

KANE COUNTY

Division of Transportation Permit Regulations And Access Control Regulations

January 1, 2004



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SECTION 1

OVERVIEW

January 1, 2004

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PREFACE

Objective

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

Philosophy

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

I. DEFINITIONS

AASHTO - America Association of State Highway and Transportation Officials

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

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

ADA - Americans with Disabilities Act

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

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

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

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

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

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

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

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

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

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

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

County - Kane County or County of Kane

County Board - Kane County Board

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

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

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

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

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

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

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

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

FEMA - Federal Emergency Management Administration

FHWA - Federal Highway Administration

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

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

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

IDNR - Illinois Division of Natural Resources

IDOT - The Illinois Department of Transportation

IEPA - Illinois Environmental Protection Agency

ILCS - The Illinois Compiled Statutes

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

KDOT - The Kane County Division of Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Rural - all places outside of urbanized areas.

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

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

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

State - State of Illinois

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

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

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

USACOE - Unites States Army Corps of Engineers

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

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

II. PERMIT APPLICATIONS

A. Types of Permits

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

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

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

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

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

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

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

B. Application Fees

The fees for the various permit types are as follows:

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

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

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

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

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

- 4. Detour\$450

- 5. Special Events*\$50

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

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

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

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

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

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

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

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

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

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

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

C. Process Overview

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

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

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

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

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

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

III. PERMIT MANAGEMENT

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

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

IV. GENERAL CONDITIONS

A. Letter(s) of Credit

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

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

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

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

1. Design Review Letter of Credit

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

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

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

2. Construction Observations and Compliance Letter of Credit

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

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

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

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

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

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

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

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

3. One-Year Maintenance Letter of Credit

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

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

4. Five-Year Maintenance Letter of Credit

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

5. Utility Annual Letter of Credit

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

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

B. Insurance

1. Owner's Protective Policy

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

a. Policy Holders

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

b. Policy Limits

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

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

c. Policy Rating

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

d. Umbrella Liability

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

e. Other Insurance

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

2. Certificate of Insurance

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

a. Policy Limits

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

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

b. Policy Rating

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

c. Umbrella Liability

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

3. Special Events Policy

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

a. Policy Limits

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

b. Policy Rating

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

4. Indemnification of County

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

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

C. Construction Inspection

1. Inspection

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

2. Enforcement

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

3. Stop-Work Order/Revocation of Permit

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

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

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

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

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

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

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

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

V. PERMIT REVIEW COMMITMENT

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

VI. DIGITAL SUBMITTALS

A. General

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

B. Purpose:

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

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

C. Geodetic Controls:

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

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

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

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

D. Data Formats

1. Plans Submittals

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

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

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

2. Data (Drafting) Layering Requirements

Micro-Station

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

Other Formats

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

3. Record Drawings

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

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

E. Adjustments To These Requirements

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

VII. NPDES STORM WATER PERMIT REQUIREMENTS

A. General

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

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

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

B. Project Planning and Design

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

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

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

C. Construction Implementation

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

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

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

D. Additional Items

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

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

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

E. Construction Termination

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

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

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

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

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VIII. KANE COUNTY MINIMUM DESIGN STANDARDS

Plan Preparation

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

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

The required plan sequence is as follows:

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

Survey Control Datum

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

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

Pavement Widening Design (Superpav and Polymer Superpav)

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

Overlay Existing Pavement – (Superpav mix only)

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

Cross Section Requirements

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

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

Traffic Control

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

Landscape Restoration

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

Drainage

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

Traffic Signals (Temporary and Permanent)

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

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

Roadway Lighting

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

Pavement Markings/Signs

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

County Right-of-Way

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

Highway Standards

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

Record Drawings

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

All geometric changes to roadways and entrances

All alignment changes to new or adjusted utilities

Field verified elevations to:

Outlet structures

Special structures

Overflow structures

Top of berm

Normal water surface elevation

High water surface elevation

Verification of right-of-way marker/property corners

Changes in project benchmarks or control points

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

Plats of Survey

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

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

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 2

ACCESS PERMIT
AND
ACCESS CONTROL REGULATIONS

Agricultural Access
Temporary Access
Minimum Use Access
Minor Access
Major Access

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
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Kane County
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 Access Control Regulations

ACCESS PERMIT
 AND
 ACCESS CONTROL REGULATIONS

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I. ACCESS PERMIT POLICY

A. Purpose

Introduction

A highway system must perform the primary function of safely carrying through traffic, as well as safely providing access to adjacent land uses. Unplanned land development and uncontrolled access connections reduce highway safety and capacity and results in an early obsolescence of the highway. Unregulated access increases accidents, delay, and congestion for the users of the highway systems within Kane County.

The regulation of highway ingress and egress to and from properties abutting highway facilities is called access control. The principal advantages of access control are improved safety as well as the preservation of a high quality of service for through traffic. In order to minimize accidents and assure the best overall use of the highways within Kane County, it is necessary for Kane County to establish access controls and policies on the number, location, and design of access points to Kane County highways and designated freeways, and to encourage, and require, when feasible, that these policies are appropriately utilized on highway systems not under the jurisdiction of Kane County.

Background

The Kane County Year 2020 Transportation Plan contains the overall mission statement “To provide safe and efficient transportation routes linking the various parts of Kane County and linking the County with other parts of the metropolitan region”. The specific transportation policies contained in the Kane County Year 2020 Transportation Plan that relate to this Access Policy are:

- Right-of-way – Encourage the effective preservation and protection of potential and existing right-of-way for improved safety of transportation systems.
- Area Character – Balance the need for additional capacity with the need to preserve and maintain the local areas character.
- Highway – Provide safe highways, capacity improvements to support recent growth and potential future growth, and provide continuous routes between activity centers and improve access to Regional Transportation Facilities.
- Bicycle / Pedestrian – Help plan and implement safe, convenient facilities for bicyclists and pedestrians to serve daily transportation needs as well as recreation.
- Access Control – The essential element of access control is the regulation of access to County highways by designing major highways to minimize curb cuts and local street intersections, to enhance safety and to maintain existing highway capacity.

- Land Use and Transportation Planning – Coordinate transportation improvements with land use planning, population, and employment projections in cooperation with regional agencies.

The Kane County Year 2020 Land Resource Management Plan states that the overall transportation goal for countywide planning is to “Provide safe, efficient transportation systems compatible with land use”. The specific transportation policies developed by the Division of Transportation and contained in the Kane County Year 2020 Land Resource Management Plan that relate to the Access Control Regulations are:

- Implement land use based transportation planning in cooperation with local and regional agencies.
- Coordinate the 2020 Land Resource Management Plan with the Kane County Transportation Plan to develop a transportation system based on land use.
- Plan and develop bike paths in conjunction with new or existing road construction.
- Plan and implement safe and convenient facilities for bicyclists and pedestrians to serve daily transportation needs as well as recreation.
- Improve the County’s freeways by developing and adopting intergovernmental agreements with municipalities for protecting and improving safe access.
- Require that development proposals comply with right-of-way dedications per adopted County policy.

B. Definitions

AASHTO – America Association of State Highway and Transportation Officials

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

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

ADA - Americans with Disabilities Act

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

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

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

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

Collector - highway link to a State or County arterial highway; typically a County or township road or a municipal street and characterized by a relatively equal distribution of access and mobility function. Traffic volumes and speeds are typically lower than those of arterials.

County - Kane County or County of Kane

County Board - Kane County Board

County Engineer - as defined in Chapter ILCS 605 5/5 201.

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

Developer - The person, persons or entity proposing and/or undertaking the improvements to a property.

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

Engineer - person who is trained or professionally engaged in a specific branch of engineering and is required to be licensed in the State of Illinois.

FEMA - Federal Emergency Management Administration

FHWA - Federal Highway Administration

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

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

IDNR - Illinois Division of Natural Resources

IDOT - The Illinois Department of Transportation

IEPA - Illinois Environmental Protection Agency

ILCS - The Illinois Compiled Statutes

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

KDOT - The Kane County Division of Transportation

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

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

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

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

MUTCD - The Manual on Uniform Traffic Control Devices

Owner - the owner of record of a property for which a permit is being applied.

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

Permit - a document or certificate giving permission from the County of Kane 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.

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

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

Rural - all places outside of urbanized areas.

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

State - State of Illinois

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

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

Throat Length - defined as the separation between the highway edge of pavement and the edge of pavement of the nearest internal drive.

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

USACOE - Unites States Army Corps of Engineers

C. Authority and Jurisdiction

General Highway Statutes – The ILCS grant the responsibility and authority for the review of access and related issues that impact County highways to the County Board or the County Engineer. Several of the applicable Statutes are:

County Highways

Access to County highways is under the authority of the County Engineer. Access requests on County highways not designated as freeways do not require the review and approval of the County Board, but may, however, be reviewed and considered by the Transportation Committee of the County Board if required by the County Engineer. The following portions of the ILCS generally are applicable to both County highways and County freeways:

- 605 ILCS 5/5-413 authorizes the County Engineer to issue permits for and regulate the establishment of public road and private driveway entrances along highways under the jurisdiction of the County.
- 765 ILCS 205/2 requires that written approval be obtained from the appropriate local highway authority regarding highway access prior to final approval and recording of a plat. For Kane County, the authority shall be the County Engineer, with the primary concerns being safety and the nature of access and related impacts to the County's transportation system.

- 605 ILCS 5/9-113 requires the written consent of the County Engineer for the placement of utilities within the County right-of-way.
- 605 ILCS 5/9-115.1 prohibits the construction of any drainage facility for the purpose of the detention or retention of water within a distance of 10 feet plus one and one-half times the depth of any drainage facility adjacent to the right-of-way of a County highway without the written permission of the County Engineer. It also prohibits the construction of any earthen berm such that the toe of such berm will be nearer than ten (10) feet to the right-of-way of a County highway without the written permission of the County Engineer (see Exhibit 4-8 in Section 4 of this manual).
- 605 ILCS 5/9-101.1 authorizes the County Engineer to consider additional detention in lands to be subdivided.
- 605 ILCS 5/9-118 authorizes the County Engineer to regulate the planting of landscaping on the County right-of-way.

All access requests onto County highways shall be subject to the Access Control Regulations and design standards contained or referenced in these regulations.

County Freeways

Access requests on County freeways require the review and approval of the County Board. The County highways designated by the County Board as freeways are:

- Fabyan Parkway from Randall Road to DuPage County Line.
- Kirk Road from IL Rte. 56 (Butterfield Rd.) to Dunham Road.
- Dunham Road from Kirk Rd. to IL.
- Orchard Road from U.S. Route 30 to Randall Road.
- Randall Road from East-West Toll Road (I-88) to North County Line Road.

The following portions of the ILCS are applicable to County freeways:

- 605 ILCS 5/8-101 authorizes the County Board to designate and establish any existing or proposed highway under their jurisdiction and control as a freeway. The County Board has the authority to regulate the use of a freeway, as well as intersecting highways, roads, streets and other public ways not under their jurisdiction and control.
- 605 ILCS 5/8-102 states that the County Board has the full authority to deny their respective consent relative to access or to specify and enforce the terms and conditions under which new means of ingress and egress may be provided or existing means enlarged or extended. The County Board has full authority to control existing and future access points to a freeway, establish local service drives, relocate or eliminate intersecting roads, streets or other public ways, and extinguish the right of access by

purchase or condemnation. Written consent must be obtained from the County Board prior to laying out, providing or constructing any new means of access, or enlarging or extending any existing means of ingress to or egress from said abutting properties to a County highway.

All access requests onto County freeways shall be subject to the access policies and design standards contained or referenced in these regulations.

Other Highways Under the Review Authority of the County Engineer

An additional duty and responsibility of the County Engineer is to review zoning and development proposals within unincorporated areas of Kane County relative to Kane County access control regulations, transportation policies and standards. These reviews include County, Township, State, Municipal and private roads. Safety factors, zoning considerations, subdivision plats, and proposed improvement plans shall be reviewed to make determinations in the area of design standards and engineering specifications for road and related drainage construction. The following portions of the ILCS and County Codes are applicable:

- 605 ILCS 5/6-325 requires that subdivision roads conform to the rules, specifications and regulations established by the County Engineer and adopted by the County Board.
- 5.4-1 of the Kane County Zoning Ordinance requires that the erection of any new building or structure, or any change in land use or new or additional use made of any tract of land or existing building or structure shall comply with the KDOT Access Control Regulations. The Access Control Regulations are contained within these Permit Regulations.

Kane County Division of Transportation shall provide regional leadership in maintaining and developing of a system of highways, streets and roads that serve present and future transportation needs. Proposed developments and access locations shall be designed to promote safety, reduce or avoid congestion, and maintain the integrity and efficiency of the existing highway.

Change In Land Use

An Access permit is required for a change in land use from the agency having jurisdiction of the highway for which access is requested. The agencies include the State, the County or township(s). The change in land use is a comparison of the extent and use of the existing access and the proposed access. An existing access may not be used for any aspect of the proposed development, including grading or construction, until an Access Permit is obtained from the agency with jurisdiction authority.

D. Permit Types and Application Requirements

There are five types of access permits. The following describes the specific permit-application requirements for each of the five types of access permits: Agricultural Access, Temporary Access, Minimum Use Access, Minor Access, and Major Access.

Agricultural Access

A permit is required for an Agricultural Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

Temporary Access

A permit is required for a Temporary Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans and other supporting information may be required to evaluate the permit request. A Temporary Access permit may be required in conjunction with other permits. The County recommends that the Applicant discuss the nature and extent of the work with the County Permit Section Staff prior to submitting an application to determine the submission requirements. If a temporary access is granted its duration shall not exceed 365 days.

Minimum Use Access

A permit is required for a Minimum Use Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit-application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements

Minor Access

A permit is required for a Minor Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the

nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

Major Access

A permit is required for a Major Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. A pre-application meeting with the Permit Section staff is required to determine the submission requirements.

E. General Requirements

The following are general requirements pertaining to all types of access proposed within County right-of-way.

Authority of County

A permit from KDOT 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 a legal interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is an easement, the holder 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 Board or the County Engineer under these regulations will satisfy the “written consent” requirement of 605 ILCS 5/5-413 and 605 ILCS 5/8-102.

Compliance

The Applicant shall comply with all other applicable laws relating to the access. The issuance of an Access Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the rules, regulations and requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, AND EPA.

Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

Damage to County Right-of-Way

Those facilities and highway 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 the KDOT. Damaged items shall be replaced or repaired by the Applicant to the County's satisfaction in a reasonable length of time as established by the KDOT. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. . The occurrence shall be immediately reported to the KDOT.

Inspection

All improvements to a County highway occurring in conjunction with the permit shall be inspected by a representative of KDOT or a consultant. The level of inspection will be determined by the County based on the complexity and magnitude of the improvements to the County right-of-way. The level of inspection will be discussed at the Pre-construction Meeting.

Enforcement

If permit improvements to the County right-of-way are not constructed in accordance with the design approved by the County Engineer 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 KDOT to discuss the deficiencies within fourteen (14) calendar days after notification by certified mail, the County Engineer has the right to correct the deficiencies either through the Letter of Credit or other security for the permit or through a bill or invoice submitted to the Applicant. In addition, the Final Completion and Compliance Certificate and/or Certificate of Occupancy shall be withheld until the improvement conforms to the approved design.

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 fourteen (14) 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, the County Engineer will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

Stop Work-Order/Revocation of Permit

The County 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 fee, a fine will be assessed in the amount equal to the applicable permit fee. .
- A material provision or condition of the permit was 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.

Lifting of Stop Work Order/Reinstatement of Permit

The County 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, the Applicant submits a revised schedule and completion date acceptable to the County.
- The Applicant corrects all work that does not conform to the permit specifications, applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and pays 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.

If the Applicant does not correct any deficiencies, or at a minimum, contact the County 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.

Advanced Public Notification

All permitted access work will require advanced public notification prior to commencing the work. The advanced public notification shall be by use of advanced warning signs or message boards placed for each direction of traffic. The warning signs or message boards shall comply with the MUTCD and County policy. The advanced notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer. No work shall commence at the site for at least one week after the issue date of the permit.

Permit Working Hours

For County highways identified as a Freeway, the permit working hours shall be from 9:00 a.m. to 3:00 p.m., unless the County approves extended hours. All other County highways, the working hours shall be as directed by the Permit Section Staff, but are generally considered 8:00 a.m. to 4:00 p.m.

Traffic Control and Protection

During the period of time the access is being constructed, due care must be taken to ensure the protection of workers and traffic. The work should be accomplished in a manner that will minimize interference with normal highway operations. All warning signs, pavement markings, and traffic control during construction shall be in strict compliance with the MUTCD and the IDOT Highway Standards. Copies of traffic control standards may be attached to the permit indicating to the permit holder the manner in which traffic is to be controlled and protected during construction. Special care shall be taken during the construction of accesses, driveways and the development of the property to avoid tracking mud or other material onto the highway. The Applicant shall immediately remove any mud, debris or other material tracked onto the highway. If it is necessary for KDOT or its contractor to remove mud, construction debris, or otherwise correct unsafe conditions, the County Engineer shall invoice the Applicant for the cost of time and materials and the Applicant shall pay said invoice within 30 days of receipt thereof. No funds will be released from the Letter of Credit until the invoice is paid in full. Failure to pay an invoice shall be cause for the revocation of the permit.

Maintenance of Driveways and Streets

Property owners having access to a County highway are fully responsible for the maintenance of their driveway. This maintenance responsibility includes the removal of snow and ice and keeping the portion of the driveway within the County right-of-way in a safe condition for the general public. Where the owner of a commercial or industrial property is required by the

County Engineer to construct turning lanes on the County highway, the County Engineer may in the interest of public convenience provide maintenance and remove snow and ice on the portions of those lanes constituting an integral part of the highway. Once a culvert is properly installed pursuant to a permit, it becomes public property in accordance with 605 ILCS 5/9-105 of the Illinois Highway Code and will thereafter be maintained by KDOT.

F. Access Control Regulations

The guiding philosophy of the Kane County Access Control Regulations is to “Provide safe, efficient transportation systems compatible with land use”, by controlling access on highways to minimize curb cuts and local street intersections, and maintaining existing highway capacity. The highest degree of access control shall be applied to the County freeways and major arterial roads, with lesser degrees of access control on minor arterial and collector roads.

The degree of access control shall be based on two basic criteria: (1) the size and nature of the development, which determines the volume and types of traffic generated, and (2) the existing and/or future significance of the highway being accessed. In all cases the operational characteristics of the new or improved access must meet, in the opinion of the County Engineer, traffic-engineering criteria for safe traffic operations. In many cases, highway improvements such as turning lanes, medians, turning restrictions, traffic signals, and highway lighting must be funded and constructed by the Applicant in order to ensure safe traffic operations. In the interest of public safety and general welfare, the County Engineer may restrict the location and number of access points.

The Locations of Access Points

- a. Access points shall be located along the frontage of the subject property so that ingress and egress maneuvers will not degrade safe and efficient traffic movements and operations on the highway.
- b. Access points shall be located, to the maximum extent feasible, at the point of optimum sight distance along the abutting property frontage. Placement of an access point on a horizontal curve or just below the high point of a crest vertical curve shall be avoided.
- c. Access points require provisions of the appropriate sight distance pursuant to methodology based on the AASHTO Policy On Geometric Design of Highways and Streets, most current edition. If a safe sight distance is not available at any point along the frontage of a property, one of the following procedures shall be utilized:
 - i. develop access to another highway (in case of corner properties).
 - ii. develop indirect access via a frontage road.
 - iii. develop indirect access via the acquisition of an access easement from an adjacent property.

