepare all documentation for the Transportation Committee of the County Board, should any Applicant request a variance.
- Track all Letters of Credit and Certificates of Insurance to ensure their continued validity.
- Provide guidance for inspection services whether provided in-house or by a consultant.
- Ensure inspection of all construction activity in the right-of-way.
- Provide reports to the Transportation Committee for all proposed or ongoing developments.
- Review and process all requests for reductions and releases of Letters of Credit.
- Issue Final Completion and Compliance Certificates.
- Update any policy and procedure that will ensure the efficient and timely review of permits.
- Ensure as-built or record drawings are submitted.

IV. GENERAL CONDITIONS

A. Letter(s) of Credit

In order for the County Engineer to ensure a quality and timely review of all permit applications as well as ensure compliance during construction, the County Engineer may use the services of private engineering consultants for some permit types.

Separate Letters of Credit for the Design Review and the Construction Observation and Compliance will be required (see Section 8 for the standard Letter of Credit). Should the application consist of standard in-house review, the Permit Manager or Permit Administrator may waive the Design Review Letter of Credit. The Design Review Letter of Credit will be utilized to ensure the Applicant is paying the County Engineer's consultant or consultants for technical design review. The Applicant will be required to enter into an agreement with the County of Kane to pay all costs associated with the permit review process and the monitoring and observation of the construction. Most permit applications will require a Construction Observation and Compliance Letter of Credit.

All utilities, non-public and public, will be required to submit to the County Engineer a Utility Annual Letter of Credit because of the number and variety of permit applications submitted by the utility each year. The Annual Letter of Credit will be used as the security for the work the utility company performs each year under Emergency, Minor and Major Maintenance Permits. For a Modification or New Construction Permit, a Design Review Letter of Credit and a Construction Observation and Compliance Letter of Credit will be required, unless waived by the Permit Manager or Permit Administrator.

For improvements performed or sponsored by a local government agency a Letter of Agreement will be accepted in lieu of a Letter of Credit. The standard form of the Letter of Agreement has been provided in Section 8.

1. Design Review Letter of Credit

A Design Review Letter of Credit shall be delivered with the application. No review will begin until the Letter of Credit is supplied and approved.

The Design Review Letter of Credit with an expiration date **two (2) years** from the application date shall be in the amount of \$10,000, or as directed by the Permit Manager or Permit Administrator (The standard form of the Design Review Letter of Credit has been provided in Section 8). Several consultants may be utilized by KDOT, depending on the elements to be reviewed. The Permit Manager or Permit Section Staff will provide the Applicant with the information required for the Letter of Credit.

The Design Review Letter of Credit will not be reduced at any time but will be released as soon as the County Engineer receives written documentation from the consultant(s) performing the review that all bills and invoices have been paid in full.

2. Construction Observations and Compliance Letter of Credit

The Construction Observation and Compliance Letter of Credit shall be submitted prior to the issuance of a permit.

The Construction Observation and Compliance Letter of Credit shall have duration of **two (2) years** from the permit issuance date and shall be in the amount of the approved total estimated construction costs of the improvements multiplied by 125% (The standard form of the Construction Observations and Compliance Letter of Credit has been provided in Section 8).

The Construction Observation and Compliance Letter of Credit may be reduced at the discretion of the Permit Manager or Permit Administrator. A one-time or quarterly reduction may occur only if:

- a. Written confirmation from the consultant that all bills and invoices to date have been paid by the Applicant in a timely manner.
- b. All erosion-control features have been installed and maintained during the progress of construction to date.
- c. All construction to date has met or exceeded the requirements of these Permit Regulations.

A 90% release of the Construction Observation and Compliance Letter of Credit will take place if:

- a. A Final Completion and Compliance Certificate are issued after a final inspection has taken place either by the Permit Section Staff or the consultant (see Section 8).
- b. All final consultant bills and invoices have been paid in full.
- c. All turf restoration has been completed within the County right-of-way. Turf cover must be 75% established for every square yard of right-of-way disturbed.

