

Kane County  
Division Of Transportation  
Permit Regulations  
And  
Access Control Regulations

SECTION 3

UTILITY PERMIT

Emergency  
Minor Maintenance  
Major Maintenance  
Modification or New Construction

January 1, 2004

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Kane County  
 Division Of Transportation  
 Transportation Permit Regulations  
 And  
 Access Control Regulations

UTILITY PERMIT

Table Of Contents

	Page
<b>SECTION 3 – UTILITY PERMIT</b>	
<b>I. UTILITY PERMIT POLICY .....</b>	<b>3-1 – 3-29</b>
<b>A. Purpose .....</b>	<b>3-1</b>
<b>B. Definitions.....</b>	<b>3-1</b>
<b>C. Accommodation of Utility in the County Right-of-way .....</b>	<b>3-2</b>
<b>D. Permit Types and Application Requirements .....</b>	<b>3-3</b>
Emergency Work.....	3-3
Emergency Work Traffic Control.....	3-3
Emergency Work Duration.....	3-3
Emergency Work Temporary Patches .....	3-4
Minor Maintenance Work .....	3-4
Major Maintenance.....	3-4
Modification or New Construction.....	3-4
<b>E. General Requirements.....</b>	<b>3-4</b>
Authority of County.....	3-4
Written Consent.....	3-5
Compliance.....	3-5
Non-conforming Utilities .....	3-5
Compliance By Other Agencies .....	3-5
Signatory Authority .....	3-5
Removal of Existing or Abandoned Facilities.....	3-5
Obligation to Remove, Relocate or Modify Existing Utility Facilities.....	3-6
Notice to Remove, Relocate or Modify Existing Utility Facilities.....	3-6
Reimbursement for Removal, Relocated or Modify Existing Utility Facilities .....	3-6
Apportionment of Costs.....	3-7
General Location of Facilities .....	3-7
Utility Attachments to Bridges or Traffic Structures .....	3-8
Scenic Restrictions .....	3-8
Access of County Right-of-Way .....	3-8
Easements .....	3-8

Kane County  
 Division Of Transportation  
 Transportation Permit Regulations  
 And  
 Access Control Regulations

UTILITY PERMIT

Table Of Contents

	Page
 <b>SECTION 3 – UTILITY PERMIT</b>	
Suitability of Materials and Workmanship.....	3-9
Pavement Open-cuts/Augering.....	3-9
Temporary Dewatering For Construction Activities.....	3-10
Detours.....	3-11
Damage to County Right-of-Way.....	3-12
Duty to Correct Defects.....	3-12
Inspection.....	3-12
Enforcement.....	3-12
Stop Work Order/Revocation of Permit.....	3-13
Lifting of Stop Work Order/Reinstatement of Permit.....	3-13
Advanced Public Notification.....	3-14
Permit Working Hours.....	3-14
Existing Utility Location Drawing.....	3-14
Request For Underground Cable Location.....	3-14
Traffic Control.....	3-15
Traffic Control Plan.....	3-15
Traffic Control Devices Condition.....	3-15
Traffic Control Deficiency – Repair or Replacement.....	3-15
Tree Cutting.....	3-16
Driving Limitations.....	3-16
Erosion Control.....	3-16
Magnetic Tape or Tracer Wire.....	3-16
Clean-up and Restoration.....	3-17
Record Drawings for Emergency and Minor Maintenance Work..	3-17
<b>F. Aboveground Facilities.....</b>	<b>3-17</b>
Power and Communication Lines.....	3-17
Ground-Mounted Facilities.....	3-17
Poles.....	3-18
Guy Wires and Brace Poles.....	3-18
Longitudinal Lines.....	3-18
Overhead Crossings and Right-of-Way.....	3-18
Light Poles and Lighting Power Lines.....	3-18

Kane County  
 Division Of Transportation  
 Transportation Permit Regulations  
 And  
 Access Control Regulations

UTILITY PERMIT

Table Of Contents

	Page
 <b>SECTION 3 – UTILITY PERMIT</b>	
Design Requirements .....	3-19
Approach Lighting .....	3-19
Beacon Lighting .....	3-19
Ornamental Lighting .....	3-19
Light Pole Breakaway Requirements .....	3-19
Light Pole Location Requirements .....	3-20
Lighting Power Lines .....	3-20
Traffic Signals .....	3-21
Design Requirements .....	3-21
Video Detection .....	3-21
System Interconnects .....	3-21
Battery Back-up System .....	3-21
Controller .....	3-21
Cables .....	3-21
Material and Equipment .....	3-21
Cabinets .....	3-22
Other Utilities – Aboveground Facilities .....	3-22
<b>G. Underground Facilities .....</b>	<b>3-22</b>
Power and Communication Lines .....	3-22
Longitudinal Facilities .....	3-22
Crossings .....	3-23
Gas Transmission Line .....	3-23
Crossings .....	3-23
Encasement .....	3-24
Petroleum Products Pipelines .....	3-24
Longitudinal Facilities .....	3-25
Crossings .....	3-25
Encasement .....	3-25
Water Mains .....	3-25
Longitudinal Facilities .....	3-26
Crossings .....	3-26
Sewer, Sanitary and Storm .....	3-26

Kane County  
 Division Of Transportation  
 Transportation Permit Regulations  
 And  
 Access Control Regulations

UTILITY PERMIT

Table Of Contents

	Page
<b>SECTION 3 – UTILITY PERMIT</b>	
Longitudinal Facilities .....	3-27
Crossings.....	3-27
<b>Exhibit</b>	
Typical Section – New Facility .....	3-29
<b>II. PERMIT APPLICATION FEES .....</b>	<b>3-31 – 3-32</b>
Emergency .....	3-31
Minor Maintenance.....	3-31
Major Maintenance.....	3-31
Modification or New Construction.....	3-31
<b>III. UTILITY PERMIT PROCESS.....</b>	<b>3-33 – 3-38</b>
Emergency.....	3-33
Minor Maintenance .....	3-33
Major Maintenance .....	3-33
Modification or New Construction .....	3-34
<b>Exhibit</b>	
Flowchart .....	3-38
<b>IV. UTILITY PERMIT APPLICATION .....</b>	<b>3-39 – 3-41</b>
<b>V. REQUIRED INFORMATION CHECKLIST FOR UTILITY PERMIT .....</b>	<b>3-42</b>
<b>VI. PLAN PREPARATION CHECKLIST FOR UTILITY PERMIT .....</b>	<b>3-43 – 3-56</b>

## I. UTILITY PERMIT POLICY

### A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating utilities on right-of-way of the County highway, which will provide public benefit consistent with the preservation of the integrity, safe usage, and visual qualities of the County highway System. These regulations apply to all utility facilities on highway right-of-way in which the County has an interest, whether those facilities were permitted or not and whether those facilities were in place before or after the promulgation of this Policy. Because it is impossible to anticipate all future highway needs or proposals, the County Engineer reserves the right to deny any application for any reasonable cause.

### B. Definitions

**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).

**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 will 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.

**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.

**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.

**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.

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

**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.

**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.

**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.

**C. Accommodation of Utility in the County Right-of-way**

Only utilities that have franchise or license agreements with the County or are listed with the Illinois Commerce Commission as a Public Utility shall be allowed to be within the County right-of-way. The public utility will be required to submit evidence of this fact to the County Engineer.



Non-Public Utilities will require special approval from the County Engineer to be within the right-of-way. These utilities will be considered on a case-by-case basis.

**All utilities and utility work, regardless of the type, will be required to follow the provisions of these KDOT Permit Regulations and laws of the State of Illinois. The law shall supersede this policy unless such authority is granted to the County Engineer by law.**

#### **D. Permit Types and Application Requirements**

As defined previously, there are four types of utility work. The following describes the specific permit application requirements for each of the types of utility work; Emergency, Minor Maintenance, Major Maintenance and Modification or New Construction.

##### **Emergency Work**

Emergency work **will not** require a permit. However, the Applicant must contact the KDOT before beginning work. The public or non-public utility or its agent shall inform the County Engineer as to what steps will be taken for protection of the public and what work will be required to make the necessary repairs. If the nature of the emergency is such as to interfere with the free movement of traffic, the County Engineer or Local Police shall be notified. The Kane County Division of Transportation can be contacted during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) at **(630) 584-1171** or if the emergency occurs after regular business hours, contact the Kane County Sheriff's Office at **(630) 232-8400**.

##### **Emergency Work Traffic Control**

If an emergency or emergency work creates a hazard on the traveled portion of the roadway, immediate steps shall be taken by the utility company to provide all necessary protection for traffic on the highway including the use of signs, lights, barricades or flaggers. If a hazard does not exist on the traveled way, but the nature of the emergency is such as to require the parking on the shoulder of the County highway or right-of-way of equipment required in repair operations, signs and lights shall be provided. Parking on the County highway shoulder or right-of-way in an emergency will only be permitted when no other means of access to the utility facilities is available.

##### **Emergency Work Duration**

The duration of work under an emergency situation by definition is considered 72 hours or less. The County Engineer recognizes that this time frame is meant to resolve the immediate emergency and that temporary pavements, etc. may have been required as part of this work. For emergency work, all permanent restoration to pavements, shoulders and right-of-way shall be completed within one (1) week of the completion of the emergency repair. If a longer period of time is required

by the Applicant, the County Engineer may require that the Applicant submit and work be completed under the appropriate maintenance permit.

#### Emergency Work Temporary Patches

When temporary patches are required as part of the emergency work, the temporary patches shall be continuously maintained until the permanent pavement restoration is completed. This applies to all permit work. The type of patch shall be determined by the County Engineer based on the time of year and the nature of the emergency. The types of patches shall be as specified in the Kane County Design and Construction Standards or as directed by the Permit Section Staff.

#### **Minor Maintenance Work**

A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed.

#### **Major Maintenance**

A permit **will** be required for Major Maintenance work. The Applicant may only begin this work with the written or verbal authorization of the County Engineer. The permit application process, fees and guideline can be found in Articles II and III of this Section.

#### **Modification or New Construction**

A permit **will** be required for Modification or New Construction. The Applicant may only begin this work with the written or verbal authorization of the County Engineer. The permit application process, fees and guideline can be found in Articles II and III of this Section.

### **E. General Requirements**

The following are general requirements pertaining to the various types of utility work proposed within the County right-of-way.

#### **Authority of County**

A "Permit" from the County Engineer grants permission only to undertake certain activities in accordance with these regulations on a County right-of-way, and 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. Such others might include an owner of an underlying fee simple interest if the right-of-way consists of an easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or outside of County right-of-way. .

### **Written Consent**

**Only a permit issued by the County Engineer under this policy will satisfy the “written consent” requirement of the Illinois Highway Code.**

### **Compliance**

The Applicant shall comply with all other applicable laws relating to the placement of utility lines. The issuance of a utility permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversized and overweight vehicles) or the requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, AND EPA.