- iv. improve the vertical and/or horizontal curvature of the roadway.
 - v. acquire additional right-of-way.
- d. Whenever possible, access should be provided via existing cross streets in lieu of additional access points to arterial or collector roads.
- e. Access to a County highway may be prohibited when a property abutting a County highway has frontage on one or more highways and reasonable access can be safely provided from said highways.
- f. Where a pre-existing access facility is on the opposite side of the highway from property from which access is being requested, the proposed access point shall be aligned with the pre-existing access facility whenever possible in the opinion of the County Engineer. This requirement may be waived under the following conditions:
 - i. The proposed access would not comply with other conditions of these regulations.
 - ii. The property for which access is being requested has inadequate frontage along the highway to allow for the proper alignment with the existing access facility.
 - iii. The alignment of the existing and proposed access facilities would impair traffic or be detrimental to traffic flow, result in unacceptable delays, impede traffic operations, and impair traffic safety on the highway.
- g. Adjacent access points shall be spaced to insure that conflicting movements at adjacent access points do not overlap and that safe and efficient traffic movements and operations will be maintained.
- h. The minimum spacing between an access point and an intersecting street or another access point shall be determined by the distance required to provide full left turn tapers and storage bays along the County highway for both the access point and the intersecting highway or adjacent access point, regardless of the present need for tapers and storage bays. Storage bay lengths should be determined by using projected traffic volume data approved by the County Engineer and allow for proper deceleration of turning vehicles so as to not impede through traffic the projected traffic volumes of the access should reflect the volumes that will be experienced when the development(s) using the access point are fully in service and include the projected growth in background traffic.
- i. If an abutting property has inadequate frontage to meet the minimum spacing requirements, the County Board or the County Engineer as the case may be, shall determine the location of the access point using the applicable provisions of these regulations. The County Board or the County Engineer as the case may be, may require the development of joint (shared) access facilities, the development of indirect access, or the restriction of turning movements at the proposed access point.
- j. Access points in the vicinity of interchanges, interchange ramp terminals, crossroads, frontage roads and service drive connections shall be restricted to eliminate hazardous and

congested conditions. Sufficient spacing between interchange ramps and access points or crossroad intersections shall be provided to permit the development of turning lanes and proper signing of the highway facilities. In addition, the prior approval of the agency that has jurisdiction or functional oversight of the interchange must be received in writing.

- k. Access points shall be located to provide safety and convenience for pedestrians, bicyclists, and other users of the highway right-of-way.

The Number of Access Points

- a. Each development or property, regardless of the number of parcels, shall be limited to one access point when warranted in the opinion of the County Engineer (the one access point may be restricted to a right-in/right-out).
- b. When subdividing existing developed parcels to create new lots, no additional access will be permitted. When an existing development undergoes a change in land use, the existing access point(s) may require relocation or the number of access points reduced per the requirements of the County Engineer to improve the safety of the motoring public.
- c. One additional access point may be considered by the County Board or the County Engineer as the case may be, if it is demonstrated by a traffic engineering analysis prepared by a qualified traffic engineer and approved by a Licensed Professional Engineer that the level of service at the approved access point would be substantially improved by the addition of a second access point (turning movement restrictions to be determined by the County Engineer), and that providing an additional access point will not adversely affect traffic safety or operations on the highway. Approval of an additional access shall be determined by the County Board or the County Engineer as the case may be, and shall comply with all the applicable sections of these regulations.
- d. If the approved access point is to be signalized, no additional full access points shall be permitted.
- e. For access to an abutting property located at the intersection of two County highways, access shall, whenever feasible, be restricted to one access point on the County highway having the lower volume of traffic, as determined by the County Engineer. The requirements for the access point shall comply with all applicable provisions of these permit regulations and the intersection of the two highways shall be improved by providing appropriate capacity improvements.
- f. For corner lots at an intersection where only one of the roads is a County highway, and where access is available from the other intersecting road, access to the County highway may, based upon the opinion of the County Engineer, be restricted or prohibited. The requirements for the access point if permitted, shall comply with all applicable sections of these regulations and the intersection of the two highways shall be improved by providing appropriate capacity improvements.

Internal Circulation Within Developments

- a. When property abutting a highway is to be developed, direct access to the highway shall not be used in lieu of an adequate internal traffic circulation system. The County Engineer shall approve the development planning process and internal traffic circulation.
- b. No access shall be permitted to a development if internal traffic patterns are not acceptable to the County Engineer based on overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates.
- c. No access shall be permitted if such access would require or otherwise cause backing or turning maneuvers onto a County highway. Provisions for turnarounds shall be made outside the County right-of-way.

Intersection Spacing and Application of Access Control Guidelines

These regulations apply different degrees or levels of access control depending on the type and operational characteristics of the highway in question, in combination with the type and intensity of the proposed land use generating the request for access. Therefore, the desirable intersection spacing and access guidelines vary according to the type of highway and the proposed land use. The Levels in these regulations are organized as follows:

Level 1 - High level of access control based upon conservative parameters of driver behavior, vehicle performance characteristics and a high margin of safety. This level of access control is applied to Major Access points on freeways, SRA's, and arterials. SRA reports developed by IDOT may be used by the County Engineer in determining guidelines.

Level 2 - Moderate level of access control based on normal or median parameters for both driver behavior and margin of safety. This level of access control is applied to Minor Access on collectors, arterials and freeways and Major Access on collectors and local roads.

Level 3 - Minimum levels of access control guidelines typically representative of physical or geometric constraints or considerations; not based on driver or vehicle performance criteria. This level of access control is applied to all Minimum Use Access on all County highways and to Minor Access on local roads.

Table 1 - Access Guidelines Application Matrix				
	Highway Classification			
Traffic Generation Movements Per Day	Local	Collector	Arterial	Freeway or SRA
Minimum Use 20 or less	Access Level 3	Access Level 3	Access Level 3	Access Level 3
Minor Access More than 20 less than 150	Access Level 3	Access Level 2	Access Level 2	Access Level 2
Major Access More than 150	Access Level 2	Access Level 2	Access Level 1	Access Level 1
Notes:				
1. "Major Access" includes most commercial accesses and public streets classified as collector or above which includes most subdivisions.				
2. The County Engineer may, at his/her discretion, elect to apply a different priority level or deviate above or below the standard for a given priority level based on unique property, site development, highway design, safety and/or traffic conditions.				

The use of a particular access control guideline is based on the type of land use generator and the classification of the highway on which the land use generator is located. The operating speed of the subject highway is built into the individual access guidelines. The use of the Access Guidelines Application Matrix shown in Table 1 is intended to give general guidance on the degree of access control and appropriate access guidelines for a particular situation. This table is intended to be used as a guide, and the County reserves the right to address unique situations in a manner different than as set forth in Table 1.

a. Signalized Full Access Intersection Spacing

An intersection spacing of one-half (1/2) mile (2640') is appropriate and optimal for rural, residential or other relatively low-density areas. The relatively low level of adjacent land development allows a minimum amount of green time to be assigned to the cross street, which provides higher progression speeds and capacity on the arterial.

On arterial highways through urban or suburban areas, however, restricting access to half-mile spacing in areas of denser traffic generators can lead to less efficient signal operation, poorer coordination, and a lower level of service, and unsafe conditions on the arterial road.

Based on the existing spacing of such signals on a County freeway and on experience with signalized intersection spacing, KDOT has developed the spacing criteria contained in Table 2. These signals will be required to be interconnected to adjacent signals within one mile (5280'). The County Board generally requires a one-third (1/3) mile (1760') spacing minimum for freeways.

Table 2 – Minimum Signalized Intersection Spacing			
Highway Classification			
Freeway & SRA* Residential	Freeway & SRA* Commercial	Rural Arterial Collector	Urban/Suburban Arterial Collector
+/- 1,760 ft. (1/3 mile) to +/- 2640 ft. (1/2 mile)	+/- 1,320 ft. (1/4 mile) to +/- 1,760 ft. (1/3 mile)	+/- 2,640 ft. (1/2 mile)	+/- 1,320 ft. (1/4 mile)
Notes: 1. Signalized spacing guidelines apply to access where signal warrants are anticipated to be met in the future as determined by KDOT. 2. The County Engineer shall determine those cases where equal spacing of adjacent signalized intersections takes precedence over the spacing guidelines shown above on the basis of a qualified traffic engineering study. 3. On the basis of a qualified traffic engineering study the County Engineer may consider spacing less than the values shown above.			

Because traffic signal warrants can be met at existing intersections via traffic growth over time, all public streets classified as “collectors” or above which intersect an arterial highway, including all County highways, should also meet the Signalized Intersection Spacing guidelines of Table 2.

b. Unsignalized Full Access Spacing

Unsignalized full access spacing is defined as the separation between two adjacent unsignalized full-access intersections or between an unsignalized full access intersection and an adjacent signalized intersection. The category of “Unsignalized Full Access” intersections does not include streets or driveways that, as determined by the County Engineer, may meet traffic signal warrants in the future.

Major Access for Level 1 highways is required to meet the signalized intersection spacing guidelines as shown previously in Table 2. Spacing for Minor and Minimum Use Access is required to meet AASHTO (2001 or as amended from time to time) intersection sight distance guidelines. Access spacing on Level 2 highways corresponds to the intersection decision sight distance requirement based on no reduction in through traffic speed. Access spacing on Level 3 highways is based on intersection sight distance, Case B1 – Left Turn From Stop.

All of the above spacing guidelines for unsignalized full access intersections are summarized in Table 3. Design speed is considered to be the posted speed limit plus five (5) mph.

Table 3 - Unsignalized Full Access Intersection Spacing				
Separation between Adjacent Full-Access Intersections				
Design Speed	Access Level 1 (ft.)	Access Level 2 (ft.)	Access Level 3 (ft.)	
			2 Lanes	4 Lanes
30 mph	Signal Spacing Guidelines Apply As Shown In Table 2	490	335	353
35 mph		590	390	412
40 mph		690	445	470
45 mph		800	500	529
50 mph		910	555	588
55 mph		1030	610	647
60 mph		1150	665	706
Note: See Table 6 for the separation between full access intersections and adjacent right-turn only driveways.		Note: A Separation, which provides for no overlap of alternating left-turn lanes, shall be provided at a minimum.		

c. Right-in/Right-out and Right-in Only Access

The use of right-in/right-out and right-in only access is left to the County Engineer's discretion and is an effective tool for managing arterial highway access and achieving the primary goal of safe and efficient through traffic movement. Right-in/right-out and right-in only access will be required in lieu of full access when intersection spacing guidelines cannot be met or when in the opinion of the County Engineer safety considerations dictate. The use of right-in/right-out and right-in only access in lieu of good internal circulation and convenient access shall not be permitted.

Each development or property, regardless of the number of parcels or size of development, shall be limited to one access point (the one access point may be subject to restrictions by the County Engineer, (i.e. a right-in/right-out or right in only). One additional access point (such as a right-in/right-out and right-in only access) may be considered by the County or the County Engineer as the case may be if it is demonstrated by a competent traffic engineering analysis prepared by a qualified Traffic Engineer and approved by a Licensed Professional Engineer that the level of service at the approved access point would be substantially improved by the addition of a second access point (turning movement restrictions to be determined by the County Engineer), and that providing an additional access point will not adversely affect traffic safety or operations on the highway.

Additional right-in/right-out and right-in only accesses are generally not permitted. Approval of any additional access shall be determined by the County Engineer and shall otherwise comply with all the applicable sections of these regulations.

d. Policies and Guidelines for Right-in/right-out and Right-in Only Access

Right-in/right-out and right-in only access serving a property or development may be considered subject to compliance with the corner clearance and un-signalized spacing guidelines contained herein, and must be consistent with good engineering judgment and practice, where the right-turn only access:

- Contributes to the measurable improvement in safety and the level of service for adjacent intersections or otherwise improve the operation of adjacent access or highways by minimizing the traffic load, approach lane queuing, mixing of residential and commercial traffic among other things.
- Are not intended as a substitute for the proper design and layout of internal connecting aisles and drives on the subject development or property.
- Are part of a clear, understandable and accepted access plan for a site and help prevent unsafe, undesirable, unexpected or illegal maneuvers such as U-turns, backing up in traffic, or cutting through neighborhood streets.
- Serve the convenience and expectations of the motoring public for auto-oriented highway land uses such as retail shopping centers, service stations, fast food restaurants, etc.

e. Right-in/right-out and Right-in Only Access Corner Clearance Guidelines

Right-in/right-out and right-in only access are often located in the vicinity of existing or future signalized intersections. In such applications, it is imperative to reduce turning conflict potential by protecting the integrity of the functional areas of the major intersection by providing “corner clearance” dimensions. Inadequate corner clearance can result in the following safety and operational problems.

- Conflict with intersection turning movements and traffic queues.
- Insufficient weaving section length
- Reduction in intersection capacity and progressive flow

The corner clearance guidelines contained in Tables 4 and 5 cover Right-in/right-out and right-in only access located both upstream (near side) and downstream (far side) of the major intersection, and are applied to any Right-in/right-out and right-in only access on a highway adjacent to a full access intersection or signalized (or future signalized) intersection.

Table 4 - Right-in/right-out and Right-in Only Access Corner Clearance at Signalized Intersections Access Level 1		
Posted Speed Limit	Upstream Clearance	Downstream Clearance
30 mph	325 ft.	275 ft
35 mph	425 ft	350 ft
40 mph	525 ft	435 ft
45 mph	630 ft	530 ft
50 mph	750 ft	640 ft
55 mph	875 ft	750 ft

Table 5 - Right-in/right-out and Right-in Only Access Corner Clearance at Signalized Intersections Access Level 2		
Posted Speed Limit	Upstream Clearance	Downstream Clearance
30 mph	215 ft	200 ft
35 mph	270 ft	250 ft
40 mph	335 ft	325 ft
45 mph	405 ft	400 ft
50 mph	480 ft	475 ft
55 mph	565 ft	550 ft

- f. Right-in / Right-out and Right-in Only Driveway Spacing from other Right-in / Right-out or Unsignalized Intersections

The spacing of right-in/right-out and right-in only access from adjacent un-signalized full access intersections or other right-turn only access clearance guidelines are established in Table 6.

Table 6 - Right-in/right-out and Right-in Only Spacing from Other Right-turn Only or Unsignalized Full Access Intersections			
Separation Between Right-in / Right-out Only Access and Adjacent Right-turn Only and Unsignalized Full Access Intersections			
	Opposite Side	Same Side	
Posted Speed Limit	All Levels (ft)	Access Level 1 (ft)	Access Level 2 (ft)
30 mph	300	275	225
35 mph		325	275
40 mph		375	300
45 mph		425	350
50 mph		475	375
55 mph		525	425

Subject to the provision that the upstream right-in / right-out only driveway does not fall within the limits of the left-turn taper and storage for the opposite side driveway.

The separation upstream or downstream from adjacent driveways or minor unsignalized intersections is based on the provision of sufficient separation to eliminate right-turn overlap conflicts. An access or intersection either upstream or downstream on the opposite side of the street may cause a potential weaving movement conflict between accesses. Additionally, in the case of a right-turn only access upstream of an opposite side full access or intersection, sufficient separation should be provided to insure that the right-turn only access does not fall within the limits of left-turn taper and storage for the opposite side access or intersection.

If it is likely the unsignalized intersection in question may be signalized in the future, the County Engineer will require the spacing to conform to the guidelines for signalized intersections.

g. Right-in / Right-out and Right-in Only Access Design

Left-turn movements from right-turn only access shall be controlled by barrier medians constructed along highway centerlines and/or by channelizing islands and signing on the access as determined by the County Engineer. Barrier medians shall be required on arterials. However, if determined by the County Engineer that a barrier median is not desirable, a right-turn only access design approved by the County Engineer and supplemented with signing may result in effective left-turn control. The entire cost of any required barrier median shall be paid by the Applicant.

Turn Lane Improvements

As determined by the County Engineer, turning lanes (consisting of an approach widening, turn bay taper, and a full width auxiliary lane) for either right or left turns into an abutting property shall be provided. While traffic studies are required and considered in the determination by the County Engineer, generally most Applicants requesting access to arterials will be required to construct turning lanes. Turning lanes are required for all Minor and Major Access requests to County freeways and all Major Access requests to County highways.

If the construction limits of an access driveway permit improvement to widen a County highway falls within 500 feet the construction limits of an existing widened section of County highway, the full width widening for the new access driveway shall be extended to meet the existing full width widened section of County highway. This is necessary to maintain continuity and lane alignment for safety of the motoring public. All turn lane improvements shall be paid by the Applicant.

a. Right-Turn Lane Warrants

Right-turn deceleration lane warrants for two-lane and four-lane highways at highway access points (driveway or street intersections) are contained in Table 7 and Table 8. These guidelines were developed for unsignalized access points and will be applied as a guideline for signalized access as well. The installation of right turn deceleration lanes will be required for all access points to a County freeway and all Major Access to any County highway.

The length of right-turn lanes (storage plus taper) for unsignalized access points, where warranted, should be based on the distance required for a vehicle traveling at the highway's posted or operating speed to reach a desirable turning speed for the right-turn maneuver (i.e. the right-turn lane functions exclusively for deceleration and hence the full length of storage and taper can be used for this purpose). In the case of a signalized access point, queuing considerations demonstrated by an Intersection Design Study prepared by a Licensed Professional Engineer will determine the length of storage and taper and typically result in higher values than those based on deceleration alone. In either case, the use of a minimum taper length of 180 feet is required, with the full width storage lane varying according to deceleration or queuing needs, with a minimum storage length of 150 feet.