Should the final inspection reveal that terms or requirements of the permit have not been met, the Permit Section Staff or consultant will generate a list of items that must be completed for the issuance of the Final Completion and Compliance Certificate. The Applicant must then complete the items on said list within 30 calendar days. Should the Applicant not complete any item on the list within the 30 days, the County Engineer shall have the right to draw upon the Letter of Credit to complete any uncompleted item on said list with any means he so

desires. The cost to correct the uncompleted items on the list will then be reduced from the Letter of Credit to pay for such uncompleted items plus any administrative costs.

3. One-Year Maintenance Letter of Credit

The remaining 10% of the Construction Observation and Compliance Letter of Credit or a minimum of \$5,000 shall remain on file with KDOT for **one (1) year** after the Final Completion and Compliance Certificate has been issued to guarantee quality workmanship and materials. The Permit Section Staff shall notify the Applicant of any items requiring maintenance or repair during the one-year period. If the Applicant does not complete the repairs within 30 days, KDOT shall have the right to complete the repairs with any means he so desires. The cost to make the repairs will then be reduced from the Letter of Credit, plus any administrative costs. The remainder of the Letter of Credit will be released after the one (1) year maintenance period or after all conditions of the KDOT Permit Regulations are satisfied.

The standard form of the Letter of Credit has been provided in Section 8. This form must be used when submitting the Letter(s) of Credit.

4. Five-Year Maintenance Letter of Credit

On projects involving a pavement open cut or auger operation, the conditions of the one-year Maintenance Letter of Credit will apply except that the maintenance period will be extend from **one (1) year** to **five (5) years**. The County Engineer, at his sole discretion, may release or reduce the Maintenance Letter of Credit prior to conclusion of the five (5) year term.

5. Utility Annual Letter of Credit

The Utility Annual Letter of Credit with an expiration or renewal date one year from the date of issue shall be in the amount of \$100,000 or as directed by the Permit Manager or Permit Administrator. The amount and/or requirement for the Utility Annual Letter of Credit will be based on the performance of the utility in the previous year. This will be used as security for all Emergency, Minor Maintenance, and Major Maintenance permits for the utility for the year. The \$100,000 amount will be required for the entire year. If the County Engineer is required to draw upon the Utility Annual Letter of Credit, no permit applications will be considered until the \$100,000 amount has been reinstated.

The standard form of the Utility Annual Letter of Credit has been provided in Section 8. This form must be used when submitting the Letter(s) of Credit.

B. Insurance

1. Owner's Protective Policy

On projects requiring construction or maintenance operations with project cost greater than \$100,000 an Owner's Protective Policy will be required in lieu of a Certificate of Insurance. Prior to the issuance of a permit, the contractor shall provide an Owner's Protective Policy with the following conditions:

a. Policy Holders

- (1) County of Kane (Owner)
- (2) Consultant for construction observation services. Consultant's name to be provided to the contractor.

b. Policy Limits

The Owner's Protective Policy shall be written for not less than the following limits:

- (1) General Liability, Each Occurrence \$5,000,000
- (2) General Liability, Aggregate for Bodily Injury \$5,000,000

c. Policy Rating

The Insurance Companies providing coverage shall be rated in Best's Key Rating Guide. The County Engineer will not accept companies with a rating lower than A- (minus).

d. Umbrella Liability

Any policy shall provide excess limits over and above the other insurance limits stated above, with a minimum of \$2,000,000. The contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

e. Other Insurance

When a Owner's Protective Policy is required, a Certificate of Insurance will be also be required to meet the coverage requirements for Workman's Compensation and Employers Liability and Automobile Liability. The amount and conditions of the coverage for these items shall be the same as specified under Certificate Of Insurance.

2. Certificate of Insurance

Prior to the issuance of a permit, a Certificate of Insurance for the stated amounts or greater shall be provided to KDOT. The County of Kane and their consultant(s) shall be included as “additional insured”. The insurance coverage is to be certified as “primary and non-contributory”. An example of a typical Certificate of Insurance is included in Section 8.

a. Policy Limits

The Insurance Policy as evidence by the Certificate of Insurance shall be written for not less than the following limits:

- (1) General Liability, each occurrence \$1,000,000
- (2) General Liability, aggregate for
bodily injury \$2,000,000
- (3) Automobile Liability \$1,000,000
- (4) Workman’s Compensation and Employer’s Liability \$500,000

b. Policy Rating

The Insurance Companies providing coverage shall be rated in Best’s Key Rating Guide. The County Engineer will not accept companies with a rating lower than A- (minus).