### **Non-conforming Utilities**

The following information pertains to utilities that existed prior to the effective date of the Transportation Permit Regulations that may not be in full compliance with the provisions of this document. The practice of accepting nonconforming utilities is commonly referred to as “grandfathering”. Nothing in these regulations shall prohibit the lawful use of sub-standard utilities provided the utility was permitted with the County Engineer prior to the effective date of these Transportation Permit Regulations. However, if it is determined by the County Engineer that an existing utility, in whole or portion of, needs to be relocated, the utility must comply with all conditions and requirements of these regulations. Minor and Major Maintenance work to the utility must comply with these Transportation Permit Regulations.

### **Compliance by Other Agencies**

State, County, Township, and municipalities, and other local units of government, utility and levee district’s occupation or crossing of County right-of-way by their utility installations are subject to all of the requirements of this policy.

### **Signatory Authority**

A Utility Permit issued to a public entity shall be executed by a duly authorized officer thereof.

### **Removal of Existing or Abandoned Facilities**

The County Engineer, at his option, may require that utility facilities (underground or above ground) being abandoned as part of the permit work be removed from the right-of-way. If the utility facility to be abandoned is not part of permit work, the utility right-of-way user shall notify the County Engineer when the facility is abandoned. The right-of-way user shall submit to the County Engineer a plan for the removal of the abandoned equipment or facility. The County Engineer may require the right-of-way user to post a bond in an amount sufficient to reimburse the County for reasonably anticipated costs to

be incurred in removing the equipment and facilities if the public right-of-way user fails to do so.

### **Obligation to Remove, Relocate or Modify Existing Utility Facility**

The Applicant shall remove, relocate, or otherwise modify its facilities, including the removal of bridge attachments, as specified by the Illinois Highway Code. . The Illinois Highway Code gives sole authorization to the County Engineer, and no other administrative agency or commission may review or overrule a permit related decision or direction of the County Engineer. The failure of an Applicant to comply with the directions of the County Engineer may cause sanctions to be imposed on it.

### **Notice to Remove, Relocate or Modify Existing Utility Facilities**

The County Engineer may also give written notice that the Applicant or utility shall remove, relocate, or otherwise modify its facilities. If, within 60 days after receipt of such written notice, satisfactory arrangements are not made, the County Engineer may undertake the requested actions and may bill the Applicant or utility for the total cost thereof.

Notice shall be considered to have been received if either the County Engineer receives from the U.S. Postal Service a signed return receipt or a notice that the Applicant has refused to accept a notice by mail, or the County Engineer obtains such other reliable evidence of receipt as he/she may deem appropriate, or notification is satisfied by direction of the Illinois Highway Code. For example, the receipt of a hand delivered notice might be evidenced by a statement by the messenger that the notice was delivered. A receipt from an express service would also suffice.

If notice of receipt is not received within 10 days or the County Engineer receives a notice of undeliverability or refusal of delivery, the notice shall be posted in a conspicuous place in the area of the permit. If, within 60 days after posting such written notice, satisfactory arrangements are not made, the County Engineer may undertake the requested actions itself and may bill the Applicant for the total cost thereof.

### **Reimbursement for Removal, Relocated or Modify Existing Utility Facilities**

The Applicant, by use of its permit, agrees to the following:

1. To pay the County's costs incurred under this section,
2. If the full amount of the County's invoice to the applicant is not paid by the date specified on the invoice, to pay all costs of collection, including attorney's fees, litigation expenses, and fees (including contingency and percentage fees) paid to collection agencies, and

3. That any attorney at law is authorized, on behalf of Applicant, to do the following:
  - a. Appear before any court of competent jurisdiction in Illinois, upon complaint made by the County, and enter Applicant's appearance;
  - b. Waive process and service;
  - c. Confess judgment for the full amount billed under this Section, for all attorneys' fees and costs incurred by KDOT associated with attempt(s) to collect the amount billed under this Section;
  - d. Accept the release and indemnification provisions stated in this Section;
  - e. Waive all errors and all right of appeal from said judgment(s); and
  - f. Provide such other consents or cooperation as may be helpful to complete the collection process so that the County may be fully paid.

#### **Apportionment of Costs**

There may be times when the County will incur delays or other costs, including third party claims, because the Applicant will not or cannot perform its duties under its permit. Unless the Applicant can demonstrate to the County Engineer that another allocation of the cost of undertaking the requested action is appropriate, the Applicant shall bear the County's costs of damages and its costs of installing, maintaining, modifying, relocating, or removing the facility that is the subject of the permit. No other administrative agency or commission may review or overrule a permit related cost apportionment of the County Engineer. Sanctions may be imposed on an Applicant who does not pay the costs apportioned to it.

#### **General Location of Facilities**

All utility installations shall be located as follows:

No new aboveground utility facilities shall be located in the area established as a clear zone.

No new longitudinal utility installations will be permitted under paved portions of County highways; however, new cables will be allowed in existing ducts if they can be installed without damage to the pavement.

Utility crossing facilities installed between the ditch lines or curb lines of County highways shall be designed and constructed and shall incorporate materials and protective appurtenances so as to virtually preclude future disruption of these areas. Protection may include encasement, additional cover, or other measures that might not otherwise be required.

Utilities shall not be permitted to cross under County highways in cattle passes, culverts or other drainage facilities.

New manholes and vaults shall not be permitted in the traffic lanes or shoulders of County highways. Existing manholes may be permitted to remain.

Utility crossings shall be at or as near as practicable to a 90 degree angle with the highway centerline.

No utility appurtenances such as pumping stations and transformers serving a longitudinal facility will be allowed in interchanges.

### **Utility Attachments to Bridges or Traffic Structures**

It shall be the general policy of the County Engineer to grant approval for accommodation of utilities on bridges or grade separations only when engineering and economic study substantiates that all other means of accommodating the utility are not practical. Other means shall include, but not be limited to, underground, under stream, independent poles, cable supports and tower supports, all of which are completely separated from the bridge. The utility company shall include the supporting data in their request that indicates the impracticality of alternate routing. All cost required to develop the engineering and economic study shall be paid by the utility.

### **Scenic Restrictions**

Special restrictions on utility facilities may be imposed where visual quality and aesthetic consideration are an important consideration; for example, scenic easements, roadways, rest areas, public parks, overlooks, and recreation areas. The Applicant may contact the County Engineer for the location and additional information regarding these special scenic areas.

### **Access of County Right-of-Way**

Access from the through travel lanes on County highways will not be permitted for installing or servicing of utility facilities except as may be provided in the AASHTO publication titled A Policy on the Accommodation of Utilities within Freeway Right-of-Way and approved for access by the County Engineer. All access from or to a County freeway must be approved by the County Board.

### **Easements**

New utility easements shall not be allowed within the County right-of-way.

### **Suitability of Materials and Workmanship**

Only materials approved by the County Engineer shall be used in utility installations in the County right-of-way. The quality of workmanship in every respect, including geometrical layout of work, proper installation of all facilities, and proper finish of exposed work, shall conform to County standards. At the sole opinion of the County Engineer, the Applicant shall be required to replace all faulty material and reconstruct or correct any work showing or developing unsatisfactory conditions. The completed work shall be inspected for compliance with the terms of this permit by the County Engineer. A letter will be furnished to the Applicant from the County Engineer itemizing the incomplete or unsatisfactory work.

### **Pavement Open-cuts/Augering**

Open cutting of pavements shall not be allowed on County freeways and other County highways having traffic volumes greater than 2500 cars a day for Minor Maintenance, Major Maintenance or Modification or New Construction. All installation of mains, pipes, conduits, etc., under these types of roadways shall be done by approved pipe boring and jacking methods as specified in the Kane County Minimum Design Standards.

Other issues that may become a factor in not allowing an open cut are as follows:

1. Roadway has been resurfaced in the past 5-7 years
2. Motorist inconvenience and vehicle delays
3. Roadway is a direct route for emergency vehicle use
4. Known locations for running sand or unstable material
5. Utility impacts – causing delay beyond maximum road closure of 5 days

Casing pipe on County freeways and other County highways having traffic volumes greater than 2500 cars a day shall be of a length great enough to extend from right-of-way to right-of-way. The length of casing pipe on roadways having a traffic volume of less than 2500 cars a day shall be based on the future widening width plus fifteen (15) feet on each side.

The County Engineer may consider open-cuts on roadways having a traffic volume of less than 2500 cars a day and the closure being no longer than 5 days in duration. The length of casing pipe on roadways having a traffic volume of less than 2500 cars a day shall be based on the future widening width plus fifteen (15) feet on each side to avoid any need to excavate the roadway to replace the existing facility in the future. All open cuts that are permitted will be required to use an approved flowable fill (Controlled Low Strength Material) in place of trench backfill. The flowable fill shall be placed 2 feet outside the edge of pavement on both sides of the highway right-of-way.

The County Engineer will require that KDOT or their consultant be on site during those hours that work is taking place within the County right-of-way. The cost of the consultant shall be the responsibility of the agency or person taking out the permit for the open-cut.

Where an open-cut is allowed the Applicant shall be responsible for maintaining the permanent patch for 2 years from the date the patch was completed and then resurfaces over the permanent patch. The resurfacing shall consist of a 2-inch thick asphalt surface extending out 4 feet horizontally for every one (1) foot of vertical depth of the open-cut in both directions.

A temporary run around or one lane traffic with flaggers shall be used where possible to minimize the impact of the work delay to the traveling motorist. Where it is impossible to maintain normal traffic flow through the work site a temporary detour shall be put in place.

When a temporary detour exceeds the normal travel times for the closed roadway 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. The Vehicle Delay Cost shall be paid to KDOT within 30 days after the detour has been completed.

The user delay cost can be estimated by using the following equation:

Vehicle Delay Cost =  $\$0.12 \times \text{ADT} \times \text{D} \times \text{L}$  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.

Both the augering and open-cuts will require the following:

1. Letter of Credit for 5 years
2. Borings for proposed work
3. Certificates of Insurance from Applicant, contractor, and subcontractors
4. An approved traffic control plan

### **Temporary Dewatering for Construction Activities**

The County Engineer will permit the temporary discharge of water from dewatering activities associated with construction activities assuming the following criteria have been met.

1. The outlet velocity at the point of discharge must not cause scour or erosion within the right-of-way.
2. The downstream drainage systems must have the capacity to convey the dewatering flow as well as the ten-year storm for the tributary area.



3. Downstream right-of-way or off-site impacts are the responsibility of the Applicant.
4. The Applicant shall indemnify the County from impacts or damages to either the right-of-way or off site areas caused by the dewatering discharge.
5. All dewatering discharge shall be contained within a pipe system until discharged at a location approved by the County Engineer. The discharge point may be a significant distance from the dewatering activities due to a lack of a suitable discharge point.
6. A regional map will be required, showing the location of all drainage features, including ponds, ditches, storm sewers, etc., effected by the work. This exhibit shall also include sizes and elevations of all relevant features.

The County Engineer may require the assistance of a consultant to review the submittal to ensure that there are no adverse impacts to the County right-of-way or off-site areas. The costs of this review shall be the responsibility of the permit Applicant.