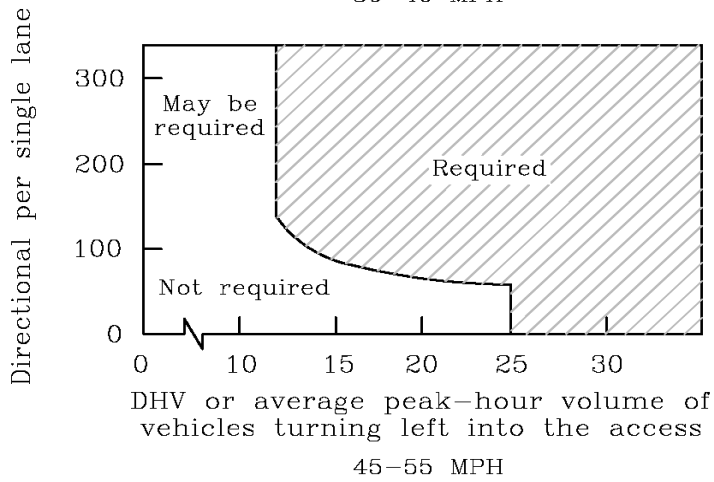
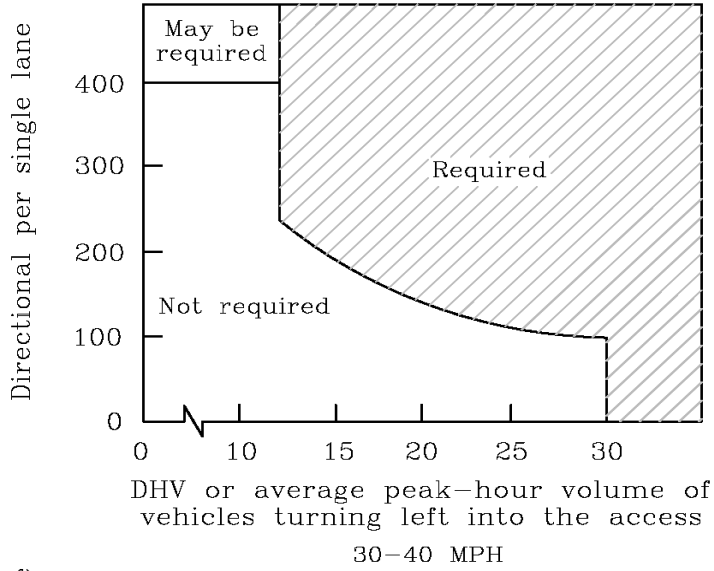
Table 7 - Right-turn Lane Guidelines for Two-Lane Highways					
Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
	Posted Speed Limit – mph (km/h)				
Approach Lane Vol. (vph)	35	40	45	50	55
	(56)	(64)	(72)	(81)	(89)
200	--	--	75	35	20
300	--	120	40	25	15
400	200	50	30	20	10
500	50	25	20	15	10
600	25	15	15	10	10
800	15	10	10	10	10
1200	10	10	10	10	10

Table 8 - Right-turn Lane Guidelines for Four-Lane Highways					
Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
	Posted Speed Limit – mph (km/h)				
Approach Lane Vol. (vph)	35	40	45	50	55
	(56)	(64)	(72)	(81)	(89)
300	--	--	--	75	20
400	--	40	40	40	15
500	--	40	40	30	15
600	40	40	40	25	10
800	40	35	30	20	10
1200	25	20	20	15	10
1600	15	15	15	10	5
2000	10	10	10	10	5

b. Left-turn Lane Warrants

Left-turn deceleration lane warrants for two-lane and four-lane highways at highway access points (driveway or street intersections) are contained in Table 9 and Table 10. These warrants represent the design hourly volume where the benefits of a left-turn lane (accident reduction, operating savings) exceed the cost of construction. These guidelines were developed for unsignalized access points and will be applied as a guideline for signalized access as well. The installation of left-turn deceleration lanes will be required for all full access points to a freeway. The installation of left-turn deceleration lanes will be required for all full access points to an arterial where there are more than 12 left turns per peak hour. Left turning volumes in excess of 250 vph will generally require the installation of dual left turn bays at signalized intersections.

TABLES 9 & 10
Warrant Guidelines for Left-turn Lanes



c. Driveway/Street Throat Length

Sufficient length of uninterrupted throat length for streets and driveways intersecting highways is required for:

- efficient operation of signalized access points;
- the provision of adequate distance and time for inbound drivers to react to a site's internal traffic activity; and
- to prevent spillback onto the adjacent collector or arterial highway.

Determination of driveway throat length is a function of inbound entry speed and driveway traffic volume (inbound, outbound and at internal cross-access aisles), outbound queuing or stacking demand, and various environmental factors such as driveway grade, signing, etc. A queuing analysis by means of a trip generation must be conducted for the proposed land development by a Licensed Professional Engineer.

The minimum throat length for accesses, including streets, which intersect a County highway, is shown on Table 11 below. The desirable throat length for signalized Major Access points shall be determined as the length of calculated outbound storage or stacking on the approach to the County highway. The construction of a barrier median will be required on Full Access points along a Freeway. A "No Access Easement" granted to the County shall be required to protect these throat length requirements. These throat length requirements may be reduced by the County Engineer if a Traffic Study in support of the reduction is provided by the Applicant.

Table 11 - Minimum Access / Street Throat Length		
Access Traffic Generation	Level 2 & 3 - Minimum Throat Length (ft)	Level 1 - Minimum Throat Length (ft)
Minimum Use Access Less than 20 movements / day	60	125
Right-in / Right-out Access	125	250
Full Access	300	500

Intersection Signalization and Street Lighting

a. Signals

- i. As determined by the County Engineer, with consideration of a traffic study prepared by a qualified Licensed Professional Engineer, traffic signals shall be installed at highways or driveways to facilitate outbound left turn and through traffic movements. Signalization must meet appropriate warrants set forth in the most current version of the MUTCD.
- ii. Signalized intersections shall be spaced to maintain the efficiency of traffic flow on the through highway. Signals where isolated operations are proposed shall generally be spaced one-half (1/2) mile or more apart. Signals spacing of one (1) mile or less shall be interconnected to provide an efficient traffic flow.

- iii. Where traffic signals are required to serve a private development, and are anticipated to meet traffic warrants, the entire cost for the installation, interconnection, modernization, emergency pre-emption, battery backup, maintenance, energy charges and optimization for the signals shall be the responsibility of the Applicant. However, the permit must be issued to a municipality to provide for electrical energy and /or future maintenance obligations.
- iv. To prevent excessive green time allocated to the driveway at the expense of the arterial highway through movements, vehicle detection with a presence feature shall be used on all approaches.
- v. Whenever possible, intersections to be signalized must fit into the signal progression patterns along the highway. Hence, the decisions for locations of signalized intersections should be made part of an arterial corridor plan. When modifying an existing signal system, the re-optimization of the system is the responsibility of the Applicant.

The installation of traffic signals will only be considered on the basis of the MUTCD warrant guidelines. The County Engineer will consider using IDOT District 1 procedures for adjusting right-turn approach volume depending on the type of intersection channelization, right-turn approach volume, and opposing or conflicting major street flow.

It is the responsibility (at their sole cost) of the permit Applicant or their successor to collect and submit such traffic counts or accident record analysis as may be necessary to evaluate signal warrants. This collection and submittal of data is to be performed at a minimum of six-month intervals or as requested by the County Engineer.

b. Highway Lighting

Highway lighting shall be installed by the Applicant in accordance with IDOT District 1 General Guidelines for Lighting Design and Plan Preparation and approved by the County Engineer as follows:

- i. Unsignalized intersections on County highways – beacon lighting shall be provided.
- ii. Signalized intersections on County highways, other than County freeways – provide intersection lighting with combination mast arm assemblies and poles.
- iii. Signalized intersections on County freeways – provide intersection lighting and approach lighting on all approaches.

- iv. As may be otherwise determined by the County Engineer.
- v. Continuous lighting will be provided on an approach, if the approach lighting ends within 500 feet of another lighting system.

For all signalized intersections, the permit must be issued to a municipality to provide the energy costs and future maintenance costs for the highway lighting. The performance of maintenance will be by KDOT with bills or invoices for this work forwarded to the municipality.

All materials used in the highway lighting shall be approved by the County Engineer.

c. Pedestrian / Bicycle Signal Heads with Push Button Actuation

Pedestrian / bicycle push button actuated signal heads at traffic signal installations shall be required when the MUTCD “pedestrian signal warrant” is met or as otherwise determined by the County Engineer. In addition, pedestrian actuated signal heads at traffic signal installations may be required under the following conditions:

- i. If Warrant 4 (Pedestrian Volume) or Warrant 5 (School Crossing) warrants are met.
- ii. If a protected signal phase is provided for pedestrians in one or more directions with all conflicting vehicular movements stopped.
- iii. An established school crossing at any signalized intersection where it is determined that pedestrian signal heads are required to minimize pedestrian-vehicle conflicts.
- iv. When the intersection presents visual or operational problems for use by pedestrian or bicyclists and would include; split-phase timing, no vehicular signal indications available to pedestrians (one-way streets or T-intersections), or complex, multiphase intersections, where highway geometry and channelization requires crossing the intersection in stages. These site-specific factors would include traffic signal installations with protected only (green arrow) phasing in conflict with the pedestrian crossing, wide intersections where signal indications are confusing to pedestrians or where crossing distances (and times) are large, and intersections where significant numbers of pedestrians, especially the young and the elderly, are anticipated.

Table 12 - Pedestrian or Bicyclist Actuation Installation Guidelines	
Guideline	Criteria
1. MUTCD Signal Warrants 3 or 4 Are Met	See MUTCD.
2. Minimum Pedestrian Crossing Volume	25 crossings/hr. 10 crossings/hr. (where $\geq 50\%$ of users are elderly or children)
3. Safe School Route Crossing	Designated on Safe School Route Plan.
4. Engineering Study	Complex physical or operational issues.

Abutting Property Land Use and Site Development Characteristics

The development characteristics of property adjacent to a County highway are an integral part of a safe and effective access control program. Technical and physical improvements to the highway and driveway system alone cannot ensure the orderly and safe movement of traffic when adjacent land uses have poor internal site circulation, or when such land uses generate increases in traffic volumes beyond the capacity of area highways. Cooperation between government agencies, municipalities, and communities to coordinate land use development along highways is required.

- Effective corridor development plans may be required which recognize the need for a balance of transportation and access, and the desire to minimize land use and zoning conflicts. Developing cross access easements and streets at the rear of developments, which will serve as access to store service/delivery areas, as well as providing access between adjacent developments will be required. Generally, cross access easements, streets and other collector highways will require a minimum width of 30 feet, shall be properly illuminated, striped (pavement marking), and signed.
- Corridor development in the vicinity of freeway ramp interchanges should balance the goal to yield the maximum utilization of the surrounding area's potential land use, with the need to provide access control to promote safety and traffic flow. Illinois State Toll Highway Authority input shall be required with regard to planned developments adjacent to freeway interchange ramps. Illinois State Toll Highway Authority approval is required with regard to any access request within 1000 feet of a ramp intersection.
- Potential land use should be determined from the access needs that it requires. Should projected trip generation values warrant access needs that cannot be accommodated without compromising the safety and efficiency of highway operation, a change in density or of land use should be made.

The following elements shall be reviewed as part of the access permit review process:

- Safety considerations.
 - Regional impacts to the highway system.
 - Internal circulation as it affects the ingress or egress to site.
 - Aesthetics of the improvements on the County right-of-way.
 - Right-of-way requirements
 - Pedestrian/bicycle/mass transit circulation
- a. Internal Circulation - When property abutting a highway is to be developed, direct access to a highway shall not be used in lieu of an adequate internal traffic circulation system. An internal integrated access plan should identify the internal or integrated access used (ring road, frontage road, cross access easements to and from adjacent properties, access to another highway, etc.) and should consider overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. Appropriate on-site provisions for internal traffic movements to provide favorable traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. No parking is permitted along a collector or arterial highway or within the right-of-way of a collector or arterial highway. Provisions for parking shall be made outside of the highway right-of-way.
- b. Aesthetics of the improvement on the County right-of-way - A detailed plan prepared by a qualified Licensed Professional Engineer or Licensed Landscape Architect for landscaping within the County right-of-way may be required for access permit improvements that involve substantial grading within the County right-of-way. This plan may include trees, bushes and shrubs, and the use of native plant species is required where appropriate. Use of aesthetic highway lighting poles and the underground placement of overhead utility lines may be required by the County as part of access permit construction work.

Where proposed land uses along arterial roads may conflict with the noise and vibration characteristics of the arterial, generous building setbacks and landscape buffering and screening facilities may be required to provide the appropriate noise and visual shield.

Right-of-Way

Freeways shall have a minimum right-of-way width of 170 feet to a maximum of 200 feet, (85 feet to 100 feet half right-of-way width). Arterials shall have a minimum right-of-way width of 120 feet, (60 feet half right-of-way width). However, some arterial highways may require right-of-way widths of up to 150 feet, (75 feet half right-of-way widths). Collector highways (primarily township roadways) shall have a minimum right-of-way width of 80 feet to a maximum of 120 feet, (40 feet to 60 feet half right-of-way width). Local roads shall have a minimum right-of-way width of 66 feet. Some right-of-way widths may need to be increased by

10 to 15 feet to accommodate bicycle / pedestrian improvements. For a complete list of highways in the County and their jurisdictional classification, see “Roadway Jurisdictional Classification” in Section 8 of this manual.

If property abutting a highway is to be subdivided or an access point is requested, the Applicant/owner shall be requested to convey, at no cost to the appropriate highway authority, by warranty deed or Trustee’s deed if applicable, in fee simple free of all liens and encumbrances any land necessary to satisfy the right-of-way requirements as stated herein from the centerline of the highway along the entire frontage of the property. Right-of-way conveyances shall be required to address various safety issues such as, but not limited to, the preservation of sight line distances, the establishment of required clear zones along the highway, creation of safe radius returns and maintenance of the highway facility. Where the width of the highway right-of-way is insufficient to permit the construction of a turning lane required by the proposed access or subdivision, the Applicant shall acquire and convey to the appropriate highway authority any necessary additional right-of-way to accommodate the turning lane. At intersecting right-of-way lines, a triangle of property with dimensions of 30 feet along each right-of-way line shall be provided by the property owner / Applicant for preservation of site line distances. For major access facilities, the minimum triangle at the intersecting right-of-way lines shall be 50 feet.

Upon completion of any construction work within the right-of-way, the right-of-way shall be restored to a condition acceptable to the County Engineer. No fences, trees, columns, walls, rocks, debris, or any such materials shall be permitted within the right-of-way. In those instances where additional right-of-way is being conveyed to the County as required by these regulations, brush, fences, rocks, objects, and other such obstacles shall be removed or relocated beyond the new right-of-way lines by the Applicant. However, landscaping, trees, bushes, and plantings may be installed within the right of way provided an appropriate landscape plan is provided and sight distance is not impeded, and clear zones are not violated. The landscape plan shall be approved by the County Engineer.

Highway and Utility Easements

Highway and Utility Easements with a minimum width of 15 feet may be requested along all highway rights-of-way to safely accommodate the expanding infrastructure of development and public needs.

Pedestrian/Bicycle/Mass Transit Considerations

Pedestrian traffic should be directed to and from major crossroad intersections where crossings can be accommodated by the existing traffic signals and mass transit connections can be provided from either highway. The development of sidewalks, walkways and bikeways where pedestrian and bicycle traffic between adjacent land uses is expected will be required. Internal circulation of pedestrian traffic within the development should also be encouraged. The AASHTO Bicycle Design Guide shall be used in the development of any bicycle facilities permitted within the County right-of-way.

Drainage

Storm Water Detention/Retention

Storm water Detention/retention requirements shall be in accordance with the Kane County Stormwater Ordinance. Berms and detention/retention facilities shall be located in compliance with 605 ILCS 5/9 115.1. Where access permit plans include widening or other improvements that increase the impervious area within the right-of-way, the Applicant shall demonstrate this additional increase in run-off is accommodated in the storm-water planning for the development. Along County highways, the volume of detention, provided on the site by the Applicant shall include the volume for a 100-year storm for the additional impervious surface for the 20-year planned design of the freeway or highway. For the 20-year plan design, County freeways will be considered as six (6) lane facilities and all other County highways will be considered four (4) lane facilities.

In addition to meeting the requirements of the Kane County Stormwater Ordinance, the Applicant will be required to work with KDOT on correcting existing highway flooding adjacent to the area being developed.

Compliance with the Kane County Stormwater Ordinance

The Director of KDOT is responsible for administrating the Kane County Stormwater Ordinance within the County right-of-way whether incorporated and unincorporated, and Township right-of-way. For the purposes of the Stormwater Ordinance, any impact to the right-of-way will be considered comprehensively with the other project work proposed to occur off the right-of-way. Therefore, the Applicant must secure approvals from the Director of KDOT for the right-of-way work, as well as the governing agency for the off right-of-way work, whether it be to the Water Resources Department for the unincorporated areas or a municipality for an incorporated area, in order for the proposed work to proceed under the requirements of the Kane County Stormwater Ordinance.

Crossroad Culverts

Existing corrugated metal pipe crossroad culverts shall be replaced with a new culvert constructed of reinforced concrete pipe (RCP). The new culvert shall be constructed with concrete flared end sections and grates having a minimum diameter of eighteen (18) inches.

Irrigation Systems

Irrigation systems use for watering landscaping will be allowed within the County right-of-way with the approval of the County Engineer. Irrigation systems constructed in the parkway may be of the “pop-up” type. Irrigation systems placed in the medians shall be of the “drip” type system.

All cost associated with the construction, operating and maintenance of the irrigation systems within the County right-of-way shall be by the Applicant, property owner or municipality.

Improvement of Existing Adjacent Roads

In order to provide safe highways, the County Engineer will review development traffic impacts to consider if existing infrastructure is adequate to accommodate the proposed development. When recommended by a traffic study, or as determined by the County Engineer, off-site improvements such as turn lanes, highway widening, and other improvements to address the safety and welfare of the public and to maintain the level of service, shall be provided at the Applicant's expense for highways and intersections adjacent or in close proximity to the development. If improvements cannot be immediately accommodated due to constraints such as right-of-way or other limiting factors, the County Engineer may consider other options such as the Applicant depositing funds with the County Treasurer to be utilized by KDOT for future implementation of appropriate improvements to the right-of-way or intersection in close proximity to the development.

Escrow Accounts

If it is determined that future improvements to a County highway may be necessary as a result of the construction of an access driveway (i.e. a Traffic Impact Study prepared for a development staged or phased over a period of years concludes that turn lanes at an adjacent intersection or a traffic signal/signal interconnection is not currently warranted but will be warranted as subsequent stages or phases of the development are completed), the Applicant shall be responsible for all costs of the future improvement to a County highway as a result of the access driveway. Funds sufficient for the future improvements to the County right-of-way shall be deposited with the County Treasurer in escrow to pay such costs.

The deposit shall occur prior to the issuance of any access or construction permit associated with the property. The amount to be in escrow shall be equal to the current estimated cost of the improvement plus thirty percent (30%) of the cost for the administration of the future improvement.

G. Design Requirements

Design Standards and Specification

The design of access points and accompanying highway improvements shall comply with the requirements of the County Engineer. The standards and specifications set forth in these regulations are to ensure a safe and efficient highway system for the motoring public. In the absence of specific guidance within these regulations or from the County Engineer, the most current IDOT and AASHTO policies shall govern.

IDOT Publications

- Standard Specifications for Road and Bridge Construction
- Supplemental Specifications and Recurring Special Provisions and Interim Special Provisions
- MUTCD for Streets and Highways
- IDOT, BDE Manual
- Manual of Policies and Procedures
- Administrative Policies
- Guide to the Hydraulic Design of Bridges and Culverts on Local Systems
- Manual of Instruction for the Structural Design of Flexible Pavements
- Coded Pay Item Book (Bureau of Design)
- Highway Standards
- IDOT Bicycle Policy

AASHTO Publications

- A Policy on Geometric Design of Highways and Streets (AASHTO Policy On Geometric Design of Highways and Streets, most current edition)
- Guide for Selecting, Locating and Designing Traffic Barriers
- Highway Design and Operational Practices Related to Highway Safety
- AASHTO Guide for the Development of Bicycle Facilities

Kane County Publications

- Kane County Permit Regulations
- Kane County “Year 2020 Transportation Plan”.
- Kane County “Comprehensive Stormwater Ordinance”
- Other Kane County Studies / Reports Applicable to the Proposed Access
- Kane County Subdivision Policies
- Kane County minimum Design Standards

Design Speed

The design speed to be used for designing improvements on highways shall be considered to be a value 5 MPH above the posted or regulatory speed of the highway to which the improvement is being made. The design speed may be adjusted at the discretion of the County Engineer.

Intersection and Driveway Sight Distance Requirements for Highway Access

An access shall be located at the point of optimum sight distance along a property frontage. The placement of an access on a horizontal curve or just below the high point of a crest vertical curve on the highway shall be discouraged. If sight distance is questionable, a sight distance study performed in accordance with Chapter III (Criteria for Measuring Sight Distance) of the most current edition of the AASHTO “Policy On Geometric Design of Highways And Streets” shall be submitted by the Applicant for review.