c. Umbrella Liability

Any policy shall provide excess limits over and above the other insurance limits stated above, with a minimum of \$2,000,000. The contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

3. Special Events Policy

When an activity takes place within the County right-of-way that requires a Special Events Permit, the County Engineer will require a Special Events Policy. Prior to the issuance of a permit, the event sponsor shall provide a Special Events Policy with the following coverage limits.

a. Policy Limits

- (1) General Liability, each occurrence \$1,000,000
- (2) General Liability, aggregate for bodily injury \$1,000,000

b. Policy Rating

The Insurance Companies providing coverage shall be rated in Best's Key Rating Guide. The County Engineer will not accept companies with a rating lower than A- (minus).

4. Indemnification of County

The Applicant shall indemnify and save harmless the County of Kane, its officers, agents, employees and servants against any and all loss, damage or expense that it or they may sustain as a result of any suits, actions or claims of any character or nature brought on account of property damage, injury to or death of any person or persons, including all persons performing any activity under the permit, which may arise in connection with the activity to be performed.

The permit is not intended by any of the provisions of any part of the permit to create for the public or any member thereof, a third party beneficiary, or to authorize any one not a party to the permit to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of the permit. The duties, obligations and responsibilities of the parties to the permit with respect to third parties shall remain as imposed by law.

C. Construction Inspection

1. Inspection

A representative of KDOT or one of the County's consultants shall inspect all improvements to a County Highway. The level of inspection will be determined by the County Engineer based on the complexity and magnitude of the improvements to the County right-of-way. This will be discussed at the pre-construction meeting.

2. Enforcement

If improvements to the County right-of-way are not constructed in accordance with the approved design or made in accordance with the conditions of the permit, the County Engineer will issue a Stop Work Order or revoke a permit as described below. If the Applicant does not correct any deficiencies, or at a minimum, contact the County Engineer to discuss the deficiencies within fourteen (14) calendar days after notification, the County Engineer shall have the right to correct the deficiencies either through the Letter of Credit or other security for the permit or as a bill or invoice submitted to the Applicant which must be paid in full within 30 days of receipt thereof. In addition, the Final Completion and Compliance Certificate and/or Certificate of Occupancy will be withheld until the improvement conforms to the approved design.

3. Stop-Work Order/Revocation of Permit

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- a. The work was started without a valid permit. In addition to the permit fee, a fine will be assessed in the amount equal to the applicable permit fee.
- b. A material provision or condition of the permit was substantially breached.
- c. A material misrepresentation has been made in the application for a permit.
- d. The Applicant failed to maintain the required bonds or other security and insurance.
- e. The Applicant failed to complete the work within the time specified in the permit, unless the failure to complete the work is due to reasons beyond the Applicant's control.
- f. The Applicant failed, in a timely manner, to correct work that does not conform to applicable standards, conditions, or federal, state, or local laws, rules and regulations.
- g. An evasion or attempt to evade any material provision of the permit or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- h. The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

4. Lifting of Stop-Work Order/Reinstatement of Permit

The County Engineer may lift a Stop-Work Order or reinstate a permit if:

- a. A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- b. An amended application is submitted correcting any misrepresentations included in the original permit application.
- c. The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- d. After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.

- e. The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- f. The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- g. The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

V. PERMIT REVIEW COMMITMENT

The maximum review time for Major Access Permits, Temporary Access Permits, Utility Modification or New Construction Permits, or Right-of-way Alteration Permits will be as shown on the Flowcharts in each of these sections. If the materials submitted to the County are not reviewed within the times shown, the permit fees may be refunded to the Applicant.

VI. DIGITAL SUBMITTALS

A. General

The digital submittal requirements outlined in this section shall apply to Major Access Improvements, Subdivision Developments twenty (20) acres or more in size and Utility Major Modification or New Construction unless otherwise waived by the County Engineer.

B. Purpose:

Kane County Digital Submission requires specified format of all digital data submitted as specified herein and in accordance with Section 500.d.3 of the Kane County Storm Water Ordinance. All Plans and Record Drawings shall be submitted in this format. It is the intention of these requirements that all digitally submitted data be easily integrated into the County GIS (Geographic Information System).