At no time will the dewatering discharge system be located within any ditch in the right-of-way. The water will be conveyed off the right-of-way as far as is practical and then allowed to traverse the right-of-way in a manner that will not disrupt the normal use of the right-of-way to a suitable discharge point.

The permit will be revoked at any time should the County Engineer determine that there are any damages or adverse impacts to the County right of way or off-site areas.

### **Detours**

The County Engineer recognizes that there may be situations when highway detours are necessary. In certain situations KDOT will assist in setting up the detour. In all cases, the Applicant or utility is required to coordinate the detour with KDOT. The following requirements shall be followed when initiating a detour.

For emergency work, the Applicant should contact KDOT as outlined in these permit regulations, with the exception that KDOT shall be contacted immediately since a detour is involved. The Kane County Division of Transportation will assist in determining the appropriate traffic route based on the road classification and either setup or make contact with the traffic control contractor to initiate setup of the detour. In certain conditions the KDOT may require reimbursement of cost associated with setting up and coordinating the detour. This will be determined on a case-by-case basis.

**For an emergency, the County contact number is 630-232-8400.**

For maintenance, modification or new construction work, the Applicant should contact KDOT as outlined in these permit regulations. Under this process KDOT should be notified that a detour will be required. The Kane County Division of Transportation will coordinate with the Applicant to determine an appropriate traffic route based on the

highway classification and other work within the County. Under these permits a drawing or maintenance of traffic plan will be required showing the detour(s). Advanced notification of the detour is required (see Advanced Notification in this section). The Applicant will be responsible for the coordination, setup, maintenance and cost of the detour.

The Applicant shall maintain the detour at all times and shall respond to maintenance of traffic deficiencies noted by the County Engineer within 2 hours of the contact. Corrective measures shall be completed within the time specified after notification of the deficiency. If corrective measures are not commenced within this length of time, the County Engineer will take appropriate action to ensure correction of the deficiency to the County Engineer's satisfaction at the expense of the Applicant.

### **Damage to County Right-of-Way**

Those facilities and roadway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to KDOT. Damaged items will be replaced or repaired by the Applicant to satisfaction of KDOT in a reasonable length of time as established by KDOT. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. The occurrence will be immediately reported to KDOT.

### **Duty to Correct Defects**

The Applicant shall guarantee the restoration of the County right-of-way for twelve (12) months following the issuance of the Final Completion and Compliance Certificate. During the 12-month period, the Applicant shall, upon written notification from the County Engineer, correct all non-complying work using methods and materials required by the County Engineer. The corrective measures shall be completed within ten (10) calendar days of the receipt of the notice from the County Engineer, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If corrective measures are not commenced within the length of time specified, KDOT will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

### **Inspection**

All improvements to a County highway shall be inspected by a representative of KDOT or one of the County's consultants. The level of inspection will be determined by the County Engineer based on the complexity and magnitude of the improvements to the County highway. This will be discussed at the Pre-construction Meeting.

### **Enforcement**

If improvements to the County highway 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 has the right to correct the deficiencies either through the Letter of Credit or other security for the permit or as a bill submitted to the Applicant. In addition, the Final Completion and Compliance Certificate and/or Certificate of Occupancy will be withheld until the improvement conforms to the approved design.

### **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:

- The work was started without a valid permit. In addition to the permit application fee, a fine will be assessed in the amount equal to the applicable permit fee.
- A material provision or condition of the permit has been substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- 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.
- The Applicant failed in a timely manner to correct work that does not conform to applicable standards, conditions federal, state or local laws, rules or regulations.
- 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.
- 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.**

### **Lifting of Stop-Work Order/Reinstatement of Permit**

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

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.

- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- 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.
- 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.

### **Advance Public Notification**

Advance public notification may be required prior to commencing with the work. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic. For highways identified as a County freeway, the advance notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer.

### **Permit Working Hours**

For a highway identified as a County freeway, the permit working hours shall be from 9:00 a.m. to 3:00 p.m., unless extended hours are approved by KDOT. For all other County highways, the working hours shall be as directed by the Permit Section Staff, but generally are considered 8:00 am to 4:00 pm.

### **Existing Utility Location Drawing**

For Major Maintenance and Modification or New Construction permit work, the Applicant must provide a detailed location drawing separately or as part of the plans (which ever is applicable) of all existing facilities prior to the Permit Section Staff's permit review of the proposed facilities.

### **Request For Underground Cable Location**

The County underground facilities generally only consist of electrical (lighting and traffic signals) cabling and culvert pipes and closed storm sewer systems. The County's underground facilities are included with the J.U.L.I.E. Underground Locate Service System. It will be necessary for the Applicant to contact J.U.L.I.E. (1-800-892-0123) whenever locating underground facilities. The Applicant must adhere to the regulations of J.U.L.I.E. for all County owned facilities.

## **Traffic Control**

The Applicant is responsible for providing, installing and maintaining traffic control devices. Such traffic control devices may include, but are not limited to traffic signals, beacons, signs, protective devices, pavement markings and flaggers. To provide protection of the traveling public and the utility's workers when working within the right-of-way, all warranted traffic control devices shall be installed and maintained in accordance with the provisions of MUTCD, the Illinois Supplement to the MUTCD and the IDOT Highway Standards (latest revisions).

### **Traffic Control Plan**

For emergency and maintenance permit conditions that require traffic control devices, the Applicant shall submit to the County Engineer sketches, drawings or a list of traffic control standards and devices that they intend to utilize during the work.

For modification or new construction, maintenance of traffic plan sheets detailing traffic control plan, traffic stages and standards shall be required as part of the plan submittal.

### **Traffic Control Devices Condition**

The initial erection of a traffic control installation shall not include devices that are bent, scratched, faded, worn, dirty, or otherwise present a worn and shabby appearance. The Applicant is required to conduct routine inspections of the worksite at a frequency that will allow for the prompt replacement of any traffic control device that has become displaced, worn, or damaged to the extent it no longer conforms to the shape, dimensions, color, and operational requirements of the MUTCD, and the Traffic Control Standards or no longer presents a neat appearance to motorists. A sufficient quantity of replacement devices, based on vulnerability to damage, shall be readily available to meet this requirement.

### **Traffic Control Deficiency – Repair or Replacement**

If the Applicant fails to respond within two (2) hours on the initial attempt of notification by the County Engineer, and/or fails to restore the traffic control and protection in compliance with this policy at the earliest opportunity, but in no case greater than eight (8) hours of the original attempt of notification, the County Engineer may execute such work as deemed necessary to correct the deficiencies. The cost associated with making these corrections will be drawn from the posted Letter of Credit or the Applicant will be billed directly through his/her bonding company, which ever is applicable.

### **Tree Cutting**

The permission herein granted does not confer upon the Applicant the right to trim, cut, remove, or destroy trees or shrubs within the right-of-way that are not specifically identified on the plan or drawing attached to the permit or relieve Applicant from obtaining any consent otherwise required from the owner of the property adjacent thereto. The Applicant shall protect the root growth of any significant trees and shrubs within the highway right-of-way adjacent thereto. Significant trees and shrubs will be determined by the County Engineer.

### **Driving Limitations**

Driving or parking on County trails or sidewalks shall only be permitted for those operations requiring direct access to the highway area where adequate shoulder width is not available. Vehicles within the right-of-way shall utilize their warning flashers at all times.

Vehicles driving on trails or sidewalks shall not operate in excess of 5 miles per hour. Vehicles shall operate at slower speeds when weather conditions, trail conditions, poor visibility, obstructed sightlines or other conditions require special precautions to ensure the safety of the public.

Vehicles shall not be parked on trails or sidewalks in such a manner as to unnecessarily impede the safe and efficient use of trails or sidewalks by the general public.

Vehicles or equipment traversing roads, trails and sidewalks shall not utilize caterpillar traction, or any other form of traction that will result in damage to the surface. Any damage to the surface of trails or sidewalks will be repaired by the Applicant to the satisfaction of the County Engineer.

### **Erosion Control**

Temporary erosion control will be required until the restoration work is completed. Temporary erosion control measures shall be installed and maintained in accordance with the provisions of the Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control (latest edition) and/or The Kane County Storm Water Ordinance, which ever is more stringent.

### **Magnetic Tape or Tracer Wire**

All new or relocated underground utility facilities placed in trenches will have warning tape installed in the trench one (1) foot above the utility. In addition, non-metallic utilities placed in a trench shall have a shielded tracer wire taped or secured to the utility. The color of the warning tape shall be as specified by J.U.L.I.E.

### **Clean-up and Restoration**

The right-of-way shall be restored to a condition that is at least equal to that before the permitted work took place. The restoration shall be completed within 30 days of the completion of the work, regardless of the type of permit the work was completed under. This includes restoration of entrances, side road and shoulders. Restoration of highway surfaces will be made using KDOT approved materials and methods described in the Kane County Minimum Design Standards.

Special care must be taken during the day to avoid tracking mud or other material onto the highway. Mud or other material tracked onto the highway shall be removed immediately.

### **Record Drawings for Emergency and Minor Maintenance Work**

If the emergency or maintenance work required a physical change in the location of the permitted facilities, the Applicant shall submit a set of Record Drawings to KDOT within 60 calendar days after the completion of the work. The deviation shall be identified and shall be treated as a request for variance in accordance with this section. If the County Engineer does not reject the Record Drawings within 60 calendar days after their receipt, they will be considered approved. If the County Engineer disapproves the Record Drawings, then the Applicant shall either remove the facility from the right-of-way or modify the facility so that it conforms to the permit requirements. Record Drawings will also be required for Modification or New Construction work.

## **F. Aboveground Facilities**

### **Power and Communication Lines**

Electric power or communications installations on County right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the National Electric Safety Code and Illinois Commerce Commission's rules entitled Construction of Power and Communications Lines (83 Ill. Adm. Code 305), except for certain vertical-clearance and horizontal-clearance requirements as hereinafter noted.

#### **Ground-Mounted Facilities**

Ground-mounted facilities shall be provided with a vegetation-free area extending one foot beyond the facilities in all directions within the right-of-way. The vegetation-free area may be provided by an extension of the mounting pad or by heavy-duty plastic or similar material approved by the County Engineer.

The housing for ground-mounted appurtenances shall be painted an inconspicuous color. All ground-mounted facilities shall be installed within designated areas (see Typical Section For Facility Location at the end of Part 1 of this section). Ground mounted facilities shall be located no closer than (10) feet to fire

hydrants, water valves, manholes, traffic signals or street lighting equipment or within the sight lines of any sign, monument or amenity for facilities or parks. If this is not possible, they shall be placed on an easement that does not fall within the right-of-way.

### Poles

Poles other than wood (A-frame or truss, painted steel) will require special consideration and will be evaluated by the County Engineer on a case-by-case basis.

### Guy Wires and Brace Poles

Guys and braces will be allowed only in areas designated for facilities, and all wires shall be equipped with guards for maximum visibility up to an elevation of 10 feet above ground level.