The distances listed in Table 13 shall be goals to meet or exceed when positioning an access along the property frontage. Should these sight distances be physically unobtainable, then the access shall be at a location that provides the sight distance closest to that required, provided that the minimum stopping sight distance, as listed in Table 14, is met or exceeded. In such cases where other highway variables, such as grade, highway geometrics, existing and projected traffic volume, or roadside obstacles, may influence safety, it will be at the discretion of the County Engineer to determine whether adequate sight distance exists regardless if the requirements in Table 14 are met or exceeded.

TABLE 13 - Sight Distance For Access	
Design Speed (mph)	Distance Required (feet)
30	535
35	625
40	715
45	800
50	890
55	980
60	1125

Notes:

1. Driver’s eye height shall be 3.5 feet above pavement edge
2. Driver’s eye shall be 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.

TABLE 14 – Minimum Stopping Sight Distance For Access	
Design Speed (mph)	Distance Required (feet)
30	200
35	250
40	305
45	360
50	425
55	495
60	570

Notes:

1. Driver's eye height shall be 3.5 feet above pavement edge
2. Driver's eye shall be 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.

The County Engineer shall review the sight distance constraints on a site-specific basis and may require the use of deceleration lanes to benefit access/highway safety operation. If it is determined that inadequate sight distance exists for any turning/crossing movement(s), the access shall be designed to prohibit such movements by the use of channelizing islands, signs, and pavement markings as may be required by the County Engineer.

If it is determined that safe sight distance is not available at any location along the frontage of a property, access may be allowed, at the Applicant's expense, in one of the following ways:

- a. Redesign or reconstruction of the existing highway to correct sight distance deficiency.
- b. Develop access to another highway (in the case of corner properties).
- c. Develop indirect access via a frontage road.
- d. Develop indirect access via the acquisition of an access easement from an adjacent property.

Access Design Widths and Standards

Access widths and radius design standards shall be appropriate for the type and volume of traffic using the access. Most Minimum Use and Minor Accesses shall have a width between 12 feet and 24 feet. The County Engineer shall approve the required width. The width should accommodate for adequate radius returns to allow for smooth ingress and egress at the highway connection. Where an Agricultural Access is to be used by large farm equipment, a width of 30 feet should be used. When applicable, permits may be issued for common residential entrances to service adjacent properties. These entrances shall be centered on the property line and shall not exceed the 24-foot maximum width. The permit will be issued jointly to the two property owners and must be executed by both owners.

Major Accesses may have a maximum width of 36 feet when undivided or, if divided by a median, the access width shall be appropriate for the type and volume of traffic using the access. The County Engineer shall approve the required width. The number of lanes exiting from the development and turning in one direction shall not exceed the number of available traffic lanes

on the highway in that direction. For example, if the exit is onto a two lane two-way pavement, no more than one lane will be allowed to exit at the same time in each direction. This may need to be factored into the intensity of land use or the Applicant may be required to widen the highway to accommodate the turning movements.

Radius Return

The radius returns used to connect the access to the highway shall fall entirely within the right-of-way. This may require additional conveyance of right-of-way. In limited cases, the radius may be permitted to go outside the right-of-way if raised curbing extends into the private property. The radii will generally be 15 feet for a Minimum Use access and between 30 and 50 feet for all other accesses, except for two or three-centered-curves, which may have larger radii. The entrance to a development shall generally require adequate radius returns, driveway widths, and deceleration / turning lanes to ensure a high quality of service for through traffic and improved safety on the highway. Smooth and unrestricted entry for driveway traffic shall be a goal. The radius will be designed to accommodate the largest vehicle expected to use the access.

The design vehicle for County freeways shall be as designated by AASHTO WB-65. The minimum design vehicle for all other County highways shall be a SU 30 (school bus) unless otherwise approved by the County Engineer.

Angle of Intersection

The access center line should generally be at a right angle to the pavement edge and follow this angle from the highway to the right-of-way line or a distance of 50 feet from the edge of pavement, whichever is greater. No access shall be placed that will have a centerline angle measured from the highway less than 80 degrees unless approved by the County Engineer. If an approach angle less than 90 degrees must be used on an access, the access return radius and/or width should be increased facilitate ingress and egress maneuvers.

Islands

Channelizing Islands - When an exclusive left turn lane is to be used for an access, channelizing islands shall be used for delineation. Median widths of 16 to 18 feet permit reasonably adequate arrangements at left turn lane facilities. The minimum width of the channelizing island shall be 4 feet. This can be provided within a median 16 to 18 feet wide and a turning lane width of 12 feet. Curb and/or painted channelizing islands may be used subject to the access width and design speed of the highway.

Island Nose Offsets - For curbed islands a minimum 4 feet for single left turn lane and minimum 6' for dual left turn lanes in width. The curbed nose can be offset from the opposing through traffic lane 2 feet or more, with gradual taper beyond to make it less vulnerable to contact by through traffic. The shape of the nose for curbed dividers 4 feet wide should be semicircular, but for wider widths, the ends are normally shaped to a bullet nose pattern to conform better to the paths of turning vehicles.

Island Visibility - Corner islands and access medians shall be visible both during day and night. The curb line of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the island.

Regulatory Signing for Islands - Regulatory signing and/or pavement markings must be used along channelizing islands to effectively and legally prohibit particular vehicle movements.

Medians

Where a divided access for entering and exiting traffic is utilized, the median shall be between 4 and 18 feet wide and extend into the property as far as necessary to promote smooth traffic patterns. The median shall begin at the edge of the normal shoulder in an uncurbed section or 4 to 10 feet from the face of the curb in a curbed section. Landscaped medians will be considered if the municipality accepts all maintenance responsibilities.

Median Visibility - Channelizing medians shall be highly visible both day and night. The curbing of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the median. Lighting will be permitted provided the municipality agrees to provide energy and all maintenance responsibilities.

Corner Islands and Driveway Median - At high volume major access driveways, it may be desirable to control or confine particular maneuvers by the installation of corner islands and median dividers for two-way driveways.

Access Profile, Culverts and Mailbox Turnouts

All accesses constructed in rural locations shall have a grade that slopes away from the highway surface at a rate equal to the slope of the shoulder but not less than 3/16 inch nor greater than 1 inch per foot. This slope shall continue for a distance at least equal to the prevailing shoulder width of the highway. The maximum difference between the downward cross slope of the shoulder and the upward slope of the driveway towards the right-of-way should not exceed 8.0 percent. The access should follow existing grades and slope away from the pavement. However if adjacent land is higher than the pavement it is desirable that the driveway slope upward from the edge of shoulder or the ditch centerline for rural driveways on a straight slope (no vertical curve) at least 10 feet long for residential driveways and 40 feet long for commercial and industrial access. The same physical limitations should apply to highways with a curb and gutter cross section with the driveway grade beginning at the gutter line. The grades used for rural and urban access shall permit facilities that will accommodate the flow of the drainage in the vicinity of the driveway and should be designed so that future widening would not require reconstruction of the intersection. Such facilities shall be the responsibility of the Applicant.

Mailbox turnouts shall be provided at all accesses onto County and township highways. The standard detail for a mailbox turnout is included in this section.

Culverts for access locations shall be as shown in the Minimum Culvert Size table below or as directed by the County Engineer. The table below shows the minimum culvert requirements for each of the access types.

Minimum Culvert Size For Access Locations			
Access Type	Minimum Size	Up to 24"	Over 24"
Agricultural	15"	CMP	RCP
Temporary	15"	CMP	RCP
Minimum Use	15"	CMP	RCP
Minor	18"	RCP	RCP
Major	18"	RCP	RCP
Notes:			
1. All Corrugated Metal Pipes (CMP) shall be installed with metal end sections for pipe culverts.			
2. All Reinforced Concrete Pipe (RCP) shall be installed with precast reinforced concrete flared end sections and grating.			
3. All materials shall conform to IDOT Standard Specifications.			

Shoulders, Curb and Gutters, Bikepaths and Sidewalks

The highway shoulders adjacent to driveways being constructed pursuant to the permit shall be designed to the specifications of the County Engineer. Should a commercial or industrial access connect with a highway that has an urban cross section complete with curb and gutter, the driveway shall be provided with a concrete curb and gutter per County Engineer specifications for full length of curb return to at least the right-of-way line.

All sidewalk or bike paths allowed to be constructed within the County right-of-way, shall be constructed approximately one (1) foot from the right-of-way line, follow existing land contours and elevations as closely as possible and include provisions for ramps at intersection locations that meet the requirements of the ADA.

Cross-Section and Material

a. Access Cross-Section

For public safety reasons, accesses and access returns must be surfaced and well maintained to ensure that the original profile is retained, that operational speeds are not reduced by pot holes or rough surfaces, and that no damage to or deterioration of the highway pavement is caused by the condition of the access. All accesses shall at a minimum be surfaced from the

highway edge to the right-of-way line. Additional pavement surfacing, internal to the development, shall generally be required for accesses serving developments larger than a single family home. Unsuitable material must be removed and replaced with the proper base material. The type of material and thickness shall be determined by the County Engineer and will depend primarily on the intended use of the driveway, as well as the proposed volume and types of vehicles using the access.

Minimum Use Accesses will be required, at a minimum, to be surfaced with a specified thickness of gravel or crushed stone. In urban areas, a bituminous or concrete surface shall be required for all residential and Minimum Use Accesses. All Minor and Major Accesses shall be required to have a bituminous or portland cement concrete surface on an approved base material.

b. Widening of Highways

When existing highways are to be widened to accommodate a proposed access, the design of the access and highway pavements shall be in accordance with IDOT Policies for Flexible or Concrete Pavement Designs or to the KDOT Minimum Design Standards. The final design will need to be reviewed and approved by the County Engineer. For safety reasons, all highway widening and improvements required for an access shall yield through lane widths of 12 feet. At improvements to intersections with existing lane widths less than 12 feet, widening to 12-foot lanes shall be required. An adjustment to the limits of construction on the highway may be needed to accommodate pavement width transition lengths. In addition, the following requirements shall be met:

- i. The existing edge of pavement to be widened shall be saw-cut one (1) foot to full depth to obtain a clean vertical face.
- ii. The depth of the widening shall be based on the highway classification and ADT of the highway being widened. A Geotechnical Report containing pavement core information of the existing pavement structure is required on all widening projects.
- iii. If during the design phase, the pavement investigation indicates that the existing pavement structure is less than eight (8) inches in total thickness, the Applicant shall notify and work with KDOT to determine whether or not the existing pavement structure will be adequate for the improvement being done or if corrective measures will be required to meet the minimum existing pavement structure thickness.
- iv. If a pavement investigation was not completed during the design phase and during construction it is determined that the existing pavement structure is less than eight (8) inches in total thickness, the work shall be suspended and KDOT shall be notified of this condition. The Kane County Department of Transportation may require pavement cores or opening of the highway pavement to determine the average thickness of the existing pavement structure. No work will proceed until the County

Engineer has made a determination on the adequacy of the existing pavement structure and if corrective action will be required to the existing pavement structure.

- v. When the widening will alter through traffic travel paths (i.e. turning lane improvements), the existing pavement surface shall be removed and the highway resurfaced with a minimum of 2 inches of Bituminous Concrete Surface Course, of Superpave Design, to obliterate existing wheel paths and pavement markings.
- vi. All access improvements involving the widening of a Freeway or Arterial shall require paved shoulders. Access improvements involving widening of a Collector or Local roadway shall require paved shoulders unless otherwise directed by the County Engineer.
- vii. Strip Reflective Crack Control Treatment shall be installed over the longitudinal joint of the widened pavement.
- viii. The shoulder area between driveways will be required to be widened and surfaced as required by the County Engineer.

Traffic Control

Access traffic control devices such as signs, pavement markings, raised pavement markers, and traffic signals shall be used in accordance with the MUTCD, IDOT and KDOT Policies. Stop signs shall be required for any Minor or Major Access connecting to a County or township highway. Additional guidelines on the use of traffic control devices for accesses are presented herein.

Signing - Signage for driveway operation is most beneficial when the intent of the signage is reinforced by the design and layout of the access (es) and parking areas. Access signage shall not encourage motorists to make difficult or hazardous maneuvers in to or out of the access.

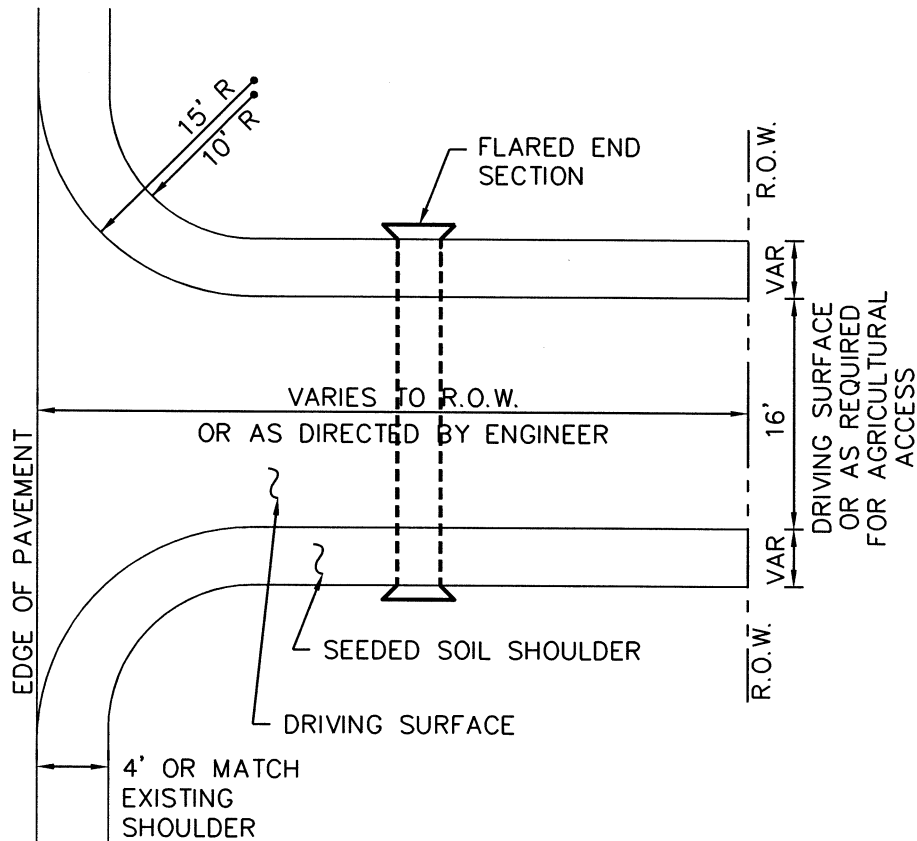
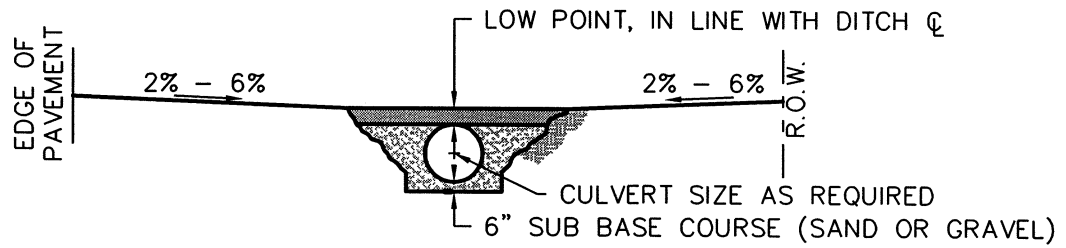
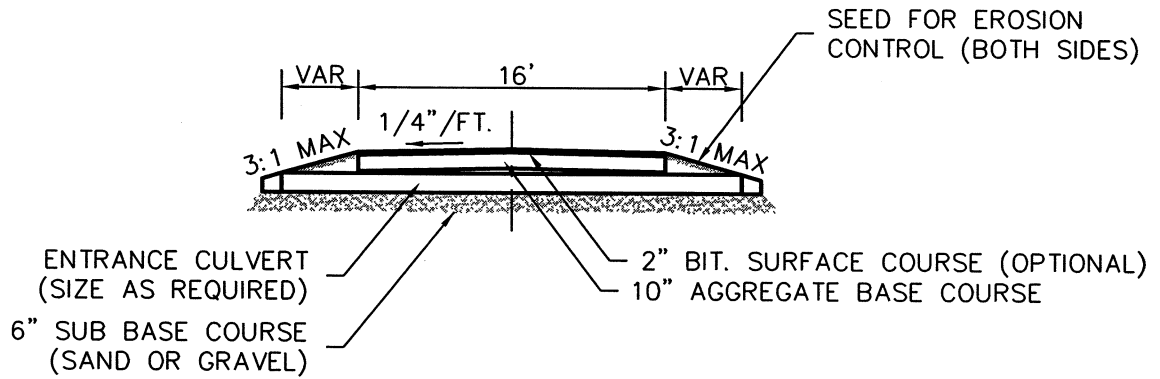
Pavement Markings - A 24 inch wide white stop bar shall be used in conjunction with stop signs at commercial, industrial, and public road accesses. For one-way exit driveways, a 24 inch wide white stop bar placed across the full width of the access shall be used to discourage illegal entries. However, due to the limited visibility of pavement markings when observed from the highway, it is recommended that signs should be used in conjunction with pavement markings to convey information to entry traffic at accesses.