1. Assist in the implementation of the County's GIS with the inclusion of new development parcels requiring building permits and other services related to the associated public improvements made to the new subdivision.
2. Provide digital data in a format that will be used by the Kane County Assessors office to create records required by the State of Illinois for taxation purposes.
3. Provide data that meets accuracy standards required for new parcels consistent with the County's geodetic control network
4. Provide information necessary to maintain the County's centerline data sets used by public safety agencies, transportation officials, and the general public.

C. Geodetic Controls:

The State and the County have placed 62 new monuments in the year 2000. The State installed 11 of these monuments along State highways located within the County while the County's 51 monuments were strategically placed along County roads or other County property. This will provide a grid network that will facilitate GPS surveying methods.

The 62 monuments are recorded to first (1st) order accuracy and are calibrated to the North American Datum 1983. The monumentation is blue booked (published) with the National Geodetic Survey (NGS), which is accessible on the Internet at <http://www.ngs.noaa.gov/>.

The County will make available all Geodetic Control information to be used for survey purposes. All coordinate values for these survey points shall be in Illinois State Plane System using the North American Datum (NAD83) with a 1997 HARN adjustment, Illinois East Zone 1201. All measurements shall be in US Survey Feet. For more documentation of the County's Geodetic Control network, see <http://www.co.kane.il.us/Geodetic/kanegps.htm>.

The surveyor or engineer preparing the plans shall tie the boundary into at least two of the above mentioned survey control networks. The basis of bearing for the plans shall be in NAD83 (1997) coordinate system.

D. Data Formats

1. Plans Submittals

Final plans shall be submitted in hard copy format and digital format (CDROM). The digital data file shall be provided to KDOT in one of the following formats:

- a. DGN (Micro-station Design format)
- b. ESRI ArcGIS format
- c. Other format (i.e.: AutoCAD) as approved by the County Engineer.

Note: Please contact Kane County Division of Transportation at (630) 584-1170 for the availability of seed files.

2. Data (Drafting) Layering Requirements

Micro-Station

All data shall be assembled in accordance with the "CAD Roadway Drafting Reference Guide" (<http://www.dot.state.il.us/desenv/pdf/CADDTOC.pdf>). Complete guide to the mapping standards can be found at the "Illinois Department of Transportation CADD Roadway Drafting Reference Guide" (<http://www.dot.state.il.us/desenv/caddref.html>).

Other Formats

For plans completed in formats other than Micro-station, the data and layering requirements (Drafting Standards) shall be coordinated with KDOT.

3. Record Drawings

Record drawings shall be only be submitted in digital format (CDROM). The digital data file shall be provided to the County as (Tagged Information File format) or .tif files. The tif.file record drawing sheets shall be created or scanned as full size drawings (typically 24"x36").

All field changes to the record drawings will be done electronically in the drawing file. The text and line work will be placed on its own level (or layer) and done in red. Field changes will be identified in the drawing by drawing over, striking through or clouding the change in a manner that will not alter, modify or erase any of the context of the original drawings.

E. Adjustments To These Requirements

The County Engineer may wave or adjust requirements specified herein, upon a finding that the strict adherence of the requirements does not apply or is contrary to the long-term maintenance of the Kane County GIS.

VII. NPDES STORM WATER PERMIT REQUIREMENTS

A. General

All projects within the County right-of-way where the construction operations disturb an area equal to or greater than one (1) acre will require a National Pollutant Discharge Elimination System (NPDES) storm water permit. NPDES is a national program that regulates wastewater discharges into waterways. NPDES storm water permits set conditions for the discharge of storm water into lakes, rivers, streams and ponds. Failure to comply with all conditions of the NPDES permit constitutes a violation of the Illinois Environmental Protection Act. Such violation is grounds for enforcement action and fines; for permit termination, revocation and re-issuance, or modification; or for denial of a renewable permit application.

The Kane County Division of Transportation will follow the IDOT suggested policy for administration of the NPDES requirements. The Illinois Department of Transportation suggested policy is outlined in the IDOT BLR Memo on Erosion and Sediment Control Policy, #02-22.