### Longitudinal Lines

Overhead power and communication lines longitudinal to the centerline of County highways when located in the County right-of-way shall be of single-pole construction, located as near as practicable to the right-of-way line and as nearly parallel to the right-of-way line as reasonable pole alignment will permit. Joint use of poles (by other utilities) will be required where practical.

### Overhead Crossings and Right-of-Way

Overhead power and communication lines crossing a highway shall have a minimum vertical-line clearance over the roadway of 20 feet, with additional clearances as required by Illinois Commerce Commission's rules entitled, Construction of Electric Power and Communication Lines (8 Ill. Adm. Code 305) for higher-voltage lines. Frequent service crossings will be discouraged, and in many cases, will be required to be placed underground.

### **Light Poles and Lighting Power Lines**

This section applies to poles used solely for roadway lighting. Joint poles used for both lighting and transmission/distribution shall meet the requirements of the section on Aboveground Facilities – Power and Communication Lines. Joint poles will not be permitted in the clear zone.

Ground-mounted facilities shall be provided with a vegetation-free area extending one foot beyond the appurtenances in all directions. The vegetation-free area may be provided by an extension of the mounting pad or by heavy-duty plastic or similar material. With the approval of the County Engineer, shrubs surrounding the facilities



may be used in place of vegetation-free area. The housing for ground-mounted facilities shall be painted an inconspicuous color.

Guys and braces for light poles will not be allowed in the right-of-way.

#### Design Requirements

Roadway Lighting installations on County right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the Guidelines for Lighting Design and Plans Preparation as issued by IDOT, District One (most current edition).

#### Approach Lighting

Approach lighting will be required on County freeways when traffic signals are to be installed.

#### Beacon Lighting

Intersection (beacon lighting) will be required for new subdivision roads intersecting County highways. The cost to erect shall be the Applicant's responsibility. The cost to energize and maintain said lighting shall be the Applicant's responsibility to resolve with the municipality.

#### Ornamental Lighting

Ornamental roadway lighting will not be allowed in the County right-of-way.

#### Light Pole Breakaway Requirements

Because of the potential hazard posed to vehicle occupants by roadside fixed objects, the general approach to lighting standards will be to use breakaway supports wherever possible. All new lighting standards located within the clear zone of a roadway where no pedestrian facilities exist shall be placed on breakaway supports, unless they are located behind or on a barrier or protected by impact attenuators, which are necessary for other roadway design reasons. Poles outside the clear zone on these roadways should be breakaway where there is a possibility of being struck by errant vehicles.

Frangible poles shall be poles with AASHTO or FHWA-approved breakaway provisions.

On highways where pedestrian facilities exist, the designer should review the amount of pedestrian traffic to determine if a breakaway support would present a greater potential hazard to the pedestrian traffic than a non-breakaway support would to the vehicular traffic. Examples of locations where the hazard potential

to pedestrian traffic would be greater include the following: transportation terminals; sports stadiums and associated parking areas; tourist attractions; school zones; central business district and local residential neighborhoods where the speed limit is 30 mph or less. In these types of locations, non-breakaway supports shall be used.

Light Pole Location Requirements

Light Pole locations in general should be kept as far away from the highway as possible, be located behind existing barrier or guard rails where possible, or shall have foundations built into barrier or retaining walls where feasible.

Minimum pole setback requirements from back of curb or edge of traveled pavement to the face of the pole are as follows:

**Urban Areas**

<b>Pole Type</b>	<b>Behind Barrier Curb</b>	<b>Without Barrier Curb</b>
Frangible	2 Feet	12 Feet
Non-Frangible	6 Feet	17 Feet

**Rural Areas**

<b>Pole Type</b>	<b>Behind Barrier Curb</b>	<b>Without Barrier Curb</b>
Frangible	10 Feet	20 Feet
Non-Frangible	17 Feet	30 Feet

No light poles will be permitted within two (2) feet of the bottom of the ditch line of any County highway.

Lighting Power Lines

Aboveground power lines serving only to provide power to lights shall not be allowed in the County right-of-way.

Lighting power lines shall be 30 inches minimum below grade.

Lighting power lines shall be installed in rigid galvanized-steel conduit or steel-reinforced concrete encased Schedule 40 PVC duct banks under roadways, driveways, and sidewalks and shall extend not less than two feet on either side of the crossing.

All power lines within the County right-of-way not installed in conduit or duct banks shall be installed in unit duct.

## Traffic Signals

All traffic signal work performed as part of a Utility Permit assumes that there will be no geometric changes to the roadway intersection. Work involving geometric changes will be handled as part of a Major Access Permit and will be as required per these Permit and Access Control Regulations.

### Design Requirements

Traffic Signal installations on County highway right-of-way shall be constructed, operated, and maintained in conformity with the provisions of IDOT, District One Traffic Signal Design Guidelines.

### Video Detection

Video camera detection will be required at all County signalized intersections instead of in-ground loop detectors. Video camera detection shall be required at temporary and permanent signal installations.

### System Interconnects

If a proposed traffic signal is within one (1) mile of an existing traffic signal on the same County highway it shall be interconnected to that signal. A phone modem shall be provided for stand-alone signal installations (not interconnected).

### Battery Back-up System

A battery back-up system is required on all new installations. The battery back-up system shall be capable of three (3) hour minimum battery life to provide one hour of full functioning signals and two (2) hours of flashing red.

### Controller

All controllers shall be full traffic actuated controllers.

### Cables

Traffic signal control cables shall be installed in rigid galvanized-steel conduit and shall be 30 inches minimum below grade.

### Material and Equipment

All materials and specific equipment shall be as specified in the Kane County Minimum Design Standards.

### Cabinets

Traffic signal equipment shall be placed in a Type V cabinet as required by the IDOT Standard Specifications.

### **Other Utilities - Aboveground Facilities**

Other light poles, power lines and communication lines facilities and appurtenances to underground facilities such as regulator vault gauge boxes, highway crossing casing vents, service and system pressure regulator installations and pipeline markers will be allowed above-ground on County highways.

### **Underground Facilities**

#### **Power and Communication Lines**

Longitudinal lines within the right-of-way shall be located within two (2) feet of the right-of-way line and parallel to the right-of-way line.

Installation shall have a minimum cover of 42 inches.

Underground power cables must be grounded in accordance with the National Electrical Code.

#### Longitudinal Facilities

New or relocated underground power and communications lines longitudinal to the centerline will not be permitted within the right-of-way of County highways under the following conditions:

- The installation of the utility would require pavement cuts.
- A non-emergency repair of the utility would require the use of any part of the highway or shoulder.
- The installation of the utility would endanger or impair other utility facilities already in place.
- The installation of the utility would be aboveground after installation.
- The utility would interfere with or impair the present use or future expansion of the highway.

When new or relocated underground power and communications lines are constructed longitudinally to the centerline of a County highway, the following additional conditions will apply:

- No aboveground appurtenances will be allowed on County highway right-of-way.
- No utility facilities will be allowed between the edge of pavement and the back of abutment of the intersecting highway at grade separation structures.
- Bridge attachments may be allowed as previously specified in this section.

### Crossings

Underground power and communication lines will be permitted to cross County right-of-way under the following conditions:

The crossing provides a transmission or distribution service to a general area or an expanding area. No individual service crossing will be permitted to cross a freeway except in cases involving isolated locations such as landlocked areas.

No transmission or distribution service shall be placed overhead. The crossing shall be installed by boring or jacking and encasement shall be provided between jacking or bore pits. Encasement will also be required when installation is by open trench method on new or reconstructed highways.

### **Gas Transmission Line**

Gas pipelines shall be constructed, maintained, and operated in conformance with Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards.

Gas pipeline crossing shall have a minimum cover of 42 inches at all locations on right-of-way.

New longitudinal gas pipelines shall be located within five (5) feet of the right-of-way line and parallel to the right-of-way line. Existing longitudinal gas pipelines may be permitted to remain if they can be serviced without access from the through-travel lanes, shoulders, or ramps of the County highways.

### Crossings

Gas transmission and distribution lines may be permitted to cross County right-of-way under the following conditions:

The crossing provides a transmission or distribution service to a general area of an expanding area. No individual service lines will be permitted to cross County

freeways except in cases of extreme hardship involving critical needs and isolated locations.

Crossing under County highway shall be installed by jacking, or boring, with vented encasement provided between the ditch lines or toes of slopes of the highway as a minimum or as directed by the engineer. No aboveground vent pipes shall be located in the area established as clear zone for a County highway. The crossing may be installed using tunneling with vented encasement but only when the installation is not possible by other means. When tunneling, the venting of the encasement shall extend to within one foot of the right-of-way line. Crossing may also be installed by the use of “moles,” “whip augers” or other approved methods, which compress the earth to make the opening for pipe.

Crossing installations by open trench will be permitted only prior to road way construction with vented encasement provided between ultimate ditch lines or toes of slopes of the County highway as a minimum or as directed by the engineer. No aboveground vent pipes shall be located in the area established as clear zone for that particular section of highway.

#### Encasement

Encasement may be eliminated if extra heavy pipe is used; and cathodic protection of the pipe is provided.

If encasement is eliminated, maintenance of damaged or decayed pipe may not disrupt the right-of-way.

Location of crossing pipe shall be avoided where rock excavation or deep cuts would make crossings with proper cover impractical.

The locations of the crossing pipe shall be marked at the right-of-way line with markers that identify the utility and provide emergency utility telephone numbers.

In built-up or expanding areas, frequent service crossings are discouraged in favor of establishing distribution on both sides of the County highway. The County Engineer reserves the right to reject permits involving frequent service crossings.

#### **Petroleum Products Pipelines**

Petroleum products pipelines are those carrying crude or refined liquid petroleum products including, but not limited to, gasoline, distillates, propane, butane, or coal-slurry. Petroleum products pipelines are, with few exceptions, transmission lines delivering products to processing or distribution facilities. Petroleum products pipelines installed on County highway right-of-way shall conform to the applicable sections of ANSI Standard Code for Pressure Piping.

### Longitudinal Facilities

New longitudinal petroleum products pipelines will not be permitted within the County right-of-way. Existing longitudinal installations shall be relocated if they cannot be serviced except from through travel lanes, shoulders, or ramps of the freeway.

### Crossings

Crossing installation by open trench will be permitted only prior to highway construction with vented encasement provided between ultimate ditch lines or toes of slopes of the highway as a minimum or as directed by the County Engineer. No aboveground vent pipes shall be located in the area established as clear zone for that particular section of highway.

Petroleum products pipelines may be permitted to cross County right-of-way under the following conditions:

Crossing of completed highway projects shall be installed by jacking or boring with vented encasement provided between the ditch lines or toes of slopes of the highway as a minimum or as directed by the County Engineer. No aboveground vent pipes shall be located in the area established as clear zone for that particular highway. The crossing may be installed using tunneling with vented encasement, but only when the installation is not possible by other means. When tunneling, the venting of the encasement shall be within one foot of the right-of-way line.