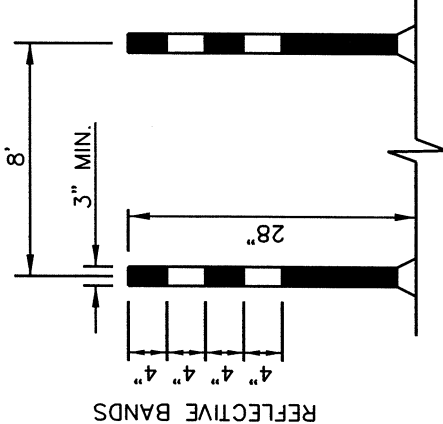
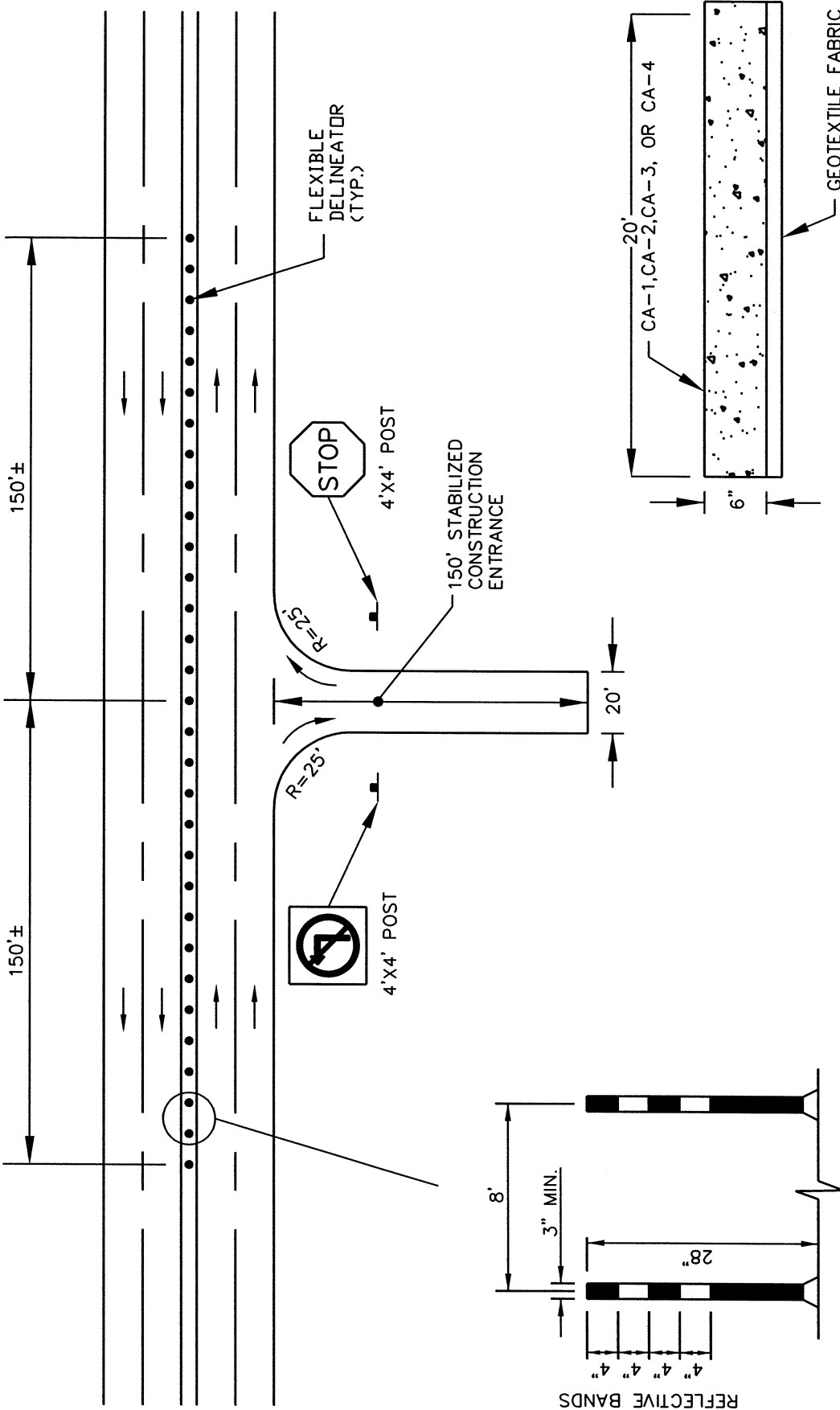
On-Site Design Elements

- a. Parking - On-site parking shall be designed so parked cars on a property do not obstruct the sight distance at a driveway or conceal a driveway to street traffic. Parking within the highway right-of-way or on the highway shoulder is prohibited.

- b. Traffic Circulation - Internal traffic patterns for a development should take into account the overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. The traffic circulation pattern must be consistent with the type of access operation and should not require on-site traffic to cross or conflict with access traffic or to use the highway via an access as part of the pattern.
- c. Service Fixtures - Services Fixtures such as gasoline pumps, mailboxes, and drive-up windows, shall be placed as far from accesses as practical so that traffic using the service fixtures does not interfere with normal access operation. Adequate and well-defined stacking areas should be provided for service fixtures where the queuing of traffic may occur. These stacking areas should be positioned on the development so waiting vehicles do not block or impede the movement of access traffic.
- d. Service Stations - One of the more common and conspicuous service fixture is the gasoline pump and its foundation island. The minimum distance between the highway right-of-way line and the edge of the gasoline pump island shall be 20 feet.
- e. Drive-up Windows - Favorable operation at drive-up windows is heavily dependent on the provision of adequate and well-defined stacking areas for the drive-up window traffic. All waiting traffic must be stored on private property clear of access and circulation driveways. Applicants for access permits to County highways or freeways for developments which contain drive-in service will be required to furnish the following data, in addition to other information deemed necessary by KDOT.
 - Traffic flow pattern for the facility and, if included, of the service station operation.
 - The total number of off-street stacking spaces for the operation.
 - Information regarding the type of equipment, including the expected hourly output.
 - The number of service operations and amount of time to complete a single transaction as well as anticipated peak hour volume.
 - The hours and days of operation.

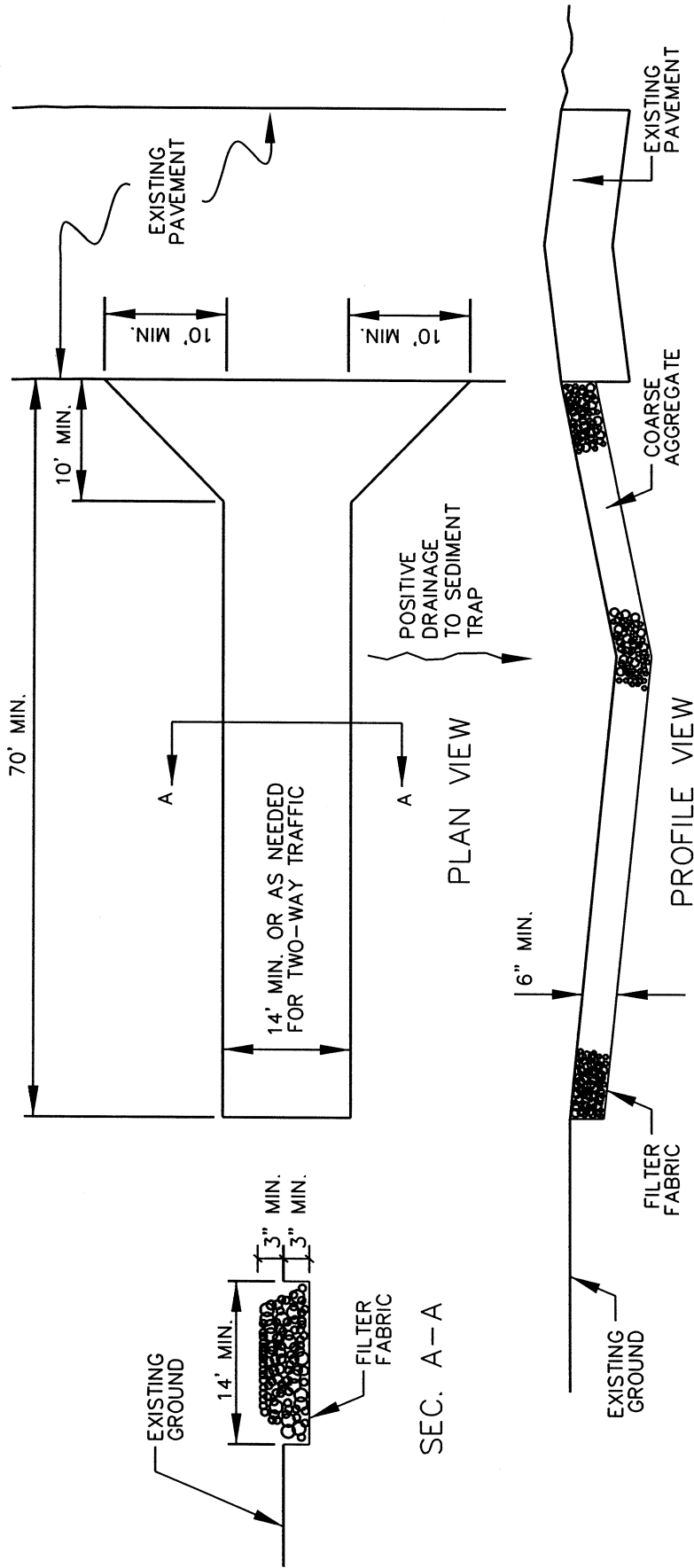
TYPICAL MINIMUM USE ACCESS OR AGRICULTURAL ACCESS DETAIL





**KANE COUNTY
DIVISION OF TRANSPORTATION
TEMPORARY ACCESS FOR
COUNTY DESIGNATED FREEWAYS**

NOT TO SCALE

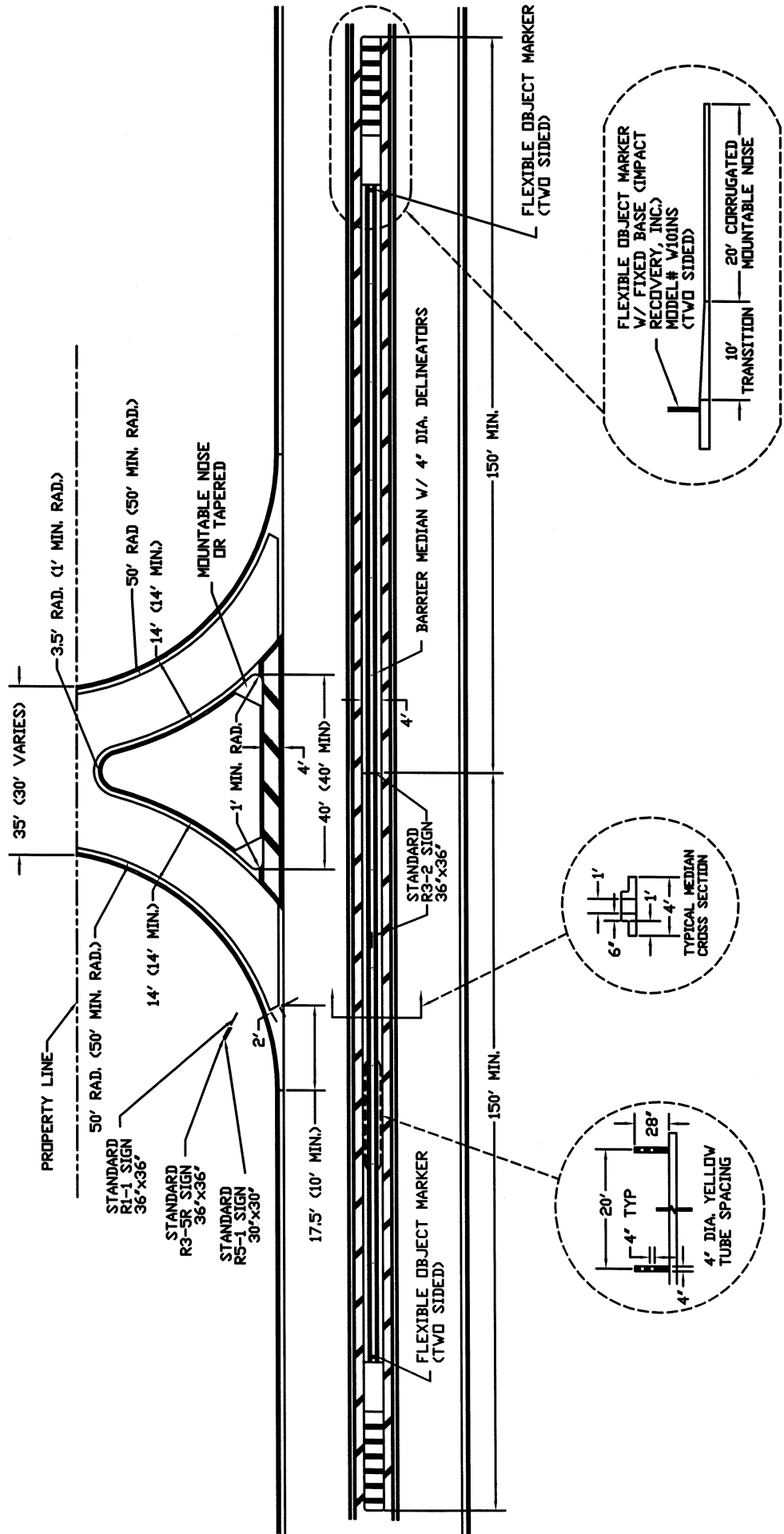


NOTES:

1. FILTER FABRIC SHALL MEET THE REQUIREMENTS OF MATERIAL SPECIFICATION 592 GEOTEXTILE, TABLE 1 OR 2, CLASS I, II, OR IV AND SHALL BE PLACED OVER THE CLEARED AREA PRIOR TO THE PLACING OF ROCK.
2. ROCK OR RECLAIMED CONCRETE SHALL MEET ONE OF THE FOLLOWING IDOT COARSE AGGREGATE GRADATIONS, CA-1, CA-2, CA-3 OR CA-4 AND BE PLACED ACCORDING TO CONSTRUCTION SPECIFICATION 25 ROCKFILL USING PLACEMENT METHOD 1 AND CLASS III COMPACTION.
3. ANY DRAINAGE FACILITIES REQUIRED BECAUSE OF WASHING SHALL BE CONSTRUCTED ACCORDING TO MANUFACTURERS SPECIFICATIONS.
4. IF WASH RACKS ARE USED THEY SHALL BE INSTALLED ACCORDING TO THE MANUFACTURERS SPECIFICATIONS.
5. SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE, IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
6. MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
7. WASHING - WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS-OF-WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
8. PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

**KANE COUNTY
DIVISION OF TRANSPORTATION
STABILIZED CONSTRUCTION ENTRANCE**

NOT TO SCALE



RIGHT-IN/RIGHT-OUT ACCESS
ENTRANCE WITH SIGNAGE

II. PERMIT APPLICATION FEES

Agricultural Access Permit – The Kane County Division of Transportation will charge an application fee for this work. Standard application fee is \$50.

Temporary Access Permit – The Kane County Division of Transportation will charge an application fee for this work. Standard application fee is \$450.

Minimum Use Access Permit – The Kane County Division of Transportation will charge an application fee for this work. Standard application fee is \$300.

Minor Access Permit – The Kane County Division of Transportation will charge an application fee for this work. Standard application fee is \$2,500.00.

Major Access Permit – The Kane County Division of Transportation will charge an application fee for this work. Standard application fee is \$4,500.

Permit Renewal or Extension – The Kane County Division of Transportation 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 – Temporary and Major Access permits may require additional pass-through consultant-review costs. Permits fees may include a base fee plus other costs and must be discussed with the Permit Section Staff to determine the total fee.

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.

III. ACCESS PERMIT PROCESS

The following steps outline the process required to acquire an Access Permit from the County.

A. Agricultural Access

1. The recommended first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Agricultural Access Permit Application (included herein) and fees.
3. The Permit Section Staff reviews the application for completeness.
4. The application will be logged into a master tracking system to show all stages of the project from the application to the issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
5. The Applicant will submit the required items discussed at the pre-application meeting to the Permit Section Staff.
6. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments or to the consultant(s) for review.
7. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in this manual. The reviewer will also utilize his/her knowledge and expertise to ensure a thorough review.
8. 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.
9. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from County staff.
10. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.

11. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a Division of Transportation Agricultural Access Permit.
12. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance to the County prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided to the Permit Section Staff.
13. The Permit Section will perform the site-observation tasks during construction.

B. Temporary Access

1. The recommended first step is a pre-application meeting with the Permit Section Staff to discuss the permit application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Temporary Access Permit Application (included herein) and fees.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by 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 of the project from the application to issuance of the Certificate of Compliance and Final Completion for the development. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will 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 will schedule an application meeting for the project and include the following:

a. Attendance

The following will be invited to attend the application meeting, as appropriate:

- County Permit Section
- County Engineering Section
- County Planning Section
- Public Works or Engineering Departments of any municipalities involved
- County Consultants
- Applicant/Developer
- Applicant's/Developer's Engineer

b. The Temporary Access Permit Application packet will be distributed and discussed.

c. Discussion to include the Required Information Checklist for the Temporary Access Permit included in this packet. County staff will 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, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.

d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.

e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.

9. The Applicant will 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.

10. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments or to the consultant(s) for review.

11. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.

12. 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.
13. The Applicant will furnish a revised submittal to the Permit Section Staff, which includes a written disposition of all comments from Permit Section Staff and the consultant(s) and is signed by the Applicant and Engineer.
14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a Temporary Access Permit included herein.
16. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
17. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.
18. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped "Approved by KDOT for Construction" to ensure that the approved plans are used to construct the project.

C. Minimum Use Access

1. The recommended first step is a pre-application meeting with the Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Minimum Use Access Permit Application (included herein), fees and the following:

- Plat of survey with legal description and PIN number.
 - Copy of mortgage or deed.
 - Copy of site improvement plans which includes the following:
 - Proposed access location
 - Proposed building or facility location
 - Existing culvert location and size within right-of-way
 - Well location
 - Septic field location
 - At time of submittal, it is required that the desired access location be staked.
3. The Permit Section Staff reviews the application for completeness and forwards it to other appropriate KDOT departments for review.
 - 4. The application will be logged into a master tracking system to show all stages of the project from the application to issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
 5. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in this manual. The reviewer will also utilize his/her knowledge and expertise to ensure a thorough review.
 6. 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. The County may include a request for dedication of right-of-way to the County.
 7. The Applicant will furnish to the Permit Section Staff a revised submittal, which includes a written disposition of all comments from Permit Section Staff.
 8. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
 9. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Minimum Use Access Permit.
 10. The Applicant, the contractor, and any subcontractors will provide a Certificate of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided to the Permit Section Staff.

11. The cover sheet on the plans will be stamped “Approved by KDOT for Construction”. The Kane County Division of Transportation will perform the site-observation tasks during construction.

D. Minor Access

1. The first step is a pre-application meeting with Permit Section Staff to discuss the permit-application fees and the permit process. This is required of Minor Access Permit Applicants, and Applicants for all access-permit types are also encouraged to do this.
2. The review process begins with the Applicant submitting the appropriate Access Permit application (included herein) and fees. This is illustrated on the flowchart included at the end of this section.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a consultant is needed, 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 the 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 of the project, from the application to issuance of the Certificate of Compliance and Final Completion for the development. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will review other County and permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with other projects is required.
8. The Permit Section Staff will schedule an application meeting for the project and include the following:

- a. Attendance

The following will be invited to attend the application meeting, as appropriate:

- County Permit Section
- County Engineering Section
- County Planning Section

- Public Works or Engineering Departments of any municipalities involved
 - County Consultants
 - Applicant/Developer
 - Applicant's/Developer's Engineer
- b. The Minor Access Permit Application packet will be distributed and discussed.
 - c. Discussion to include the Required Information Checklist for the Minor Access Permit included in this packet. County staff will 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, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.
 - d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.
 - e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.
9. The Applicant will 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.
 10. The Permit Section Staff will review the submittal for completeness and forward it either to other appropriate KDOT departments or to the consultant(s) for review.
 11. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff identifying the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
 12. 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.
 13. The Applicant will furnish a revised submittal to the Permit Section Staff that includes a written disposition of all comments from County staff and the consultant(s) and is signed by the Applicant and Engineer.

14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Division of Transportation Minor Access Permit included herein.
16. Once the permit has been issued, a pre-construction meeting will be held prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
17. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.
18. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped "Approved by KDOT for Construction" to ensure that the approved plans are used to construct the project.

E. Major Access

1. The first step is a pre-application meeting with Permit Section Staff to discuss the permit-application fees and the permit process. This is required of Major Access Permit Applicants, and Applicants for all access-permit types are also encouraged to do this.
2. The review process begins with the Applicant submitting the appropriate Access Permit application (included herein) and fees. This is illustrated on the flowchart included at the end of this section.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a consultant is needed, 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 the 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 of the project, from the application to issuance of the Certificate of Compliance and Final Completion for the development. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will review other County and permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with other projects is required.
8. The Permit Section Staff will schedule an application meeting for the project and include the following:

- a. Attendance

The following will be invited to attend the application meeting, as appropriate:

- County Permit Section
- County Engineering Section
- County Planning Section
- Public Works or Engineering Departments of any municipalities involved
- County Consultants
- Applicant/Developer
- Applicant's/Developer's Engineer

- b. The Major Access Permit Application packet will be distributed and discussed.
- c. Discussion to include the Required Information Checklist for the Major Access Permit included in this packet. County staff will 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, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.
- d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.
- e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.