If the site improvements within the County right-of-way are associated with a larger development near or adjacent to the County right-of-way, a separate NPDES storm water permit will be required for the improvements within the County right-of-way. **Joint application with the development will not be allowed.**

B. Project Planning and Design

The need for erosion and sediment control measures should be evaluated prior to the preparation of design plans, which should include gathering the appropriate information to address the identified needs of the project. Once the proper erosion and sediment control measures are determined they should be included on the plan sheets. Also show the locations of all temporary and permanent erosion and sediment control devices including when they should be applied in relation to the sequence of construction operations. The aim of this process is to time the placement of these measures so their effectiveness is optimized. The sequence of construction operations need not be specified in the plans for this purpose. Rather, describe the application of erosion and sediment control measures in relation to the specific stages of construction in the Storm Water Pollution Prevention Plan (SWPPP) that will expose soil wherever those stages occur.

Plan submittals shall include plans containing erosion control sheet(s), the Storm Water Pollution Prevent Plan (SWPPP as a written narrative or plan sheet(s)) and Contractor Certification Statement. The general requirements and information that should be labeled on the erosion control plan, SWPPP and examples of these

items are outlined in IDOT BLR Memo on Erosion and Sediment Control Policy, #02-22.

C. Construction Implementation

If the improvements within the right-of-way are part of a larger development, the Applicant's field engineer shall maintain a project erosion and sediment control file at the field office at the construction site. A copy shall also be kept at KDOT Permit Department. If there is no field facility at the site, the project erosion and sediment control file will be kept at the KDOT Permit Department. The erosion and sediment control file will contain the following items:

- Signed SWPPP (signed by Applicant/engineer).
- Signed Contractor's (and subcontractor's) Certification Statement.
- Erosion Control Plan sheets showing currently in-place and planned temporary and permanent erosion and sediment control measures.
- A copy of each Erosion Control Inspection Report (to be done weekly and when rainfall is greater than 0.5" or snowfall greater than 5.0").
- A copy of the Notice of Intent (NOI, signed by Applicant/engineer).
- A copy of each Incident of Non-compliance (ION), when applicable.
- A copy of the Notice of Termination (NOT).

The summary of the NPDES Permit Process and required forms has been included at the end of this section.

D. Additional Items

The following additional provisions are associated with the NPDES statewide general storm water permit:

- The SWPPP (signed by Applicant/engineer) and any amendments (see Part IV C of the statewide general NPDES Storm Water Permit for Construction Site Activities) will be available at the project site and will be made available for inspection upon request.
- The contractor and subcontractors shall complete and sign the Contractor Certification Statement indicating that he/she understands the terms of the permit. The signed form will be included in the project erosion control file at the construction site and made available for inspection upon request
- Thirty (30) days, regardless if the environmental and cultural impact studies have been performed, before commencing disturbance of land for project construction, the Applicant/engineer will submit a Notice of Intent (NOI) form to the IEPA advising of the intent to use the NPDES statewide general storm water permit. The NOI shall be posted at the job site.
- If the Applicant's field engineer, the County or consultant(s) at any time observe a failure of any of the erosion and sediment control measures, the

Applicants field engineer will complete and submit to the IEPA (copy to the County) an Incidence of Noncompliance (ION) form within five days of the time the violation was identified. The information in the form must describe the cause of non-compliance, actions taken to prevent any further non-compliance, environmental impact resulting from the non-compliance, and actions taken to reduce the environmental impact resulting from the non-compliance. This is evidence of good faith attempts at compliance with the NPDES permit. Copies of all ION's shall be placed in the erosion and sediment control file.

E. Construction Termination

When all permanent erosion control measures are in place and with 70% of vegetation established and with the approval of the County, the Applicant's field engineer will complete and submit to the IEPA a Notice of Termination (NOT) form. Generally, this form will be processed as a part of the final documentation for closing out the project. A copy of the NOT shall be placed in the erosion and sediment control file.