### Encasement

Encasement may be eliminated if extra heavy pipe is used and cathodic protection of the pipe is provided.

If encasement is eliminated, maintenance of damaged or decayed pipe may not disrupt the right-of-way.

The location of petroleum products pipeline crossings shall be marked at the right-of-way lines with markers that identify the utility and provide emergency telephone numbers in accordance with current Federal regulations.

## **Water Mains**

Water mains generally are those pipelines carrying potable water. Permit applications for water mains shall indicate that all requirements of the IEPA, Division of Public Water Supplies, have been satisfied. Water mains shall be installed to meet or exceed the recommendations of the current Standard Specifications for Water and Sewer Main Construction in Illinois, most current edition.

Water main cover shall be sufficient to provide freeze protection and shall be maintained at a minimum of five and half (5-1/2) feet.

Encasement shall be required even if the water main is installed prior to new highway construction or reconstruction. The pipe shall be pulled into place utilizing pipe “chocks”. After installation of the pipe the encasement shall be filled with sand or gravel or as approved by the County Engineer.

Ground-mounted appurtenances to water mains shall be located within one foot of the right-of-way line.

#### Longitudinal Facilities

New longitudinal water mains will not be permitted within the County right-of-way. Existing longitudinal installations shall be relocated if they cannot be serviced except from through-travel lanes, shoulders, or ramps of the freeway.

#### Crossings

Water main crossings of County highways may be permitted under the following conditions.

Crossing the County highway shall be installed by jacking or boring with encasement provided between jacking or bore pits. The encasement shall be filled as previously described.

Crossing shall provide water service to a general or expanding area.

Individual service crossing under County freeways will not be permitted except involving isolated locations such as landlocked areas.

#### **Sewers, Sanitary and Storm**

Sanitary sewers and storm sewers other than those installed only for highway drainage shall be regulated by these regulations. Drainage piping owned and operated by an organization, drainage district, sanitary district, municipality, or individual is regulated by these regulations.

Permit applications for sewer line installations shall indicate that the land and water pollution requirements of the IEPA, Division of Water Pollution Control, have been satisfied. Sewer lines shall be installed to meet or exceed the recommendations of the most current edition of the Standard Specifications for Water and Sewer Main Construction in Illinois.

Sewer and drain lines shall have minimum cover of 42 inches with cover sufficient for protection from freezing.



### Longitudinal Facilities

New longitudinal storm sewers, sanitary sewers, or drainage lines that are not a part of the highway facilities will not be permitted within the County right-of-way. Existing longitudinal sewage or drainage systems may be permitted to remain if they can be serviced without access from the through-travel lanes or shoulders of the highway.

### Crossings

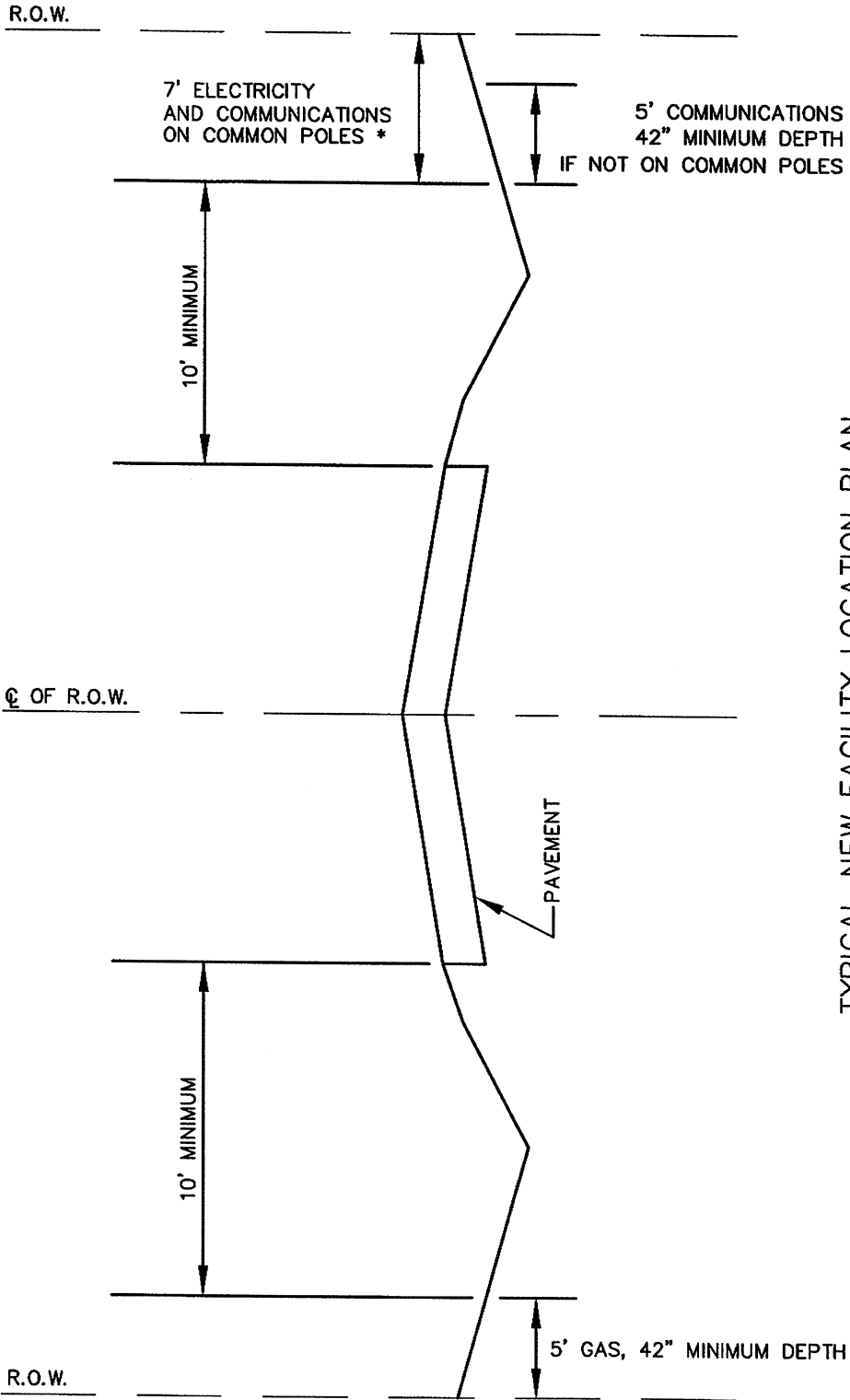
Storm sewers, sanitary sewers, or drainage lines may be permitted to cross highways under the following conditions:

Crossing of County highways shall be installed by jacking or boring with encasement provided between bore or jacking pits. The encasement shall be filled as previously described.

Sewer and drain lines shall have minimum cover of 42 inches with cover sufficient for protection from freezing.

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\* ALL POLES SHALL BE WITHIN  
2 FEET OF THE RIGHT-OF-WAY LINE.



TYPICAL NEW FACILITY LOCATION PLAN  
ON COUNTY RIGHT-OF-WAY  
NOT TO SCALE

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**II. PERMIT APPLICATION FEES**

**Emergency**

The Kane County Division of Transportation **will not** charge an application fee for this work.

**Minor Maintenance**

The Kane County Division of Transportation **will not** charge an application fee for this work.

**Major Maintenance**

The Kane County Division of Transportation **will** charge an application fee for this work. The standard application fee for this permit is \$150.00.

Major Maintenance* .....	\$150
Single Residential Service Installation* .....	\$150

**Modification or New Construction**

1. The Kane County Division of Transportation charges an application fee of \$950.00 for the Modification or New Construction Permit. The County Engineer may require an additional usage fee.

Public or Franchise Utility* .....	\$950
Non-Public Utility* .....	\$950 plus usage fees
Pavement Open-cuts* .....	\$950 plus vehicle delay cost, each occurrence

Note: The application fees for any permit involving an 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.

**Permit Renewal or Extension** – KDOT will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Kane County Division of Transportation shall be included with all application.

**Review Cost** – Permit types marked with an (\*) asterisk, such as Modification or New Construction, pavement open-cuts and non-public utility permits may require additional pass-through consultant-review costs. Permits fees that include a base fee plus other costs must be discussed with the Permit Section Staff to determine the total fee.

**Vehicle Delay Cost** - Where it is impossible to maintain normal traffic flow through the work site a temporary detour shall be put in place. When a temporary detour exceeds the normal travel times for the closed highway KDOT 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 once the detour has been completed.

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 final vehicle delay cost shall be determined by the County Engineer.

**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.

**Fees for Local Government Agencies** – Application fees will be charged for projects requiring a permit, utility, right-of-way, etc., sponsored by local government agencies when the work is for the promotion of future development. Application fees will be waived for a local government agency project when the work is required to repair or update a current facility.

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

2. If approved, charges will also be assessed for the attachment of utility facilities to bridge structures. The assessment charge for utility attachment is based on the actual Engineering review time to assess impacts and provide comments to the County Engineer and Applicant.

### **III. UTILITY PERMIT PROCESS**

The following steps outline the processes required to acquire a Utility Permit from the Kane County Division of Transportation.

#### **Emergency**

1. The process begins with the need to perform an emergency repair as defined previously.
2. The Applicant must contact the KDOT before beginning work. The Kane County Division of Transportation can be contacted during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) at (630) 584-1171 or if the emergency occurs after regular business hours, contact the Kane County Sheriff's Office at (630) 232-8400. A permit **will not** be required for this work.
3. Construction work and clean up and restoration shall be as required by the Utility Work Design and Construction Standards.

#### **Minor Maintenance**

1. The process begins with the need to perform a minor maintenance repair as defined previously.
2. A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed.
3. Construction work and clean up and restoration shall be as required by these regulations and as directed by the County Engineer.

#### **Major Maintenance**

1. The process begins with the need to perform a major maintenance repair.
2. A permit **will** be required for major maintenance work. The Applicant may only begin this work with the written or verbal authorization of the County Engineer.
3. The contractor, utility company or governing municipal agency shall notify the KDOT during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) of the required maintenance repair(s) at (630) 584-1171 or in writing by fax at (630) 584-5239. If there is no answer (630) 232-8400.
4. The Applicant must submit in writing to the County Engineer a description of the repairs undertaken in the right-of-way within 24 hours after the initiation of the maintenance repair. The specific information necessary for the County Engineer

to be informed of the work undertaken will be provided as part of the application. The Major Maintenance Permit Application is included in this manual.

5. The County Engineer will authorize the work by issuance of a Utility Permit.
6. Construction work and clean up and restoration shall be as required by the Kane County Minimum Design Standards.

### **Modification or New Construction**

The Utility Permit Application shall be submitted on the form included in this section. The application shall require the Applicant to provide specific information necessary for the County Engineer to determine whether a permit should be issued. The following steps outline the process to acquire a Modification or New Construction Utility Permit from KDOT. The following steps are also represented on the Sequence of Events Flow Chart located in the back of the Utility Permit Process and Procedures Manual.