9. The Applicant will 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.
10. The Permit Section Staff will review the submittal for completeness and forward it either to other appropriate KDOT departments or to the consultant(s) for review.
11. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff identifying the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
12. 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.
13. The Applicant will furnish a revised submittal to the Permit Section Staff that includes a written disposition of all comments from County staff and the consultant(s) and is signed by the Applicant and Engineer.
14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Division of Transportation Major Access Permit included herein.
16. Once the permit has been issued, a pre-construction meeting will be held prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
17. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.

18. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped “Approved by KDOT for Construction” to ensure that the approved plans are used to construct the project.

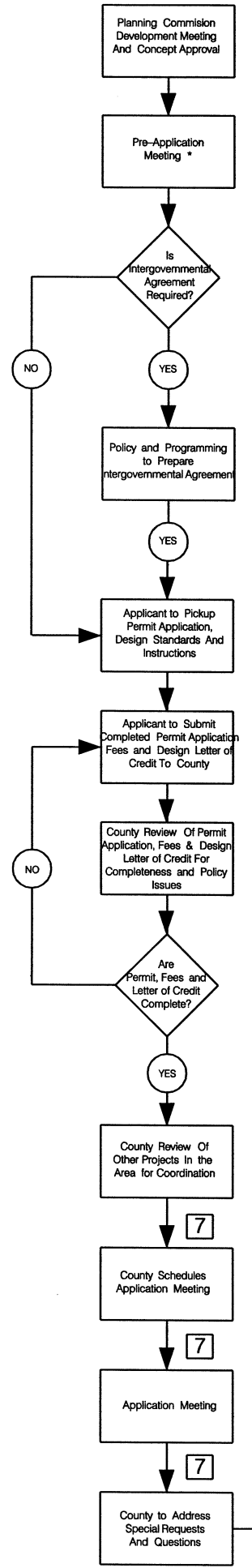
ACCESS PERMIT APPLICATION SEQUENCE OF EVENTS FLOW CHART

DATE: 11/2/03

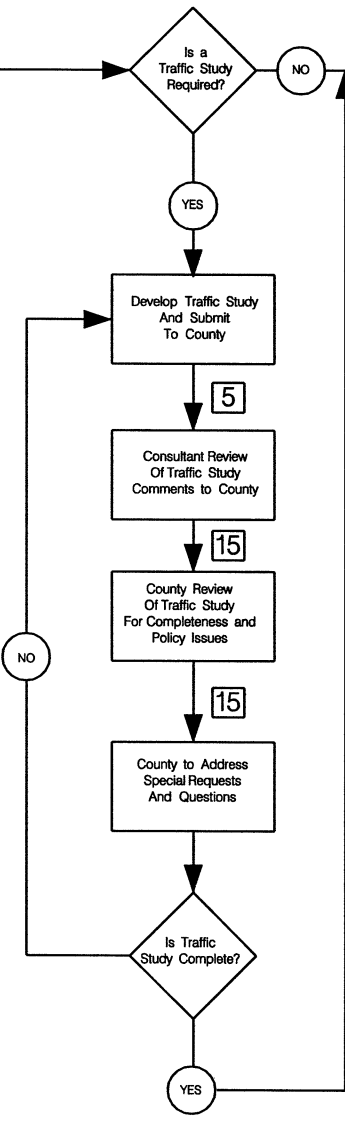
PLANNING PROCESS

2-59

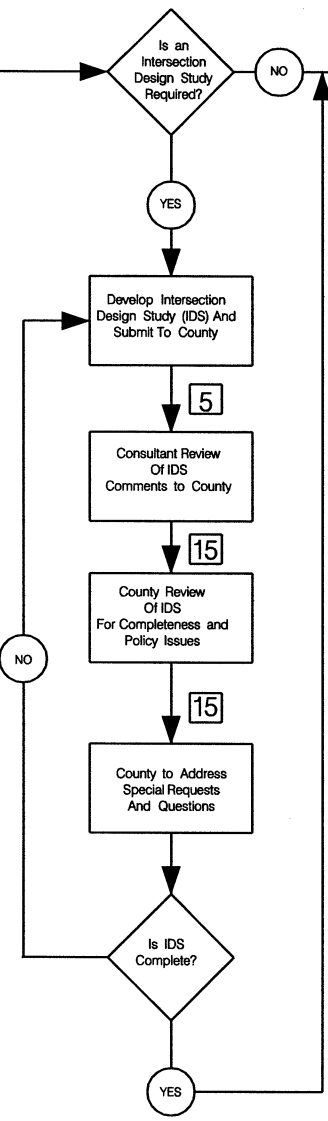
APPLICATION PROCESS



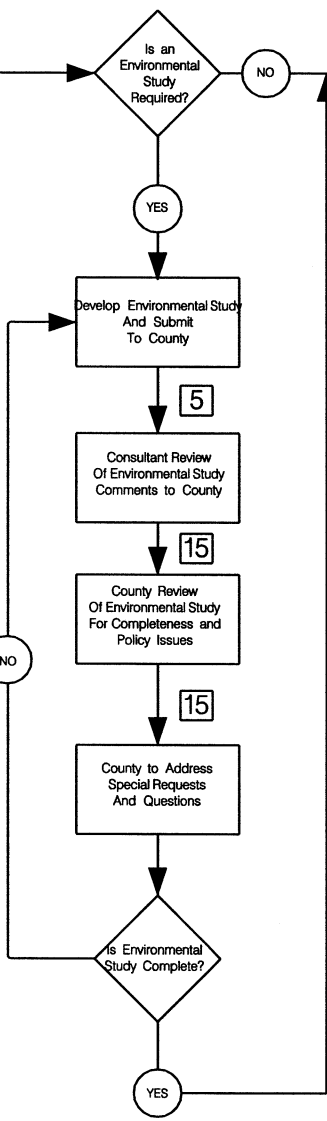
TRAFFIC STUDY



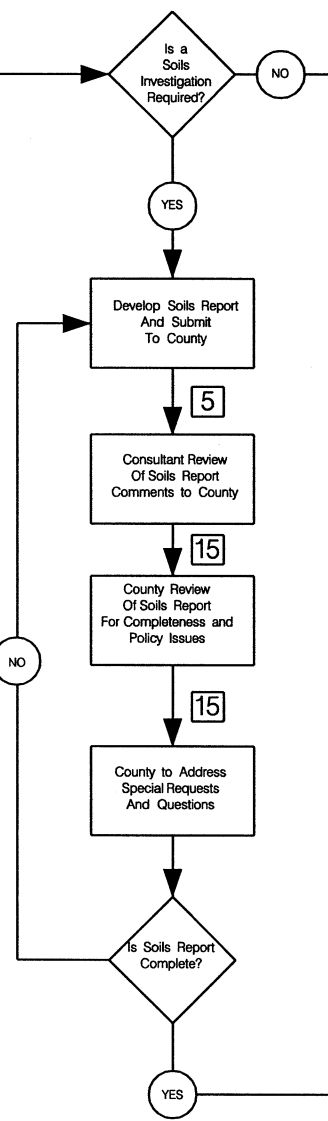
INTERSECTION DESIGN STUDY



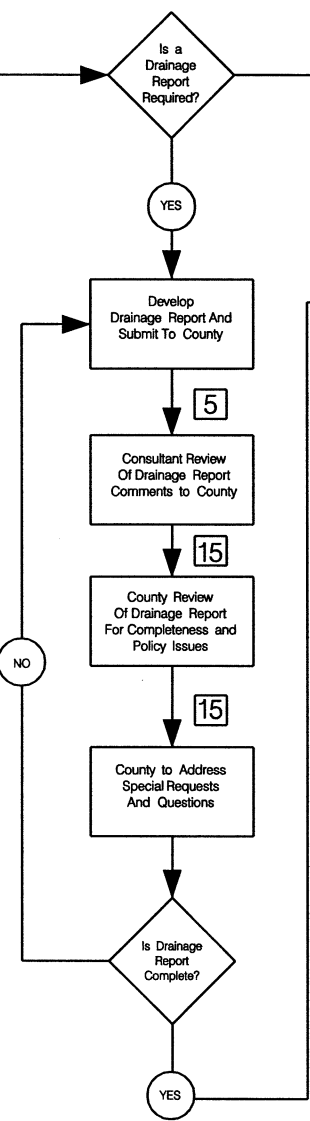
ENVIRONMENTAL



SOILS INVESTIGATION

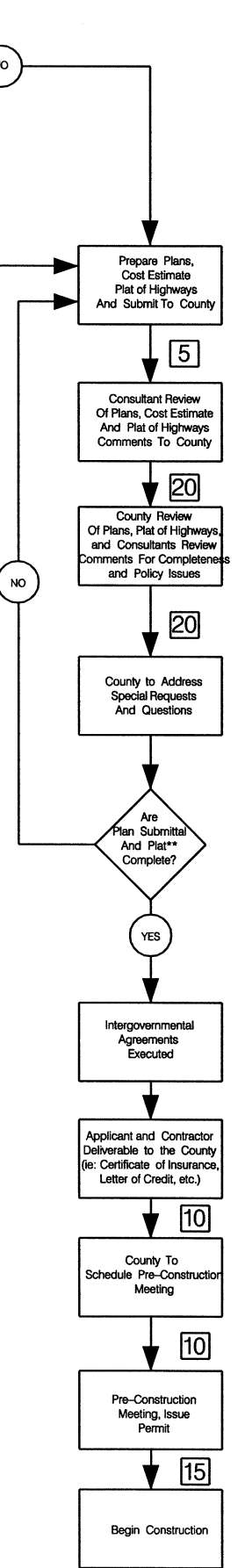


DRAINAGE STUDY



PLANS

PRECONSTRUCTION AND PERMIT



KANE COUNTY ACCESS PERMIT APPLICATION

15 NUMBER OF WORKING DAYS

* NOTE: REQUIRED FOR MAJOR ACCESS PERMITS, ENCOURAGED FOR OTHER ACCESS PERMITS.

** NOTE: COMPLETION OF THE PLAT OF HIGHWAYS SHOULD INCLUDE CONFIRMATION THAT THE PLAT HAS BEEN RECORDED.

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IV. ACCESS PERMIT APPLICATION

County Route: _____

Location or Nearest
Cross Street _____

Project Name: _____

Type of Permit
Requested: _____

Date: _____

A. APPLICANT INFORMATION. All applicable information shall be completed.

a. Applicant

Contact Person and Firm Name

Address

Telephone Fax E-mail address

b. Attorney

Contact Person and Firm Name

Address

Telephone Fax E-mail address

c. Engineer

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

d. Surveyor

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

e. Land Planner

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

f. Soil Scientist

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

g. Landscape Architect

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

h. Other (specify)

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

i. i. Other (specify)

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

B. FEES

Application fees shall be based on the type of access permit being applied for in the amount specified in the section for Permit Application Fees (pg.2-40) and are included with this application.

- Permit Type (Check One):
- Agricultural Access
 - Temporary Access
 - Minimum Use Access
 - Minor Access
 - Major Access

C. LETTERS OF CREDIT

- a. Design Review Letter of Credit for _____
Consultant Name
- (1) Issuing institution _____
 - (2) Telephone number _____
 - (3) Letter of Credit Number _____
 - (4) Amount _____
 - (5) Expiration Date _____

b. Construction Observation and Compliance Letter of Credit

Note: This shall be provided once the permit and the estimate of cost have been approved. It shall be in the amount of the approved Estimate of Cost x 125%.

D. CERTIFICATE OF INSURANCE

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

E. SCHEDULE

Construction is anticipated to begin within _____ months of the date of issuance of the permit.

F. SIGNATURES

Applicant (Signature)

Date

Applicant (Print Name)

V. REQUIRED INFORMATION CHECKLIST

1. Access information

- a. Is access requested to any of the following Limited Access County Freeways?
 - (1) Kirk Road from IL Rte. 56 (Butterfield Rd.) to Dunham Road _____
 - (2) Randall Road from East-west toll Road (I-88) to North County Line Road _____
 - (3) Fabyan Parkway from Randall Road to DuPage County line _____
 - (4) Orchard Road from U.S. Rte. 30 to Randall Road _____
 - (5) Dunham Road from Kirk to IL Rte. 25 _____

- b. Is there an intergovernmental agreement for this location? _____
- c. Permit applied for:
 - (1) Urban location _____ ; Rural location (new) _____
 - (2) Major driveway _____ ;
New street (name: _____) _____
 - (3) Residential _____ ; Commercial _____ ; Industrial _____
- d. Subdivision
 - (1) Unincorporated _____
 - (2) Incorporated _____ ; Municipality _____
 - (3) Commercial/industrial development _____
- e. Number of access points applied for: _____
- f. Location of access points

- g. Access points approved or per Intergovernmental Agreement _____

2. Subdivision/development plan

- a. Internal circulation acceptable _____
- b. Adequate parking facilities _____
- c. Existing building, signs, landscaping and/or architectural treatments, or service fixtures at proposed driveway/highway are acceptable (no interference with sight distance) _____
- d. Proposed building, signs, landscaping and/or architectural treatments, or service fixtures at proposed driveway/highway are acceptable (no interference with sight distance) _____

- e. Minimum distances to gasoline pumps met (minimum 20 feet from right-of-way to pump island) _____
- f. Pedestrian access acceptable (if required, sidewalks, crosswalks, pedestrian traffic control included) _____
- g. Location/setback from County right-of-way for berms or detention basins meets requirements _____

3. Traffic study

- a. Traffic study required _____
- b. Traffic data provided _____
- c. Existing 24-hour, peak-hour counts provided _____
- d. Source of forecasted driveway traffic data verified & checked _____
 - _____ County
 - _____ CATS
 - _____ Applicant/Consultant
- e. Traffic signal warrants analysis received _____
- f. MUTCD, latest edition, used for traffic signal warrant calculations _____
 - (1) Warrants not applicable due to CLAF or SRA routes, checked _____
 - (2) Warrants conducted for Rural or Urban settings, checked _____
 - (3) Signals shall meet warrants, checked _____
- g. Queuing Analysis (for drive-up services) required _____
 - (1) Analysis conducted using appropriate queuing software _____
 - (2) Queuing analysis output checked _____
 - (3) Trip generation rates for land use from ITE Trip Generation Manual checked _____
- h. If traffic signals warranted, signal interconnection needs to be checked _____
 - (1) Distance to nearest signalized intersection is _____ feet _____
 - (2) Distance to nearest railroad crossing with active warning devices _____
- i. Recommended interconnection for 5,280 feet (1 mi.) maximum distance to nearest signalized intersection _____
- j. Intersection Design Study required (prepared in accordance with BDE Chapter 14) _____

4. Highway Lighting

- a. Unsignalized Intersections – provide beacon lighting _____
- b. Signalized intersections on County highways (non-SRA) – provide intersection lighting with combination mast arm-assemblies and poles _____

- c. Signalized Intersections on County Limited Access Freeways – provide intersection and approach lighting _____
- d. Continuous lighting will be provided if the approach lighting ends within 500 feet of another lighting system _____

5. Sight Distance Profile and Study

- a. Sight distance profile and study required _____
- b. Sight distance study completed in accordance with AASHTO Policies _____

6. Preliminary Highway Geometric Design

When access permit improvements will be extensive, such as the widening or alteration of the County highway, Preliminary Highway Geometric Design plans shall be submitted for review. These shall be plan and profile sheets showing any widening or vertical adjustments to determine appropriate tapers, storage lengths, super-elevations, and horizontal and vertical curvatures.

- a. Preliminary highway geometric design required _____
- b. Preliminary highway geometric design completed in accordance with IDOT BDE Manuals _____

7. Drainage study

- a. Drainage study required _____
- b. Drainage study completed in accordance with IDOT Drainage Design Manual _____
- c. Drainage study completed in accordance with Kane County Regulations for County Limited Access Freeways/Kane County Storm Water Ordinance and the Kane County Stormwater Technical Manual _____

Items to be included in drainage study

- a. Study sealed by registered Illinois Professional Engineer _____
- b. Determination as to whether special management (either floodplain or wetland) areas are impacted by the work _____
- c. Subsurface drainage report _____
- d. Narrative description of the development, existing and proposed conditions, including off-site areas, and project planning principles considered, including BMP's utilized. _____

- e. Schedule for the implementation of the stormwater plan _____
- f. The plan set/drainage report submittal shall include: _____
 - (1) A vicinity topographic map _____
 - (a) Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic condition _____
 - (b) A 2' contour interval is preferred _____
 - (c) Watershed boundaries for areas upstream of the project, as well as the project itself _____
 - (d) Soil types, vegetation, and land cover affecting runoff upstream of the site for any area draining through the site _____
 - (e) Location of the project with the major watersheds _____
 - (2) A site topographical map consisting of: _____
 - (a) Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed contours on-site and within 100 feet of the project _____
 - (c) Existing and proposed drainage patterns and watershed boundaries _____
 - (d) Delineation of pre-development regulatory floodplain/floodway limits _____
 - (e) Location of cross-sections and any other modeled features _____
 - (f) Location of drain tiles _____
 - (g) Location of all wetlands, lakes, ponds, etc., with normal water elevations noted. _____
 - (h) Location of all buildings on the site _____
 - (i) Nearest base flood elevation _____
 - (j) FEMA and Kane County Survey Control Network benchmark _____
 - (3) A general plan view drawing (may be more than one drawing for clarity) consisting of: _____
 - (a) Map scale at 1 inch – 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed major and minor stormwater systems _____
 - (c) Detention locations including dimensions to illustrate compliance with setback requirements _____
 - (d) Design details for stormwater facilities including: _____

- (i) Existing and proposed drainage facilities (ditches, storm sewers, detention areas, culverts, etc.) showing inverts, types and sizes _____
 - (ii) Design flows, velocities and volumes for all facilities _____
- (e) Scheduled maintenance program for permanent stormwater facilities including BMP measures _____
- (f) Planned maintenance tasks and schedule _____
- (g) Identification of persons responsible for maintenance _____
- (h) Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity _____
- (4) A sediment/erosion control plan consisting of:
 - (a) Sediment/erosion control installation measures _____
 - (b) Existing and proposed highways, structures, parking lots, driveways, sidewalks, and other impervious surfaces _____
 - (c) Limits of clearing and grading _____
 - (d) Wetland location(s) _____
 - (e) Proposed buffer location _____
 - (f) Existing soil types, vegetation and land cover conditions _____
 - (g) List of maintenance tasks and schedule for sediment/erosion control measures _____
- (5) Computations to support drainage design including:
 - (a) Calculations indexed and pages numbered _____
 - (b) Conveyance system (storm sewer, ditches, and culverts not within a regulatory floodplain) design criteria and calculations with the following given, at a minimum:
 - (i) Sizes and/or cross-sections _____
 - (ii) Hydraulic grade line/water surface elevations for or 10, 50 and 100-year event _____
 - (iii) Capacity _____
 - (iv) Velocity _____
 - (v) 10, 50 and 100-year flows _____
 - (c) Project runoff and storage calculations shall include:
 - (i) Calculation of hydraulically connected impervious area and corresponding retention volume _____
 - (ii) Documentation of the procedures/assumptions, including choice of model, used to calculate hydrologic (using Bulletin 70) and hydraulic conditions for determining the allowable release rate such as: _____