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NPDES PERMIT PROCESS (In Order To Satisfy The Erosion Control Requirements As Outlined In The NPDES Permit, The Following Forms Are Required)

| FORM | RESPONSIBILITY | WHEN | WHERE TO SEND/FILE |
|--|--|--|---|
| Storm Water Pollution Prevention Plan (SWPPP) (1) and Erosion Control Plan | Designer/Applicant's Field Engineer/County | During Design | Submit it w/plans or Special Provisions and keep in Project Erosion Control File Copy to the County |
| Contractor Certification Statement (2) | Contractor and all Subcontractors whose operations disturb soils (3) | Signed at or prior to Pre-construction Meeting | Form submitted w/plans or Special Provisions and keep signed Form in Project Erosion Control File Copy to the County |
| Notice of Intent (NOI) (IDOT Form WPC 623)(1)(6) | Designer to prepare/Permittee to sign (1) | 30 days BEFORE construction begins and with County approval of SWPPP and Erosion Plans (4) | Post at Jobsite Original by Certified Mail to IEPA Project Erosion Control File Copy to Contractor Copy to County |
| NPDES/Erosion Control Inspection Report (BC 2259) | Applicant's Field Engineer/County or County Representative | Weekly and after more than 0.5 in. rainfall and 5.0 in. of snowfall | Keep in Project Erosion File Copy to Contractor Copy to County |
| Incidence of Non-Compliance (ION) (IDOT Form WPC 624) (6) | Applicant's Field Engineer | Within 5 days of after incident occurred | Original by Certified Mail to IEPA Copy to Project Erosion File Copy to Contractor Copy to County |
| Notice of Termination (NOT) (IDOT Form WPC 621) (6) | Applicant's Field Engineer with County approval | Final Stabilization (5) | Original by Certified Mail to IEPA Copy to Project Erosion File Copy to County |

- NOTES:
- (1) *The Permittee or his assigned representative must sign this form.*
 - (2) *Field Engineer portion of the report should be completed before the actual construction starts.*
 - (3) *Contractor and any sub-contractor whose operations will disturb soil will be required to sign the Contractor Certification Statement.*
 - (4) *Thirty (30) days prior to start of construction, regardless if prior environmental clearance has been received from all resource agencies.*
 - (5) *Final stabilization is defined at 70% viable vegetative growth and approved by County.*
 - (6) *Found in forms Section of the IDOT Construction Manual, or IDOT web site www.dot.state.il.us/dobuisns.html or on IEPA web site www.epa.state.il.us/water/forms.html*

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VIII. KANE COUNTY MINIMUM DESIGN STANDARDS

Plan Preparation

To provide consistency from project to project, the plan sheets shall be assembled in the sequence below. The designer should note that not all plans will have all sheets and that several sheets can be combined together. All units shall be English. Sheet size shall be 24" x 36". Final plans shall be submitted in hard copy format and digital format (CDROM). The digital data file shall be provided to the County in one of the following formats:

- a. DGN (Micro-station Design format)
- b. ESRI ArcGIS format
- c. Other format (i.e.: AutoCAD) as approved by the County Engineer.

The required plan sequence is as follows:

1. Cover Sheet
2. Index of Sheets – Numerical order starting with Sheet 1, 2, 3. Listing of applicable Highway Standards, General Notes, Commitments
3. Summary of Quantities
4. Typical Sections
5. Schedules of Quantities
6. Alignment, Ties, and Benchmarks
7. Suggested Stages of Construction and Traffic Control
8. Plan and Profile Sheets
9. Drainage and Utilities Sheets
10. Intersection Details
11. Pavement Marking & Landscaping Details
12. Erosion Control Plans and SWPPP
13. Traffic Signal Details
14. Lighting Details
15. Structural Sheets
16. Wetland Details
17. Culvert Details
18. IDOT District 1 details (as applicable)
19. Cross Sections
20. Highway Standards

Survey Control Datum

The Kane County Department of Transportation will make available all Geodetic Control information to be used for survey purposes. All coordinate values for these survey points shall be in Illinois State Plane System using the North American Datum (NAD83) with a 1997 HARN adjustment, Illinois East Zone 1201. All measurements shall be in US Survey Feet. For more documentation of the County's Geodetic Control network, see <http://www.co.kane.il.us/Geodetic/kanegps.htm>.

For all projects the basis of bearing for the plans shall be in NAD83 (1997) coordinate system. For Major Access, Subdivision, and Utility Modification or New Construction projects, the surveyor or engineer preparing the plans shall tie the boundary into at least two of the above mentioned survey control networks.