1. The process begins with the Applicant picking up the Utility Permit Application, design standards and instructions. No plans are to be submitted at this time.
2. The Applicant shall then submit the Utility Permit Application, application fee, and the Design Review Letter of Credit to the Permit Section Staff. This is illustrated on the flowchart included at the end of this section. The Permit Section Staff shall coordinate with the Planning Division as required. No plans are required at this time but concept drawings are encouraged.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or a consultant.
4. If a consultant is required, the Permit Section Staff will require a Design Review Letter of Credit. The review **will not** begin until the Letter of Credit is submitted and approved.
5. The Permit Section Staff selects the consultant(s) and enters into a contract(s). At this point, the Applicant must also sign an agreement to pay the consultant(s) for the review fees. See exhibits for each of the agreements in Section 8.
6. The application will then be logged into a master tracking system to show all stages from the application to the issuance of the Certificate of Compliance and Final Completion for the utility work. A hard-copy central file system shall also be started at this point
7. The Permit Section Staff shall review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.

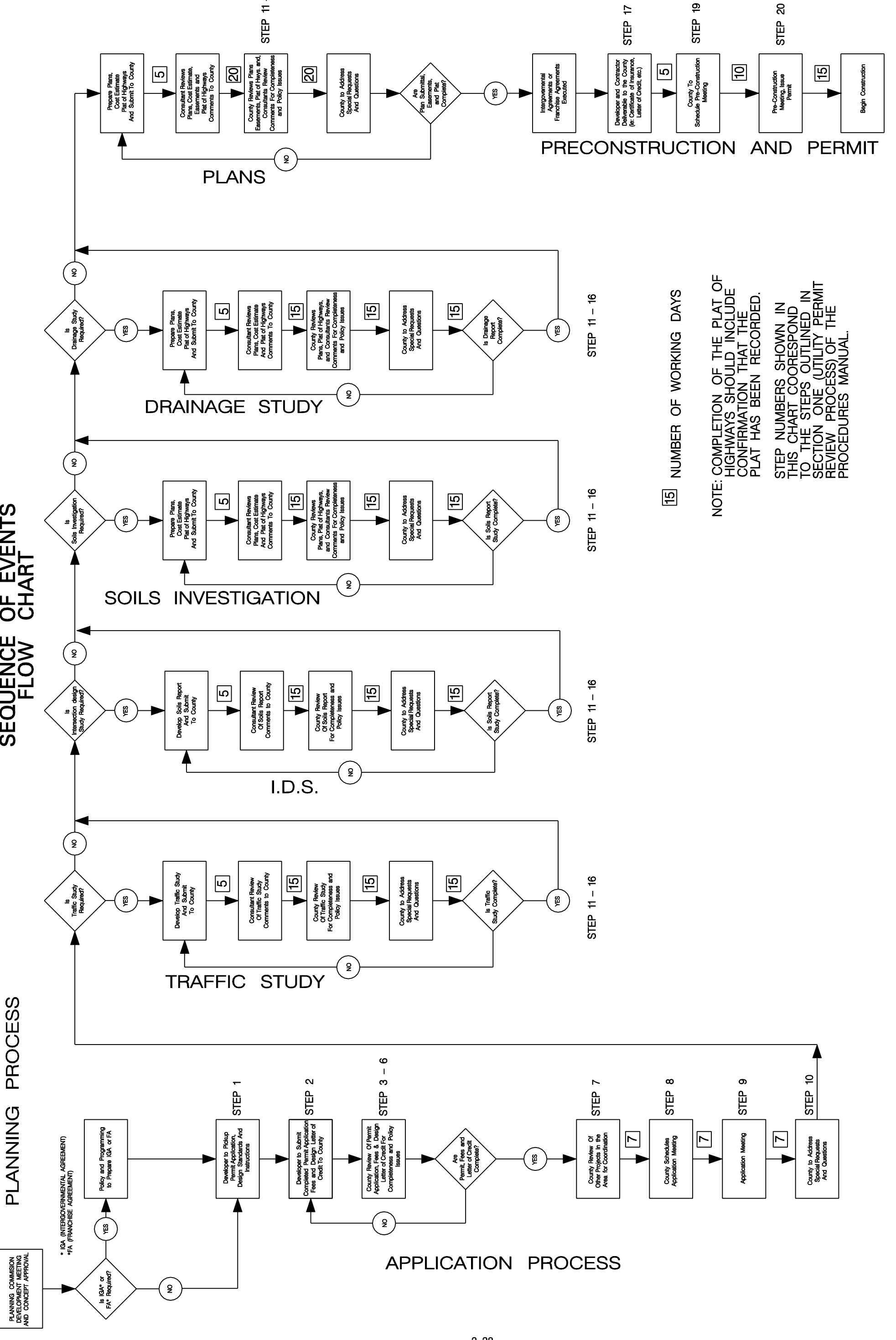


8. The Permit Section Staff shall schedule an application meeting for the project and the following parties shall be requested to attend:
  - County Permit Division
  - County Engineering Division
  - County Planning Division
  - Public Works or Engineering Departments of any municipalities involved
  - County Consultants
  - Utility Company
  - Utilities Contractor (if subcontractor)
  - Developer (If part of proposed development)
  - Developer's Engineer (If part of proposed development)
  - Applicant (If not one of the above listed)
  
9. The Permit Section Staff shall lead the application meeting for the project and the discussion shall include, but not be limited to, the following items.
  - a. The Utility Permit Application (in this section) shall be distributed and discussed.
  
  - b. Discussion shall include the Required Information Checklist (see Checklist) included in this packet. Permit Section Staff shall give the Applicant and his engineer direction as to which items are required. If a decision cannot be reached for an item or items at this meeting, these items will be discussed by the Permit Section Staff. A written response will be provided to the Applicant, the Applicant's engineer, the municipality, and the County's consultant.
  
  - c. A sequence of items to be submitted shall be established for the project.
  
  - d. The Permit Section Staff shall complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant shall sign a copy of this sheet to ensure that he understands the requirements.
  
10. Additional items presented by the Applicant that require special direction will be discussed further outside of this meeting by the Permit Section Staff and a written response to the issues will be provided to the Applicant, the Applicant's engineer, the municipality, and the County's consultant.
  
11. The Applicant shall submit the required items to the Permit Section Staff in the sequence established at the application meeting, including the application form signed by the Applicant and his engineer.
  
12. The Permit Section Staff shall review the submittal for completeness and forward it to all appropriate KDOT departments or the consultant(s) for review.

13. KDOT Staff or the Consultant shall review the submittal and return it with written comments to the Permit Section Staff. . The Plan Submittal Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer shall also utilize his/her own knowledge and expertise to ensure a thorough review.
14. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant.
15. The Applicant shall furnish to the Permit Section Staff a revised submittal, which includes a written disposition of all comments from Permit Section Staff and the Consultant(s), which is signed by the Applicant and engineer.
16. The Permit Section Staff shall follow the same procedures outlined above for the revised submittal. The process shall continue until all comments have been satisfactorily addressed by the Applicant.
17. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff shall be responsible for the issuance of a KDOT Utility Permit. A Construction and Observation Compliance Letter of Credit shall be submitted. An example Letter of Credit can be found in Section 8. The Permit Section Staff shall ensure the amount of the Letter of Credit is adequate, including the costs for a consultant for construction observation, if required. In any case, a Certificate of Insurance must be supplied prior to the issuance of the permit.
18. If Consultant assistance is required during construction, the Permit Section Staff shall be responsible for contracting with the Consultant. The Consultant shall attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance of the permit. The standard Contract for Construction Observation is found in Section 8.
19. Once the Applicant has submitted all required deliverables to the County the Permit Section Staff will be responsible for the scheduling a pre-construction meeting. The following shall be invited to attend the pre-construction meeting, as appropriate:
  - County Permit Section Staff
  - Public Works or Engineering Departments of any municipalities involved
  - County Consultants
  - Utility Company
  - Utilities Contractor (if subcontractor)

- Developer (If part of proposed development)
  - Developer's Engineer (If part of proposed development)
  - Applicant (If not one of the above listed)
20. The Permit Section Staff shall lead the pre-construction meeting for the project. The Utility Permit and special instructions will be issued at this meeting. The person performing the site observation tasks shall ensure that the permitted plans are utilized in the field. This is critical to ensure all the work that went into the review is carried out in the field. The cover sheet of the plans shall be stamped "Approved by KDOT For Construction".

MODIFICATION OR NEW CONSTRUCTION UTILITY PERMIT APPLICATION  
SEQUENCE OF EVENTS  
FLOW CHART



**IV. UTILITY PERMIT APPLICATION**

Permit Application Number: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Utility: \_\_\_\_\_

Project Name: \_\_\_\_\_

County Route: \_\_\_\_\_

Location: \_\_\_\_\_

Distance to nearest cross road or marked address: \_\_\_\_\_

**1. DESCRIPTION OF PROJECT**

Project Intent: \_\_\_\_\_

Description of Construction: \_\_\_\_\_

Materials To Be Used: \_\_\_\_\_

Additional Information \_\_\_\_\_

**2. APPLICANT INFORMATION.** All applicable information shall be completed.

**a. Applicant**

\_\_\_\_\_  
Contact Person and Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail address

**b. Developer** *(if applicable)*

---

Contact Person and Firm Name

---

Address

---

Telephone

Fax

E-mail address

**c. Engineer** *(if applicable)*

---

Contact Person and Firm Name

---

Address

---

Telephone

Fax

E-mail address

**d. Attorney** *(if applicable)*

---

Contact Person and Firm Name

---

Address

---

Telephone

Fax

E-mail address

**e. Other** *(specify)*

---

Contact Person and Firm Name

---

Address

---

Telephone

Fax

E-mail address

**3. APPLICATION FEES**

Application fees shall be based on the type of utility permit being applied for in the amount specified in the section for Permit Application Fees (pg. 3-31) and are included with this application. Additional fees may be required as described in Part II of this Section.

Permit Type (Check one):

- Major Maintenance Permit
- Single Residential Service Installation Permit
- Modification or New Construction

**4. LETTER (S) OF CREDIT**

A Design Review and a Construction Observation and Compliance Letter(s) of Credit will be required as described in Section 1 of the Transportation Permit Regulations of this manual.

**5. CERTIFICATE OF INSURANCE**

The undersigned Applicant agrees to submit the required certificate of insurance prior to the issuance of this permit.

**6. SIGNATURES**

_____	_____
Applicant (Signature)	Date
_____	
Applicant (Print Name)	

**V. REQUIRED INFORMATION CHECKLIST FOR UTILITY PERMIT**

**Required Information.** Answer yes, no, further information required (FIR), or Not Applicable (NA).

- 1. Access information \_\_\_\_\_
- 2. Plat of survey/dedication/easement \_\_\_\_\_
- 3. Engineering plans for improvements within County right-of-way \_\_\_\_\_
- 4. Engineering cost estimate for improvements within County right-of-way \_\_\_\_\_
- 5. Design Review Letter(s) of Credit \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Administrator

\_\_\_\_\_  
Date



**VI. PLAN PREPARATION CHECKLIST FOR UTILITY PERMIT**

The designer is required to include with each submittal a disposition of the review comments.