- 1) Runoff rates for the 2, 10, 50 and 100-year storms for each subwatershed on the project and upstream _____
- 2) Critical duration analysis for 10, 50 and 100-year peak flows _____
- 3) 100-year, 24-hour peak flows _____
- (iii) Documentation of the procedures/assumptions used to calculate on-site depressional storage _____
- (iv) Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining storage volume _____
- (v) Elevation-area-storage data _____
- (vi) Elevation-discharge data _____
- (vii) Locations of all proposed detention _____
- (d) If any of the work is located within the floodplain, a floodplain submittal is required. It may consist of the following as well as additional information as required by the County Engineer:
 - (i) A regulatory floodplain boundary determination showing the appropriate FEMA map panel(s) for the project _____
 - (ii) Source of flood profile information _____
 - (iii) All hydrologic and hydraulic study information for all site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions. _____
 - (iv) Floodway hydrologic and hydraulic analyses for both existing and proposed conditions (land use and stream system) _____
 - (v) Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions _____
 - (vi) Calculations used for the development of any hydrologic or hydraulic modeling _____
 - (vii) Floodplain fill and compensatory storage calculations for below and above the 10-year flood elevation _____
 - (viii) Tabular summary for below and about the 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in the proposed design _____
 - (ix) Specific details on flood easements, if required by the Kane County Stormwater Ordinance _____

- (e) If any of the work impacts wetlands, as defined by the Kane County Stormwater Ordinance, a wetland submittal is required. It may consist of the following as well as additional information as required by the County Engineer:
 - (i) Wetland delineation report (COE format) _____
 - (ii) Calculation of required buffer (including width, size, and vegetation quality) _____
 - (iii) Wetland Delineation Plan View Drawing _____
 consisting of:
 - 1) Location of existing and proposed impacted or undisturbed wetlands _____
 - 2) Location of buffers _____
 - 3) Planting plan for buffer area _____
 - 4) Identify all required wetland management activities _____
 - 5) Proof of submittal to ACOE or letter of non-jurisdiction _____

8. Environmental study review

- a. Environmental study required _____
- b. Which of the following environmental issues occurs within 300 feet of County right-of-way:
 - (1) Wetlands _____
 - (2) Stream crossing _____
 - (3) Hazardous materials _____
 - (4) Archaeological/historical _____
 - (5) Parks, land, and water conservation lands _____
 - (6) Other (septic fields, water wells, etc.) _____
- c. Was an environmental/archaeological report submitted for:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation lands _____
 - (5) Other _____
- d. The following environmental/archaeological reports were reviewed:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation historical properties _____
 - (5) Other _____

- e. Were appropriate permits received and checked for:
 - (1) Wetlands _____
 - (2) Stream crossings (Section 404) _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical (Section 106) _____
 - (6) Other _____
- f. Do the environmental/archaeological issues noted in the reports affect the improvement with County right-of-way and were they addressed in the engineering plans and special provisions:
 - (1) Wetlands _____
 - (2) Stream crossings _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical _____
 - (6) Parks, land, and water conservation _____
 - (7) Other _____
- g. Coordination with affected regulatory agencies received
 - (1) USEPA _____
 - (2) USCOE _____
 - (3) USF & WS _____
 - (4) IDNR _____
 - (5) IDOA _____

9. Soils survey/geotechnical report review

- a. Soil survey/geotechnical report required _____
- b. A geotechnical investigation report required for:
 - (1) County highway to be widened _____
 - (2) Bridge, retaining wall, or box culvert _____
 - (3) Other _____
- c. Report sealed by a registered Illinois Professional Engineer _____
- d. Were unsuitable materials found _____
- e. Are pavement underdrains required _____
- f. Soil boring logs shall be included in report for new or reconstructed pavements or pavement widening where the widening is 6' or more _____
- g. Were the issues noted in the report addressed in the engineering plans and special provisions _____
- h. Pavement Core data shall be included in report for all pavement-widening projects, regardless of widening width unless waived by the County Engineer. _____

10. Plat of survey, conveyance, or easement

a. Reproducible copy of the plat of conveyance or easement at 1"=100'. scale drawn preferably on 24" x 36" mylar (regulations calls for tracing cloth; state law requires minimum 8½" x 14" up to 30" x 36" maximum size) with the following information.

- (1) Accurate legal description _____
- (2) If more than one map sheet, then map key shown on first sheet, if necessary, to avoid confusion _____
- (3) North arrow and scale (preferably a graphic scale) _____
- (4) Length and direction of all exterior boundary lines are referenced to boundary controlling system in the area; i.e., true north, magnetic north, grid north, assumed north; or basis of bearings if relative to another plat or deed of record _____
- (5) Positions of all monuments and markers, lot corners, beginnings and ends of curves, and all angle points. Material and size of all monuments shall be noted. Two permanent monuments per state law. _____
- (6) "Hereby conveyed to Kane County" shown for all road right-of-way _____
- (7) County right-of-way width per re-zoning agreement or as required by the Division of Transportation _____
- (8) Dimensions to one-hundredth of a foot and degrees, minutes, and seconds (as necessary) _____
- (9) Easement dimensions, provisions, and conditions. No easements shown within County or Township right-of-way. Description on plat must match title of language. Use County standard language where appropriate. _____
- (10) Rectangular coordinates (if required) _____
- (11) Curve data for all curves and segments thereof consisting of at least the radius and arch length _____
- (12) Road names acceptable to the County _____
- (13) Adjacent road right-of-way lines in proper location _____
- (14) Adjacent recorded subdivisions and subdivision names shown in their proper location (to scale) _____
- (15) Certificates signed by all except the Plat Officer, County Engineer, Health Officer, and Recorder of Deeds _____
- (16) Original ink signature, date, seal, and certification of an Illinois Professional Land Surveyor under whose direct supervision the plat was prepared _____

- (17) Surveyor to certify the proximity of the development to special flood hazard areas as defined on the maps listed in the Kane County Code, Chapter 9, Article III, Special Flood Hazard Areas _____
- (18) Survey to certify that site is or is not within 1.5 miles of the corporate limits of a municipality or such other appropriate statement if within more than one municipal planning jurisdiction or a municipal boundary agreement exists _____

11. Engineering estimate of cost for improvements

- a. All items within the County right-of-way included _____
- b. Items for traffic control and protection included _____
- c. Item for engineering/layout/testing included _____

12. Engineering plans for improvements in County right-of-way

To provide consistency from project to project, the plan sheets shall be assembled in the sequence below. The designer should note that not all plans will have all sheets and that several sheets can be combined together. All units shall be English. The required plan sequence is as follows:

- a. Cover sheet _____
- b. Index of sheets, listing of applicable Highway Standards, General Notes _____
- c. Summary of quantities _____
- d. Typical sections _____
- e. Schedules of quantities _____
- f. Alignment, ties, and bench marks _____
- g. Suggested stages of construction and traffic control _____
- h. Plan and profile sheets _____
- i. Drainage and utilities sheets _____
- j. Right-of-way sheets _____
- k. Intersection details _____
- l. Pavement marking and sign sheets _____
- m. Landscaping details _____
- n. Traffic signal sheets _____
- o. Lighting sheets _____
- p. Erosion control sheets and Storm Water Pollution Prevention Plan (NPDES/SWPPP) _____
- q. Structural sheets _____
- r. Wetland details _____

- s. Culvert details _____
- t. IDOT District 1 Details _____
- u. Cross sections _____
- v. Highway Standards _____

13. Design Review Letter of Credit

- a. Engineering plan review _____
- b. Drainage review _____
- c. Traffic study review _____
- d. Structural review _____

VI. REQUIRED INFORMATION CHECKLIST SUMMARY

Answer yes, no, further information required, or NA.

- 1. Access information _____
- 2. Subdivision plan/development plan including landscaping and architectural plans _____
- 3. Traffic study _____
- 4. Sight Distance Profile and Study _____
- 5. Highway Lighting _____
- 6. Preliminary Highway Geometric Design _____
- 7. Drainage study _____
- 8. Environmental studies – within 300 feet of County right-of-way
 - a. Wetland study _____
 - b. Hazardous material investigation _____
 - c. Archaeological investigation _____
 - d. Other _____
- 9. Soils survey/geotechnical report _____
- 10. Plat of survey/dedication/easement _____
- 11. Engineering cost estimate for improvements within County right-of-way _____
- 12. Engineering plans for improvements within County right-of-way
 - a. Highway plans _____
 - b. Drainage plans _____
 - c. Traffic signal plans _____
 - d. Street lighting plans _____
 - e. Structural (bridge/culvert) plans _____
 - f. Erosion control plans and SWPPP (NPDES) _____
- 13. Design Review Letter(s) of Credit _____

Applicant

Date

Authorized County Officer

Date

VII. PLAN SUBMITTAL CHECK LIST FOR ACCESS PERMIT

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

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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.	_____	_____	_____
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:	_____	_____	_____

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

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- County Engineer, and
 - local officials, where applicable.
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 client’s approval box.
9. Show the information for “JULIE” on the cover sheet.
10. Show the design designation notation on the cover sheet.
11. Show the design traffic, road classification, etc., pavement design information on the cover sheet.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INDEX OF SHEETS, HIGHWAY STANDARDS, PLANS NOTES, COMMITMENT

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.)
4. Show legend with applicable items.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUMMARY OF QUANTITIES SHEET

1. Provide pay item number and description for each item of work.
2. Use the appropriate pay unit.
3. Fill out the total quantities column.
4. Provide separate schedule of quantities sheet for as many pay items as practical.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TYPICAL SECTION SHEET

1. Ensure that all applicable typical sections are provided.

_____	_____	_____
-------	-------	-------

Required Information. (Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
2. Provide the mainline typical sections first, followed by other typical sections as they appear along the mainline.	_____	_____	_____
3. Note the title of the typical section and applicable station limits directly below the typical section.	_____	_____	_____
4. Ensure the following have been included on the typical section:	_____	_____	_____
• horizontal dimensions,	_____	_____	_____
• vertical dimensions,	_____	_____	_____
• the profile grade line reference, if different from the centerline,	_____	_____	_____
• types and depths of surface, base, and sub-base courses,	_____	_____	_____
• curb and gutters/medians,	_____	_____	_____
• landscaping,	_____	_____	_____
• side slopes expressed as a ratio of vertical to horizontal distances,	_____	_____	_____
• cross slopes expressed in percent,	_____	_____	_____
• percent of super-elevation, and	_____	_____	_____
• all other applicable notations.	_____	_____	_____
5. Include all notes applicable to the typical sections.	_____	_____	_____
6. Note all applicable pay items on the typical section.	_____	_____	_____
7. Include the structural pavement design information.	_____	_____	_____

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.	_____	_____	_____

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

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- | | | | |
|--|-------|-------|-------|
| 3. Show all mainline reference ties first, followed by those for other facilities. | _____ | _____ | _____ |
| 4. Round all reference tie dimensions to the nearest 10 th 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

- | | | | |
|--|-------|-------|-------|
| 1. Determine which <i>IDOT Highway Standards</i> and Kane County requirements are applicable for the traffic control on the project. | _____ | _____ | _____ |
| 2. Where necessary, provide plan view sheets showing: | _____ | _____ | _____ |
| • temporary highway 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 highway profile grade line on the profile sheet. | _____ | _____ | _____ |
| 4. Utilize and reference IDOT Traffic Control Devices Standard. | _____ | _____ | _____ |

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

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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. 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 (south to north or west to east). 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 match lines with baseline station labeled on the match line. | _____ | _____ | _____ |
| 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. Show all P.C.'s and P.T.'s along the centerline. | _____ | _____ | _____ |
| 11. Place the horizontal curve data on the inside of the curve to which it applies. Include superelevation rates and superelevation transition stations with horizontal curve information if applicable. | _____ | _____ | _____ |
| 12. Where deflection angles are used, show the angle to nearest second of a degree. Include coordinates, if available. | _____ | _____ | _____ |

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

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|-----|--|-------|-------|-------|
| 13. | Note all pavement widths at the beginning and end of each sheet and wherever there is a change in pavement width. | _____ | _____ | _____ |
| 14. | Provide a North arrow on each sheet. | _____ | _____ | _____ |
| 15. | Ensure station call outs are provided at: | _____ | _____ | _____ |
| | <ul style="list-style-type: none"> • beginning and end points of the project, • matchlines with other projects, • omissions from paving and station equations, • 100' station increments, • horizontal curve points, • • beginning and ending points of tapers, radii, P.C.'s, P.T.'s, P.C.C's, etc. • construction limit locations, • right-of-way alignment breaks, • curb returns for entrances and intersections, • entrance centerlines, • special construction applications, • side street intersections, • permanent survey and right-of-way markers, • section lines, • other necessary locations, and • show all utility and drainage information. | _____ | _____ | _____ |
| 16. | If separate right-of-way sheets are included with the plans, show the existing and proposed right-or-way limits on the plans. If the right-of-way plans are not included with the plans, also incorporate the following: | _____ | _____ | _____ |
| | <ul style="list-style-type: none"> • dimensions of the properties to be acquired, • station ties to property lines, • property ownership lines, • parcel numbers, • property owner names, • station locations of right-of-way alignment breaks • temporary and permanent easement locations, • points where the control of access does not coincide with the right-of-way line, | _____ | _____ | _____ |

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

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- | | | | |
|---|---|---|---|
| <ul style="list-style-type: none"> • the existing surface material type; • any pertinent data that will affect right-of-way costs. | <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> |
| <p>17. Show all approved points of entry or exits across control of access lines.</p> | <p>____</p> | <p>____</p> | <p>____</p> |
| <p>18. Show the locations for all new and existing guardrail installations.</p> | <p>____</p> | <p>____</p> | <p>____</p> |
| <p>19. For entrances and side road intersections, show the following:</p> <ul style="list-style-type: none"> • the facility with the applicable street name, route number, or entrance type; • the existing surface material type; • the width of the intersecting facility; • for intersections with public roads, the angle of intersection from the side road centerline to the mainline centerline; and • direction of ditch drainage. | <p>____</p> <p>____</p> <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> <p>____</p> <p>____</p> |
| <p>20. Properly label all additional constructed improvements.</p> | <p>____</p> | <p>____</p> | <p>____</p> |

Profile View

- | | | | |
|---|---|---|---|
| <p>21. Show the profile of the finished surface or top of the subgrade along the centerline for the proposed facility.</p> | <p>____</p> | <p>____</p> | <p>____</p> |
| <p>22. 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.</p> | <p>____</p> | <p>____</p> | <p>____</p> |
| <p>23. Show the existing ground line to the nearest 0.1' and proposed pavement surfaces to the nearest 0.01'.</p> | <p>____</p> | <p>____</p> | <p>____</p> |
| <p>24. Show the vertical curve data above the profile line for crest curves and below the profile line for sag curves. Include the following vertical data for each curve:</p> <ul style="list-style-type: none"> • small triangle at the VPI, • small circles at all other vertical curve control points, • the VPI station, including short segments of vertical tangents, • the vertical curve length, | <p>____</p> <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> <p>____</p> | <p>____</p> <p>____</p> <p>____</p> <p>____</p> |

Required Information. (Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> • the elevation at the VPI, and • superelevation notes information if applicable. • Label station and elevation of high and low points of the vertical curve 	____	____	____
25. Show tangent grades to the nearest hundredth of a percent (i.e., 0.01%). Use a "+" prefix for positive grades and "-" prefix for negative grades.	____	____	____
26. Show the elevations for the survey line and proposed centerline vertically every 20' for urban and every 50' for rural projects.	____	____	____
27. Provide additional profiles, where necessary, for:	____	____	____
<ul style="list-style-type: none"> • pavement edges, • drainage structures, • special ditches • side roads, and • other situations. 	____	____	____
28. For bridges within the project, show elevations for:	____	____	____
<ul style="list-style-type: none"> • 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:	____	____	____
<ul style="list-style-type: none"> • centerline station for the ends, • direction and distance of the ends from the centerline, • culvert type, • pipe size and length, • flow direction, • skew angle, • upstream and down stream flow elevations, 	____	____	____

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

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- end section or headwall type and size, and
- all applicable construction notes.

____ ____ ____
 ____ ____ ____

2. For storm drainage pipes, show the following:

____ ____ ____

Plan View

- each run of pipe between manholes, catch basins, and inlets,
- pipe material, (class if applicable), diameter and length,
- gradient, and
- flow arrow.

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

Profile View

- diameter of pipe,
- type of pipe,
- length,
- gradient, and
- trench backfill under pavements, walks and driveways and entrances.

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

3. For manholes, catch basins, and inlets, show the following:

____ ____ ____

Plan View

- structure number
- centerline station and offset,
- rim elevation, or grate elevation at edge of pavement, and
- invert elevations and direction (N,S,E,W) for all pipes.

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

Profile View

- centerline station,
- direction from centerline,
- device type and size,
- invert elevations for all pipes, and
- rim elevation.

____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____
 ____ ____ ____

4. For end sections, show the following:

____ ____ ____

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

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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. _____

INTERSECTION DETAIL PLANS

1. Intersection details: _____
- pavement elevations, _____
 - lane widths, _____
 - curb or edge of pavement radii, _____
 - curb ramps, _____
 - turning radii for left-turning vehicles, _____
 - location of median noses and islands, _____
 - location of traffic signal equipment, _____
 - location of traffic signs, _____

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

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- pavement markings, and
- construction joint layout (if concrete).

CROSS SECTION SHEETS

1. Plot rural cross sections at 100’ intervals and urban cross sections at 50’ intervals
2. Plot intermediate cross sections at all major grade breaks, culvert crossings, side streets, entrances, and other locations as necessary.
3. Ensure the spacing between cross sections does not overlap.
4. The mainline cross sections are placed first, by increasing stations, from the bottom of the sheet to top of the sheet. Provide the cross sections for other facilities after the mainline cross section in the order they appear along the mainline.
5. Note the stations of the cross section shown on the bottom of the sheet. Also note the name of the facility to which the cross sections apply.
6. Use a horizontal scale of 1”=10’. The vertical scale can be 1”=2’ or 1”=5’. Show the scales used in the lower right-hand corner of each sheet.
7. Plot the existing cross section 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, and
 - existing elevations.