Pavement Widening Design (Superpav and Polymer Superpav)

- Saw cut edge (one foot) of pavement prior to bituminous widening.
- 6" Subbase Granular Material, Type B – Asphalt Pavement Design.
- 12" Subbase Granular Material, Type B – Concrete Pavement Design.
- 8" to 12" Bituminous Base Course – ADT dependent.
- 2 ½" Bituminous Binder Course.
- 2" Bituminous Concrete Surface Course, (Mixture type is dependant on ADT).
- 12" Aggregate Subgrade.
- 8" Bituminous Shoulder (consisting of 6" Bituminous Base Course, 2" Bituminous Concrete Surface Course).
- Bituminous shoulders shall be constructed on a 6" granular sub-base.
- Aggregate shoulders shall be 8" in thickness.
- RAP will not be allowed for use as an aggregate for shoulder stone.
- Subbase Granular Material – Can be CA-6 gradation of crushed stone, crushed gravel, asphalt (RAP), concrete or bituminous.

Overlay Existing Pavement – (Superpav mix only)

- Remove existing bituminous surface (2" depth).
- Strip Reflective Crack Control Treatment.
- Prime (tack coat) exposed surface.
- Bituminous Concrete Surface Course (2" minimum).

Cross Section Requirements

- A 2% cross slope shall be used. (If existing cross slope is greater than 2% leveling binder shall be used to attain 2% prior to surface overlay. This applies to a tangent section of highway. An electronic leveling device must be used for all bituminous lifts).
- If on a horizontal curve it shall be the designer's responsibility to insure super elevation rate of existing pavement meets minimum standards. If substandard the designer shall correct this to minimum standards in his design.
- Minimum 4:1 fore slopes and 3:1 back slopes (maximum 2:1 back slope may be allowed).
- Shoulder width 8 feet. (Minimum 4-foot bituminous and 4 foot aggregate, rap will not be allowed as a shoulder stone aggregate). In some cases an 8-foot bituminous shoulder will be required. Example of this would be a County freeway such as Randall Road or traffic volume of 25,000 ADT or greater.

- Proposed ditch grades shall be dimensioned to nearest one tenth of a foot.
- When curb and gutter is included top of curb elevation shall be dimensioned to nearest hundredth of a foot.

Traffic Control

- Electronic message boards – ADT > 5000 (minimum 72 hours in advance).
- Temporary Information signing – No minimum ADT.
- All Type One and Type two barricades will require ballast (minimum 2 sandbags per barricade) to hold them in place “Sandbags **will** be placed on barricade legs, over striped bottom rails not facing traffic, over unstriped bottom rails, or suspended from the barricade rail or frame in such a manner so the bulk of the sand is at least 18 inches below the top of the barricade”.

Landscape Restoration

- Minimum 6“ Topsoil Placement.
- All disturbed areas shall receive a Minimum - Seeding Class 2A, fertilizer nutrients, and Erosion Control Blanket (North American Brand, or approved equivalent, or salt tolerant sod with fertilizer nutrients).

Drainage

- Where applicable, perimeter Erosion barrier shall be placed at the right-of-way during construction and left in place until new Seeding is 90% established.
- Crossroad metal culverts shall be replaced with reinforced concrete pipe culverts including end sections with grates. The minimum size shall be 18” in diameter.
- 6” pipe underdrains will be required in vertical sags and on low side of super-elevations. End sections will be required at all outlets. A flexible marker 3-foot high shall be installed within 6” of outlet to indicate its location.
- All mainline curb and gutter when required, shall be B6.24.
- Drainage frames in curb and gutter shall be Type 24 frame.
- Minimum gradient in ditch shall be 0.5%. Storm sewer may be considered if 0.5% cannot be achieved.
- All outlet pipes shall include a flared end section with grate.
- Applicable setbacks for berms and detention facilities shall be observed in accordance with Section 9-115.1 of the Illinois State Statutes.

Traffic Signals (Temporary and Permanent)

- Designers shall strictly follow the District 1 Traffic Signal Design Guidelines (latest edition).
- Video Camera Detection shall be used instead of in-ground loop detectors. Approved Camera detection devices include the Iteris and Autoscope systems. Traffic Signal plans shall include all video detection zones.
- If a proposed traffic signal is within a mile of an existing signal it shall be interconnected to that signal.