**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance  
First    Second    Third

**COVER SHEET**

- |   |     |     |     |
|---|-----|-----|-----|
| 1. Index of sheets provided.  | ___ | ___ | ___ |
| 2. Show title information in the top center of the sheet and include:   | ___ | ___ | ___ |
| • project route number and common name,   | ___ | ___ | ___ |
| • location of improvement,  | ___ | ___ | ___ |
| • type of improvement,  | ___ | ___ | ___ |
| • County, and   | ___ | ___ | ___ |
| • permit number (if available or applicable)  | ___ | ___ | ___ |
| 3. Show the graphic scales used on plans, profiles, and cross sections in the lower left-hand side of the sheet.  | ___ | ___ | ___ |
| 4. Provide address, contact name and phone number for all utilities.  | ___ | ___ | ___ |
| 5. Provide a project layout map at bottom center of the sheet. Include on the map:  | ___ | ___ | ___ |
| • location of project, and north arrow,   | ___ | ___ | ___ |
| • beginning and end stations,   | ___ | ___ | ___ |
| • all important intermediate stations,  | ___ | ___ | ___ |
| • prominent features,   | ___ | ___ | ___ |
| • names for special features  | ___ | ___ | ___ |
| • route and street names,   | ___ | ___ | ___ |
| • scale of location map,  | ___ | ___ | ___ |
| • Township and range numbers, and   | ___ | ___ | ___ |
| • equation stations.  | ___ | ___ | ___ |
| 6. Provide the project gross and net lengths immediately below the layout map. Only include the mainline distances. Do not include length of intersection improvements. (If applicable) | ___ | ___ | ___ |
| 7. Include the project approval block in lower right-hand corner of the sheet and check to ensure the signatures and dates for the following are included:                              | ___ | ___ | ___ |

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• County Engineer, and</li> <li>• local officials, where applicable.</li> </ul>	—	—	—
8. On consultant-designed projects, ensure that the consultant’s company name, and the professional engineer’s signature, date of their license expiration, and professional stamp are shown below the Clients approval box.	—	—	—
9. Show the information for “JULIE” somewhere on the cover sheet.	—	—	—
10. Include the design designation notation somewhere on the cover sheet.	—	—	—
11. Include traffic, road classification, design speed, pavement design, etc. somewhere on the cover sheet.	—	—	—

**INDEX OF SHEETS, HIGHWAY STANDARDS, PLAN NOTES**

1. Completely fill out the sheet index (On smaller projects this can be placed on the cover sheet).	—	—	—
2. Provide a list of all IDOT Highway Standards necessary to construct the project. Also, include the revision number (On smaller projects this can be placed on the cover sheet).	—	—	—
3. Include all applicable general plan notes. (Design and construction notes should be project specific. On smaller projects this can be placed on the cover or other plan sheet).	—	—	—
4. Show legend with applicable items. (On smaller projects this can be placed on the cover or other plan sheet).	—	—	—

**TYPICAL SECTION SHEETS**

1. Plot typical section for each change in the project area	—	—	—
2. Note the stations range of the typical section	—	—	—
3. Use a horizontal scale of 1”=10’. The vertical scale can be 1”=2’. Show the scales used in the lower right-hand corner of each sheet.	—	—	—

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
4. Plot the existing conditions using a light, dashed line and show the existing:	_____	_____	_____
• ground lines,	_____	_____	_____
• pavement structure,	_____	_____	_____
• drainage structures,	_____	_____	_____
• major utilities,	_____	_____	_____
• all affected structures,	_____	_____	_____
• existing and proposed right-of-way and easement lines,	_____	_____	_____
• bodies of water near the right-of-way limits	_____	_____	_____
5. Plot the proposed conditions using a dark, solid line and show:	_____	_____	_____
• centerline or the profile grade line, if different,	_____	_____	_____
• proposed pavement structure,	_____	_____	_____
• curb and gutter or shoulders,	_____	_____	_____
• sidewalk locations and depth,	_____	_____	_____
• proposed side slopes,	_____	_____	_____
• special fill materials,	_____	_____	_____
• all underground utilities affected by the construction,	_____	_____	_____
• special ditches and drainage direction,	_____	_____	_____
• proposed right-of-way and easement lines, and	_____	_____	_____
• any other special features.	_____	_____	_____

**ALIGNMENT, TIE, AND BENCHMARK SHEET**

1. Where necessary for complex projects, include a geometric alignment figure. Also, include a coordinate layout sheet for all alignments, intersections, side roads, radius returns, and parking lots.	_____	_____	_____
2. Show schematics for reference tie locations which will include:	_____	_____	_____
• the applicable centerline station,	_____	_____	_____
• the applicable control ties, and	_____	_____	_____
• the complete description of the features used to determine the tie location.	_____	_____	_____
• All coordinate values for survey points are in Illinois State Plane System using the North American Datum (NAD83) with a 1997 HARN adjustment, Illinois East Zone 1201.	_____	_____	_____

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
3. Show all mainline reference ties first, followed by those for other facilities.	_____	_____	_____
4. Round all reference tie dimensions to the nearest 10 <sup>th</sup> of a foot.	_____	_____	_____
5. Provide the benchmark data on this sheet and include the following information:	_____	_____	_____
• centerline station,	_____	_____	_____
• distance and direction from the centerline,	_____	_____	_____
• description of location,	_____	_____	_____
• benchmark elevation,	_____	_____	_____
• relationship to NAD83, and	_____	_____	_____
• coordinate information (if available).	_____	_____	_____

**STAGES OF CONSTRUCTION AND TRAFFIC CONTROL SHEETS (If project requires lane or shoulder closures or pavement open-cuts, Traffic Control Sheets will be required)**

1. Determine which IDOT Highway Standards and Kane County requirements are applicable for the traffic control on the project.	_____	_____	_____
2. Provide plan view sheets showing:	_____	_____	_____
• temporary roadway horizontal alignment,	_____	_____	_____
• temporary pavement widths and tapers,	_____	_____	_____
• temporary traffic lanes,	_____	_____	_____
• proposed construction staging,	_____	_____	_____
• location of signing for work zones,	_____	_____	_____
• temporary pavement markings (types and sizes),	_____	_____	_____
• roadside safety and layouts, and	_____	_____	_____
• general notes for construction, closures, time frames, etc.	_____	_____	_____
3. Where necessary, provide the temporary roadway profile grade line on the profile sheet(s).	_____	_____	_____
4. Utilize and reference applicable IDOT or County Traffic Control Devices Standards.	_____	_____	_____

**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance  
First    Second    Third

**PLAN/PROFILE SHEET**

Plan And Profile Views

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Provide the mainline plan and profile sheets first, followed by other plan and profile sheets as they appear along the centerline. | _____ | _____ | _____ |
| 2. Plot existing facilities with a light, dashed line and the proposed facilities with a solid, dark line.                            | _____ | _____ | _____ |
| 3. Keep all notes brief, clear, consistent and project specific.  | _____ | _____ | _____ |
| 4. Desirably, label the applicable plan view stations in the title block at the lower right-hand corner on each sheet.                | _____ | _____ | _____ |

Plan View

- |  |       |       |       |
|--|-------|-------|-------|
| 5. Show mainline stationing increasing from left to right. Note where the centerline is not coincident with the survey or construction line.   | _____ | _____ | _____ |
| 6. Provide tic marks along the centerline at 50' intervals and note the station on every even 100' intervals and at all intersections.   | _____ | _____ | _____ |
| 7. Use matchlines with baseline station labeled on the matchline.  | _____ | _____ | _____ |
| 8. On projects where a coordinate system has been set up, show the coordinates for all control points and other critical points, such as PI's, POT's, etc.   | _____ | _____ | _____ |
| 9. For rural facilities use a plan view scale of 1"=50'. For urban facilities, use a plan view scale of 1"=20'.  | _____ | _____ | _____ |
| 10. Provide a North arrow on each sheet.   | _____ | _____ | _____ |
| 11. Ensure station call outs are provided at:  | _____ | _____ | _____ |
| <ul style="list-style-type: none"> <li>• beginning and end points of the project,</li> <li>• matchlines with other projects,</li> <li>• 100' station increments,</li> <li>• construction limit locations,</li> <li>• right-of-way alignment breaks,</li> <li>• special construction applications,</li> </ul> | _____ | _____ | _____ |
|  | _____ | _____ | _____ |
|  | _____ | _____ | _____ |
|  | _____ | _____ | _____ |
|  | _____ | _____ | _____ |
|  | _____ | _____ | _____ |

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• side street intersections,</li> <li>• permanent survey and right-of-way markers (include pay items and provision to have new markers and property pins set in the field as part of the project improvement)</li> <li>• permanent and temporary easements</li> <li>• property pins</li> <li>• section lines,</li> <li>• show all existing and proposed utilities and drainage information.</li> </ul>	___	___	___
12. If separate right-of-way or easement sheets are included with the plans, show the existing and proposed right-of-way and easement limits on the plans. If the right-of-way or easement plans are not included with the plans, also incorporate the following:	___	___	___
<ul style="list-style-type: none"> <li>• dimensions of the properties to be acquired,</li> <li>• station ties to property lines,</li> <li>• property ownership lines,</li> <li>• parcel numbers,</li> <li>• property owner names,</li> <li>• station locations of right-of-way alignment breaks</li> <li>• temporary and permanent easement locations,</li> <li>• points where the control of access does not coincide with the right-of-way line,</li> <li>• location of right-of-way markers, and</li> <li>• any pertinent data that will affect right-of-way.</li> <li>• permanent survey and right-of-way markers (include pay items and provision to have new markers and property pins set in the field as part of the project improvement)</li> </ul>	___	___	___
13. Show all approved points of entry or exits across control of access lines.	___	___	___
14. For entrances and side road intersections, show the following:	___	___	___
<ul style="list-style-type: none"> <li>• the facility with the applicable street name, route number, or entrance type;</li> <li>• direction of flow and ditch drainage.</li> </ul>	___	___	___
15. Properly label all additional constructed improvements.	___	___	___
16. Show and label all existing and proposed utilities.	___	___	___

**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance  
First   Second   Third

Profile View

- |  |       |       |       |
|--|-------|-------|-------|
| 17. Show the profile of the finished surface or top of the subgrade along the centerline for the proposed facility.                                      | _____ | _____ | _____ |
| 18. Use the same horizontal scale as shown for the plan view. The vertical scale is typically 1"=5'. Consider 1" =2' for overlay plans or flat profiles. | _____ | _____ | _____ |
| 19. Show the existing ground line to the nearest .1' and proposed pavement surfaces to the nearest .01'.   | _____ | _____ | _____ |
| 20. Show the elevations for the survey line and proposed centerline vertically every 20' for urban and every 50' for rural projects.                     | _____ | _____ | _____ |
| 21. Provide additional profiles, where necessary, for:   | _____ | _____ | _____ |
| • pavement edges,  | _____ | _____ | _____ |
| • drainage structures,   | _____ | _____ | _____ |
| • special ditches  | _____ | _____ | _____ |
| • side roads, and  | _____ | _____ | _____ |
| • other situations.  | _____ | _____ | _____ |
| 22. For bridges within the project, show elevations for:   | _____ | _____ | _____ |
| • abutments,   | _____ | _____ | _____ |
| • piers,   | _____ | _____ | _____ |
| • low vertical clearance points,   | _____ | _____ | _____ |
| • the high water level, and  | _____ | _____ | _____ |
| • stream bed.  | _____ | _____ | _____ |