- All traffic lenses including pedestrian heads shall be Light Emitting Diode (LED). This will be based on advanced indium-based LED technology by the Dialight Company (maximum 18 LED's /12" Head) or approved equivalent.
- Provide a full traffic actuated controller, Type 5.
- Emergency Vehicle Pre-Emption (EVP) Systems shall be included on all traffic signals. It shall be the designer's responsibility to check with the Local Municipality on brand type.
- A battery back-up system, Novus XT 1000P Unit or an approved equivalent, capable of 3 hour minimum battery life to provide one hour of full functioning signals and 2 hour of flashing red shall be installed in the controller cabinet (Type IV Cabinet with an external battery enclosure).
- Phone modem shall be provided for standalone signal installations (not interconnected).
- On those intersections that will have a temporary signal installed prior to the permanent Traffic Signals, the Video Camera Detection System and Battery backup system may be transferred to the permanent set of Traffic Signals.

Roadway Lighting

- Designer shall follow The "Guidelines for Lighting Design and Plan Preparation" as issued by IDOT.
- Approach Lighting will be required on SRA routes when traffic signals are to be installed.
- Intersection (beacon lighting) will be required for new subdivision roads intersecting County highways. The cost to erect shall be the Applicant responsibility. The cost to energize and maintain said lighting would be the Applicant's responsibility to resolve with the municipality.

Pavement Markings/Signs

- Polyurea pavement markings. All markings shall be recessed in the pavement.
- Raised Reflective Pavement Markers, recessed in pavement.
- All Signs – Diamond Grade AZ.
- Stop signs minimum 36" x 36".
- Signposts – Telspar steel post (2 inch x 2 inch x 10 foot) using the V-loc socket system by Tapco Traffic Products or approved equivalent. All steel post to be powder coated Dark Bronze.

County Right-of-Way

- All Right-of-Way monumentation shall be marked with 5/8" dia. x 24" long rebar. The rebar shall include a 2-1/2 inch aluminum diameter cap, Model SK-108-2 1/2 D (Dome Top w/plastic insert) supplied by SURV-KAP INC. Web site is <http://surv-kap.com>). An approved equivalent may be used.
- All caps shall be identified as "COUNTY OF KANE" with Surveyors Registration Number such as "PLS 1234".
- All monumentation shall be established under the direct supervision of a Professional Land Surveyor.

Highway Standards

- Designer shall use latest IDOT standards where applicable on plans. If not readily available, go to the following Internet website - <http://www.dot.state.il.us/desenv/hwystds/stnds.html> for download.

Record Drawings

- Record Drawings shall include any changes to the approved plans. All field changes to the record drawings will be done electronically in the drawing file. The text and line work will be placed on its own level (or layer) and done in red. Field changes will be identified in the drawing by drawing over, striking through or clouding the change in a manner that will not alter, modify or erase any of the context of the original drawings. The Record Drawings shall include as a minimum the following items:

All geometric changes to roadways and entrances

All alignment changes to new or adjusted utilities

Field verified elevations to:

Outlet structures

Special structures

Overflow structures

Top of berm

Normal water surface elevation

High water surface elevation

Verification of right-of-way marker/property corners

Changes in project benchmarks or control points

- Record Drawings shall be submitted in the form of a burned CD as follows:
 - Drawing format shall be MicroStation (.dgn), AutoCAD (dwg) or other as approved by the County Engineer.
 - Improvements shall be tied into the State Plane Coordinate System-Zone IL E and North American Datum 83 (NAD83). Kane County Geodetic Monuments can be located on the Kane County Web Site at: www.co.kane.il.us/geodetic/kanegps.htm.
 - In addition, plan sheets shall be included as a collection of 24"x36" (full size) scanned files or images as Tagged Information File Format (tif) files.

Plats of Survey

- Dedications on plat shall include the name of the entity to which the property is entity is dedicated.
- Shall ensure utility easement locations are shown.
- Width of right-of-way shown on the plat meets the requirement based on the roadway classification or the dedication per the rezoning agreement of the ordinance or an existing access agreement.

- Shall ensure easement language does not include dedication areas.
- Vicinity Map.
- Graphic Scale.
- Legend and Abbreviation definition.