**DRAINAGE AND UTILITIES INFORMATION ON PLAN AND PROFILE SHEETS**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. For culverts, note the following on the plan view:     | _____ | _____ | _____ |
| • centerline station for the ends,                        | _____ | _____ | _____ |
| • direction and distance of the ends from the centerline, | _____ | _____ | _____ |
| • culvert type,   | _____ | _____ | _____ |
| • pipe size and length,                                   | _____ | _____ | _____ |

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• flow direction,</li> <li>• skew angle,</li> <li>• upstream and down stream flow elevations,</li> <li>• end section or headwall type and size, and</li> <li>• all applicable construction notes.</li> </ul>	_____	_____	_____
2. For storm drainage pipes, show the following:	_____	_____	_____
Plan View			
<ul style="list-style-type: none"> <li>• each run of pipe between manholes, catch basins, and inlets,</li> <li>• pipe material, (class if applicable), diameter and length,</li> <li>• gradient, and</li> <li>• flow arrow.</li> </ul>	_____	_____	_____
Profile View			
<ul style="list-style-type: none"> <li>• diameter of pipe,</li> <li>• type of pipe,</li> <li>• length,</li> <li>• gradient, and</li> <li>• trench backfill under pavements, walks and driveways and entrances.</li> </ul>	_____	_____	_____
3. For manholes, catch basins, and inlets, show the following:	_____	_____	_____
Plan View			
<ul style="list-style-type: none"> <li>• structure number</li> <li>• centerline station and offset,</li> <li>• rim elevation, or grate elevation at edge of pavement, and</li> <li>• invert elevations and direction (N,S,E,W) for all pipes.</li> </ul>	_____	_____	_____
Profile View			
<ul style="list-style-type: none"> <li>• centerline station,</li> <li>• direction from centerline,</li> <li>• device type and size,</li> <li>• invert elevations for all pipes, and</li> <li>• rim elevation.</li> </ul>	_____	_____	_____



**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance  
First   Second   Third

4. For end sections, show the following: \_\_\_\_\_

Plan View

- centerline station and offset, \_\_\_\_\_
- type, \_\_\_\_\_
- size, and \_\_\_\_\_
- end treatment (rip rap). \_\_\_\_\_

Profile View

- centerline station, \_\_\_\_\_
  - direction from centerline, \_\_\_\_\_
  - device type and size, and \_\_\_\_\_
  - outflow elevation at the bottom of pipe. \_\_\_\_\_
5. Note special ditch locations with invert elevations at 50' intervals and breaks in grade on the cross sections. On the profile view note: \_\_\_\_\_
- gradient percentage, \_\_\_\_\_
  - centerline station, \_\_\_\_\_
  - beginning and ending elevations, and \_\_\_\_\_
  - elevations at gradient changes. \_\_\_\_\_
6. Note all overhead utilities where they cross the centerline and the type of utility. \_\_\_\_\_
7. Show all underground utilities within the right-of-way limits affected by the construction in Plan and Profile View. \_\_\_\_\_

**TRAFFIC SIGNAL SHEETS (Was the Illinois Department of Transportation District 1 Traffic Signal Design Guideline used in design process.)**

1. Summary of Quantities Sheet(s) \_\_\_\_\_
- Is a Summary of Quantity Table provided for each intersection. \_\_\_\_\_
  - Is the Summary of Quantities shown on the Cable Plan sheet. \_\_\_\_\_
  - Does the Summary Table show list items in pay item code number sequence priority, with the full pay code item description. \_\_\_\_\_

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
2. District 1 Standard Traffic Signal Design Details	___	___	___
• Are District 1 Standard Traffic Signal Design Details provided.	___	___	___
3. Existing Geometric Plan and Proposed Signal Layout Sheet	___	___	___
• North arrow up or to the right.	___	___	___
• Geometric layout scale: 1"=20'.	___	___	___
• Break Lines are not allowed. All pavement, driveways and cross streets between the intersection and perimeter loops must be shown.	___	___	___
• Existing geometrics only should be shown.	___	___	___
• Label and dimension R.O.W. and easements	___	___	___
• Dimension pavement marking and lane widths.	___	___	___
• IDOT District 1 Traffic Signal legend provided.	___	___	___
• Label roadway names.	___	___	___
• Dimension equipment locations.	___	___	___
• Dimension loops and their locations or video camera detection and zones.	___	___	___
• Dimension and size conduit runs.	___	___	___
• Special detail sheet(s) should be referenced from this sheet.	___	___	___
• Curb, sidewalk, known utilities, driveways, buildings and other features adjacent to R.O.W., etc.	___	___	___
• Locate drainage structure(s) which may affect signal appurtenances.	___	___	___
4. Cable Plan, Sequence of Operation and Schedule of Quantities Sheet(s)	___	___	___
• North arrow up or to the right. Same orientation as the Signal Layout Sheet.	___	___	___
• Cable plan including signal heads.	___	___	___
• Cable plan legend.	___	___	___
• Schedule of Quantities.	___	___	___
• Phase Designation Diagram or Chart Sequence of Operation. If these Diagrams or Chart Sequences do not fit on this sheet, a separate sheet may be used. Also include diagram or chart sequence for emergency vehicle preemption and chart sequence for railroad preemption.	___	___	___

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
5. System Interconnect Sheets	___	___	___
• North arrow up or to the right.	___	___	___
• Geometric layout scale: 1"=50'.	___	___	___
• Label and dimension R.O.W.	___	___	___
• Dimension and size conduit runs.	___	___	___
• Denote limits of system and intersection plans.	___	___	___
• Denote which intersection system detectors feed.	___	___	___
• Interconnect Plan Legend.	___	___	___
6. System Interconnect Schematic	___	___	___
• System Schedule of Quantities (Put on interconnect schematic plan)	___	___	___
• System detectors and what intersection they are assigned to, number of conductors to each system detector, cable between controllers, type of conductor (either copper or fiber optic) between controllers, location of the master controller and telephone service.	___	___	___
• Interconnect Schematic Legend.	___	___	___
7. Temporary Signal Design Sheet(s) (If required)	___	___	___
• North arrow up or to the right. Should be the same orientation as the Signal Layout Sheet.	___	___	___
• Geometric layout scale: 1"=20'.	___	___	___
• Temporary traffic signal legend.	___	___	___
• District 1 notes for temporary traffic signals.	___	___	___
• Temporary cable plan and legend.	___	___	___
• Existing geometrics.	___	___	___
• Dimensioned pole locations.	___	___	___
• Sequence of Operation.	___	___	___
• Locations of existing equipment and legend.	___	___	___
• Schedule of existing equipment to be removed, salvaged or returned.	___	___	___
• Existing signal inventory and note concerning who will receive and how.	___	___	___
• Notes concerning any controller specifications.	___	___	___
• Temporary maintenance of interconnect.	___	___	___

<b>Required Information.</b> Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
8. Special Detail Sheet(s)	___	___	___
• Are details labeled per pay code item designation.	___	___	___
• If multiple details are supplied on one sheet, are they labeled separately in the title block and on the title sheet.	___	___	___
• Reference all special details sheet numbers on layout sheet.	___	___	___
9. Mast Arm Mounted Sign Design Sheet(s)	___	___	___
• Use the District design sheet.	___	___	___
• Multiple intersection designs may be used on one sheet.	___	___	___
10. District 1 Traffic Signal Specifications	___	___	___
• Are the latest District 1 Traffic Signal Specifications used.	___	___	___
• Any additions, modifications, or subtractions to the District 1 Traffic Signal Specifications must first be approved by the County.	___	___	___

**SIGNING** (If required as part of traffic signal installation)

1. Post type indicated.	___	___	___
2. Is station/offset labeled for sign location.	___	___	___
3. Is reflective media specified if not in specs or general notes.	___	___	___
4. Is sign dimensions shown or MUTCD sign designation labeled.	___	___	___
5. Is sign location in accordance with the MUTCD or IDOT standard.	___	___	___

**PAVEMENT MARKING** (If required as part of traffic signal installation)

1. Note scale.	___	___	___
2. Are all markings noted to be Epoxy.	___	___	___
3. Are painted medians marked with double stripes with diagonal cross hatching.	___	___	___
4. Are edge lines shown	___	___	___

**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance  
First   Second   Third

- |  |       |       |       |
|--|-------|-------|-------|
| 5. Are letters and symbols shown for turn lanes? Are they at the proper location and are there details provided noting the dimensions and square footage of the symbols and letters. | _____ | _____ | _____ |
| 6. Are raised reflective pavement markers shown.   | _____ | _____ | _____ |
| 7. Are all stations, offsets and lanes widths marked.  | _____ | _____ | _____ |
| 8. Are all storage lanes marked and taper rates labeled.   | _____ | _____ | _____ |

**LANDSCAPING** (for smaller projects can be shown on plan & profiles)

- |  |       |       |       |
|--|-------|-------|-------|
| 1. All disturbed areas seeded with mulch or blanket or sodded. | _____ | _____ | _____ |
| 2. 6" topsoil.   | _____ | _____ | _____ |
| 3. Sod adjacent to developed property.                         | _____ | _____ | _____ |
| 4. Salt tolerant sod adjacent to roadways.                     | _____ | _____ | _____ |
| 5. Fertilizer.   | _____ | _____ | _____ |
| 6. Erosion control blanket for all seeded area.                | _____ | _____ | _____ |
| 7. Inlet protection (if applicable)                            | _____ | _____ | _____ |
| 8. Ditch checks (if applicable)                                | _____ | _____ | _____ |

**EROSION CONTROL**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Standard notes.  | _____ | _____ | _____ |
| 2. Layout of erosion control methods (Temporary and Permanent). | _____ | _____ | _____ |
| • Perimeter erosion control barrier,                            | _____ | _____ | _____ |
| • Inlet & pipe protection,                                      | _____ | _____ | _____ |
| • Ditch checks,   | _____ | _____ | _____ |
| • Siltation basins.   | _____ | _____ | _____ |
| 3. Properties and sensitive areas protected.                    | _____ | _____ | _____ |

**Required Information.** Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA). Compliance

	<u>First</u>	<u>Second</u>	<u>Third</u>
4. Storm Water Pollution Prevention Plan (SWPPP)	_____	_____	_____
5. Completed Notice of Intent (NOI)	_____	_____	_____

**SIGNATURES**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date