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

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- | | | | |
|--|-------|-------|-------|
| 8. Plot the proposed cross section using a dark, solid line and show: | _____ | _____ | _____ |
| • centerline or the profile grade line, if different, | _____ | _____ | _____ |
| • proposed pavement structure, | _____ | _____ | _____ |
| • all side road and entrances, | _____ | _____ | _____ |
| • curb and gutter or shoulders, | _____ | _____ | _____ |
| • sidewalk locations and depth, | _____ | _____ | _____ |
| • proposed side slopes, | _____ | _____ | _____ |
| • special fill materials, | _____ | _____ | _____ |
| • all new drainage structures, including the following: | _____ | _____ | _____ |
| * centerline station, | _____ | _____ | _____ |
| * distance and direction from centerline, | _____ | _____ | _____ |
| * description and size of structure, | _____ | _____ | _____ |
| * top and flow line elevations, | _____ | _____ | _____ |
| • all underground utilities affected by the construction, | _____ | _____ | _____ |
| • special ditch elevations and drainage direction, | _____ | _____ | _____ |
| • proposed right-of-way and easement lines, and | _____ | _____ | _____ |
| • any other special features. | _____ | _____ | _____ |
| 9. Provide the proposed centerline pavement surface elevation vertically on each cross section. | _____ | _____ | _____ |
| 10. Label the side slope on the first and last cross section of each sheet and where there are changes in the slope. Show the side slope using a vertical to horizontal ratio. | _____ | _____ | _____ |
| 11. Show the average end area cut and fill amounts, in square feet, above or beside each cross section. | _____ | _____ | _____ |
| 12. Show all undercutting for subgrade and unsuitable material. | _____ | _____ | _____ |
| 13. Show all earthwork pavement for temporary pavements. | _____ | _____ | _____ |
| 14. Provide separate cross sections for all approaches including side roads and entrances, and note the approach type, direction from centerline, and station next to the cross section. | _____ | _____ | _____ |

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

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LANDSCAPING

- | | | | |
|--|-----|-----|-----|
| 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 highways. | ___ | ___ | ___ |
| 5. Fertilizer. | ___ | ___ | ___ |
| 6. Erosion control blanket for all seeded area. | ___ | ___ | ___ |

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. | ___ | ___ | ___ |
| 4. Storm Water Pollution Prevention Plan (SWPPP) | ___ | ___ | ___ |
| 5. Completed Notice of Intent (NOI) | ___ | ___ | ___ |

SIGNING

- | | | | |
|--|-----|-----|-----|
| 1. Exist sign location shown with sheeting, post and base type. | ___ | ___ | ___ |
| 2. Post type indicated. | ___ | ___ | ___ |
| 3. Is station/offset labeled for proposed or existing sign location? | ___ | ___ | ___ |
| 4. Is reflective media specified if not in specs or general notes? | ___ | ___ | ___ |

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

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- | | | | |
|--|-------|-------|-------|
| 5. Is sign dimensions shown or MUTCD sign designation labeled? | _____ | _____ | _____ |
| 6. Is sign location in accordance with the MUTCD or IDOT standard? | _____ | _____ | _____ |
| 7. Are Appropriate KDOT Standards included? | _____ | _____ | _____ |
| 8. Is A.T.S.S.A. Certification for Traffic Contractor or Technician specified in general notes or specs? | _____ | _____ | _____ |
| 9. Are impact recovery device(s) shown per KDOT Standards? | _____ | _____ | _____ |

PAVEMENT MARKING

- | | | | |
|---|-------|-------|-------|
| 1. Note scale. | _____ | _____ | _____ |
| 2. Are all markings noted to be Polyurea and are they recessed? | _____ | _____ | _____ |
| 3. Are pavement markings in accordance with IDOT District 1 Standards for Typical Pavement Marking? | _____ | _____ | _____ |
| 4. Are reflective pavement markers shown? | _____ | _____ | _____ |
| 5. Are all stations, offsets and lanes widths marked? | _____ | _____ | _____ |
| 6. Are all storage lanes marked and taper rates labeled? | _____ | _____ | _____ |
| 7. Are KDOT Standard Details for recessed pavement markings shown? | _____ | _____ | _____ |
| 8. Are raised medians and islands shown to be epoxyed per KDOT Standards? | _____ | _____ | _____ |

TRAFFIC SIGNAL SHEETS

- | | | | |
|---|-------|-------|-------|
| 1. Was the Illinois Department of Transportation District 1 Traffic signal Design Guideline used in design process? | _____ | _____ | _____ |
|---|-------|-------|-------|

SUMMARY OF QUANTITIES SHEET(S)

- | | | | |
|---|-------|-------|-------|
| 1. Is a Summary of Quantity Table provided for each intersection? | _____ | _____ | _____ |
| 2. Is the Summary of Quantities shown on the Cable Plan sheet? | _____ | _____ | _____ |

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

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- | | | | |
|---|-------|-------|-------|
| 3. Does the Summary Table show list items in pay item code number sequence priority, with the full pay code item description? | _____ | _____ | _____ |
|---|-------|-------|-------|

DISTRICT 1 STANDARD TRAFFIC SIGNAL DESIGN DETAILS

- | | | | |
|--|-------|-------|-------|
| 1. Are District 1 Standard Traffic Signal Design Details provided? | _____ | _____ | _____ |
|--|-------|-------|-------|

GEOMETRIC PLAN AND SIGNAL LAYOUT SHEET

- | | | | |
|--|-------|-------|-------|
| 1. North arrow up or to the right. | _____ | _____ | _____ |
| 2. Geometric layout scale: 1"=20'. | _____ | _____ | _____ |
| 3. Break lines are <u>not</u> allowed. All pavement, driveways and cross streets between the intersection and perimeter loops must be shown. | _____ | _____ | _____ |
| 4. Proposed geometrics only should be shown. | _____ | _____ | _____ |
| 5. Label and dimension R.O.W. | _____ | _____ | _____ |
| 6. Dimension pavement marking and lane widths. | _____ | _____ | _____ |
| 7. IDOT District 1 traffic signal legend provided. | _____ | _____ | _____ |
| 8. Label highway names. | _____ | _____ | _____ |
| 9. Dimension equipment locations. | _____ | _____ | _____ |
| 10. Dimension loops and their locations. | _____ | _____ | _____ |
| 11. Dimension and size conduit runs. | _____ | _____ | _____ |
| 12. Special detail sheet(s) should be referenced from this sheet. | _____ | _____ | _____ |
| 13. Curb, sidewalk, known utilities, driveways, buildings and other features adjacent to R.O.W., etc. | _____ | _____ | _____ |
| 14. Locate drainage structure(s) which may affect signal appurtenances. | _____ | _____ | _____ |
| 15. Are video detection, battery backup system and LED included per Kane County Division of Transportation Minimum Design Standards? | _____ | _____ | _____ |

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

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CABLE PLAN, SEQUENCE OF OPERATION AND SCHEDULE OF QUANTITIES SHEET(S)

- | | | | |
|---|-------|-------|-------|
| 1. North arrow up or to the right. Same orientation as the Signal Layout Sheet. | _____ | _____ | _____ |
| 2. Cable plan including signal heads. | _____ | _____ | _____ |
| 3. Cable plan legend. | _____ | _____ | _____ |
| 4. Schedule of Quantities. | _____ | _____ | _____ |
| 5. 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. | _____ | _____ | _____ |

SYSTEM INTERCONNECT SHEETS

System Interconnect Plan Sheet

- | | | | |
|---|-------|-------|-------|
| 1. North arrow up or to the right. | _____ | _____ | _____ |
| 2. Geometric layout scale: 1"=50'. | _____ | _____ | _____ |
| 3. Label and dimension R.O.W. | _____ | _____ | _____ |
| 4. Dimension and size conduit runs. | _____ | _____ | _____ |
| 5. Denote limits of system within intersections and system loops. | _____ | _____ | _____ |
| 6. Denote which intersection system detectors feed. | _____ | _____ | _____ |
| 7. Interconnect Plan Legend. | _____ | _____ | _____ |

SYSTEM INTERCONNECT SCHEMATIC

- | | | | |
|---|-------|-------|-------|
| 1. System Schedule of Quantities (Put on interconnect schematic plan) | _____ | _____ | _____ |
| 2. 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. | _____ | _____ | _____ |

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

First Compliance
Second Third

3. Interconnect Schematic Legend.

TEMPORARY SIGNAL DESIGN SHEET(S)

1. North arrow up or to the right. Should be the same orientation as the Signal Layout Sheet.

2. Geometric layout scale: 1"=20'.

3. Temporary traffic signal legend.

4. District 1 notes for temporary traffic signals.

5. Temporary cable plan and legend.

6. Existing and proposed geometrics.

7. Dimensioned pole locations.

8. Sequence of Operation.

9. Locations of existing equipment and legend.

10. Schedule of existing equipment to be removed, salvaged or returned.

11. Existing signal inventory and note concerning who will receive and how.

12. Notes concerning any controller specifications.

13. Temporary maintenance of interconnects.

SPECIAL DETAIL SHEET(S)

1. Are details labeled per pay code item designation?

2. If multiple details are supplied on one sheet, are they labeled separately in the title block and on the title sheet?

3. Reference all special details sheet numbers on layout sheet.

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

Compliance
First Second Third

MAST ARM MOUNTED SIGN DESIGN SHEET(S)

- | | | | |
|--|-------|-------|-------|
| 1. Use the District design sheet. | _____ | _____ | _____ |
| 2. Multiple intersection designs may be used on one sheet. | _____ | _____ | _____ |

DISTRICT 1 TRAFFIC SIGNAL SPECIFICATIONS

- | | | | |
|--|-------|-------|-------|
| 1. Are the latest District 1 Traffic Signal Specifications used? | _____ | _____ | _____ |
| 2. Any additions, modifications, or subtractions to the District 1 Traffic Signal Specifications must first be approved by the County. | _____ | _____ | _____ |

HIGHWAY LIGHTING SHEETS

- | | | | |
|---|-------|-------|-------|
| 1. Was the Illinois Department of Transportation District 1 "General Guidelines for Lighting Design and Plan Preparation" used in the design process. | _____ | _____ | _____ |
| 2. Highway classification and pedestrian conflict area provided. | _____ | _____ | _____ |
| 3. Basic Lighting layout showing locations of light poles, control installation, conduits and cables. | _____ | _____ | _____ |
| 4. Calculations and supporting documentation showing the levels of illuminance, luminance and veiling luminance and uniformity ratios as designated in the IES RP-8-00. | _____ | _____ | _____ |
| 5. Light pole setback and type of pole, breakaway or non-breakaway. | _____ | _____ | _____ |
| 6. Voltage drop calculations and cable sizing. | _____ | _____ | _____ |
| 7. One line diagram. | _____ | _____ | _____ |
| 8. Load tabulations for each circuit. | _____ | _____ | _____ |
| 9. Grounding scheme. | _____ | _____ | _____ |
| 10. Legend | _____ | _____ | _____ |

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

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
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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

Pole Type	Behind Barrier Curb	Without Barrier Curb
Frangible	2 Feet	12 Feet
Non-Frangible	6 Feet	17 Feet

Rural Areas

Pole Type	Behind Barrier Curb	Without Barrier Curb
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

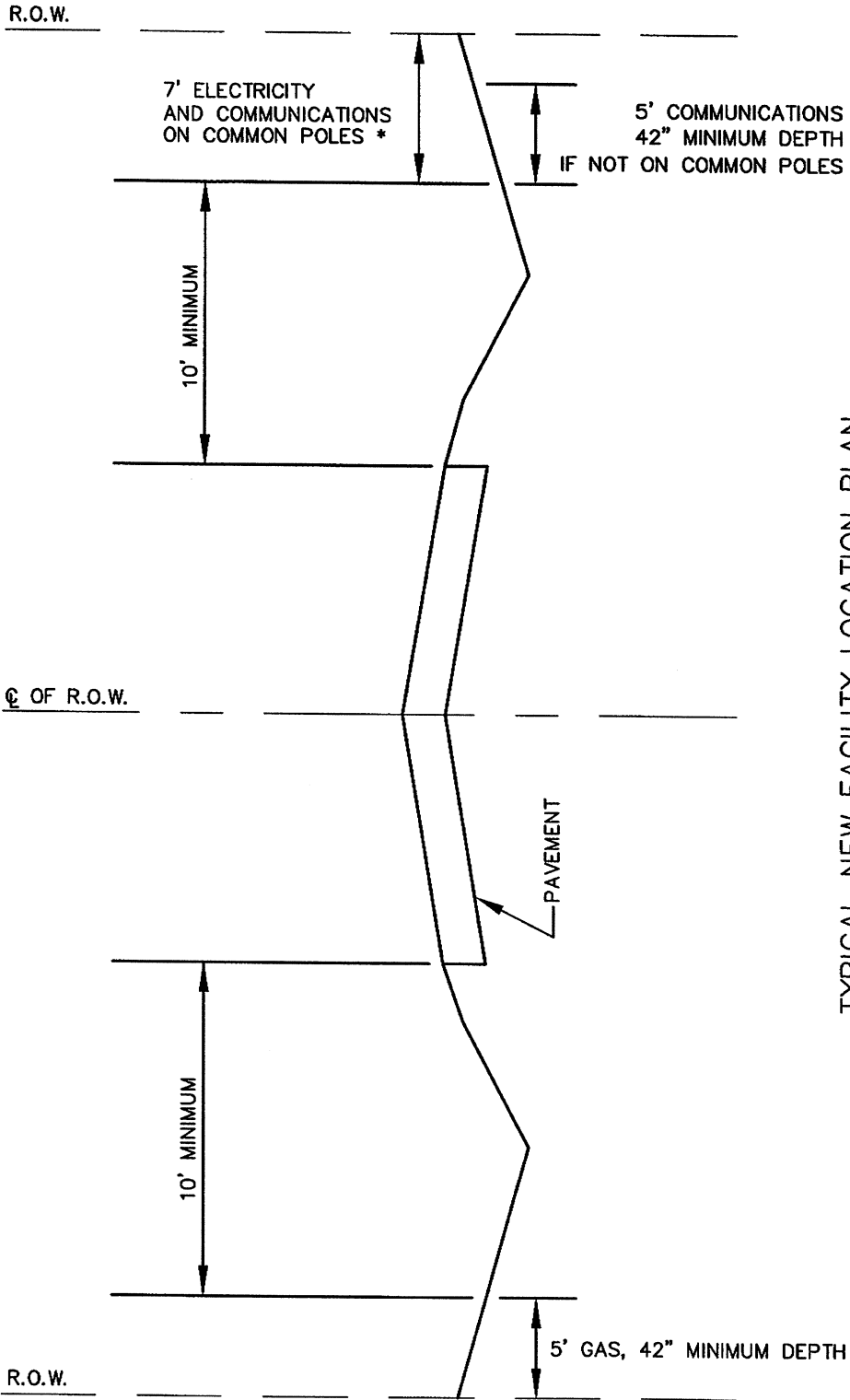
Storm sewers, sanitary sewers, or drainage lines may be permitted to cross highways under the following conditions:

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.

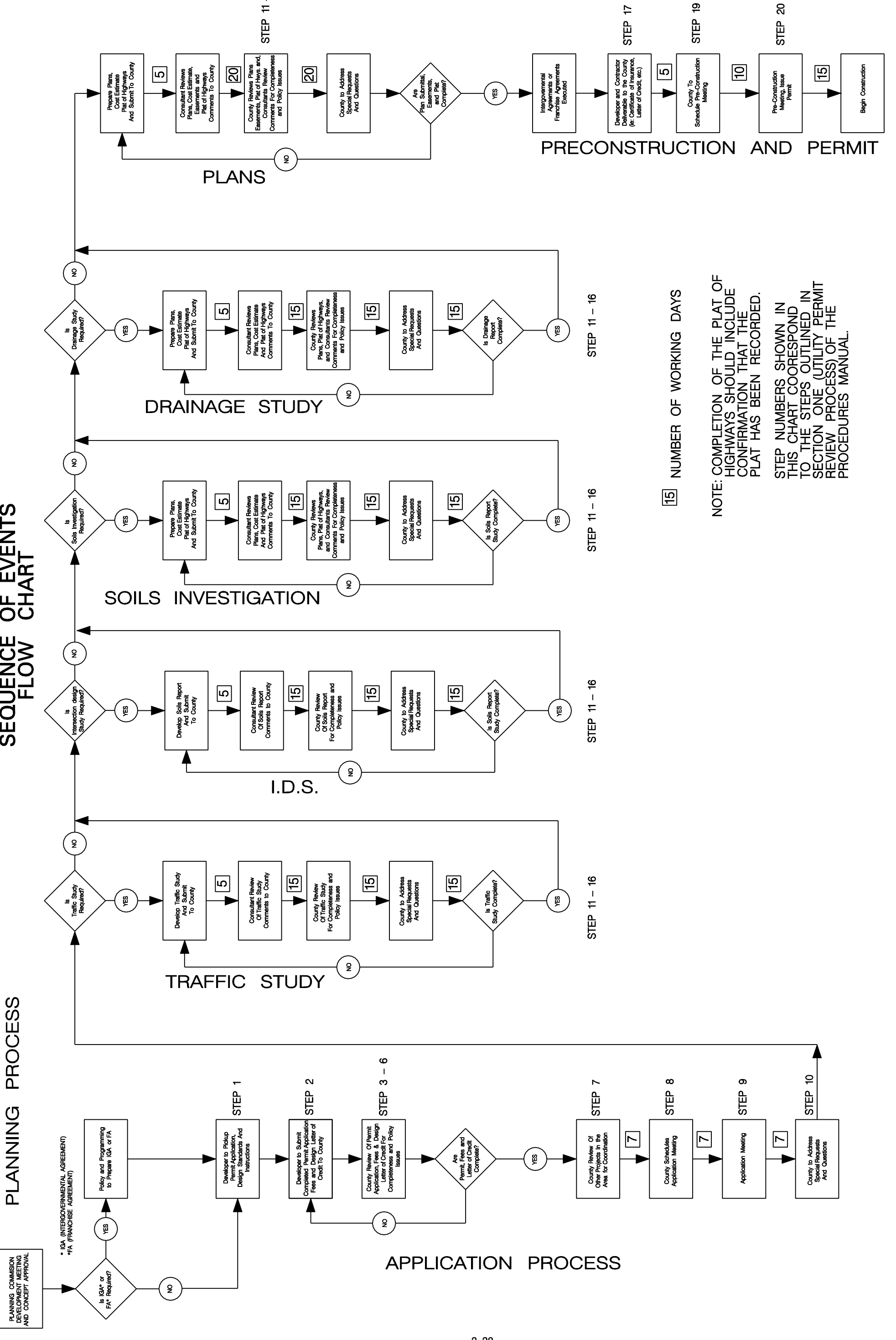
11. The Applicant shall submit the required items to the Permit Section Staff in the sequence established at the application meeting, including the application form signed by the Applicant and his engineer.

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:	_____	_____	_____
<ul style="list-style-type: none"> • 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:	_____	_____	_____
<ul style="list-style-type: none"> • 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:	_____	_____	_____

Required Information. 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"> • County Engineer, and • local officials, where applicable. 	—	—	—
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.	—	—	—

Required Information. 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.	_____	_____	_____

Required Information. 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 th 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"> • beginning and end points of the project, • matchlines with other projects, • 100' station increments, • construction limit locations, • right-of-way alignment breaks, • special construction applications, | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

Required Information. 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"> • side street intersections, • 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) • permanent and temporary easements • property pins • section lines, • show all existing and proposed utilities and drainage information. 	___	___	___
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"> • dimensions of the properties to be acquired, • station ties to property lines, • property ownership lines, • parcel numbers, • property owner names, • station locations of right-of-way alignment breaks • temporary and permanent easement locations, • points where the control of access does not coincide with the right-of-way line, • location of right-of-way markers, and • any pertinent data that will affect right-of-way. • 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) 	___	___	___
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"> • the facility with the applicable street name, route number, or entrance type; • direction of flow and ditch drainage. 	___	___	___
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, | _____ | _____ | _____ |

Required Information. 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"> • flow direction, • skew angle, • upstream and down stream flow elevations, • end section or headwall type and size, and • all applicable construction notes. 	___	___	___
2. For storm drainage pipes, show the following:	___	___	___
Plan View			
<ul style="list-style-type: none"> • each run of pipe between manholes, catch basins, and inlets, • pipe material, (class if applicable), diameter and length, • gradient, and • flow arrow. 	___	___	___
Profile View			
<ul style="list-style-type: none"> • diameter of pipe, • type of pipe, • length, • gradient, and • trench backfill under pavements, walks and driveways and entrances. 	___	___	___
3. For manholes, catch basins, and inlets, show the following:	___	___	___
Plan View			
<ul style="list-style-type: none"> • structure number • centerline station and offset, • rim elevation, or grate elevation at edge of pavement, and • invert elevations and direction (N,S,E,W) for all pipes. 	___	___	___
Profile View			
<ul style="list-style-type: none"> • centerline station, • direction from centerline, • device type and size, • invert elevations for all pipes, and • rim elevation. 	___	___	___

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. _____

Required Information. 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.	___	___	___

Required Information. 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.	___	___	___

Required Information. 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

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 4

RIGHT-OF-WAY ALTERATION PERMIT

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
 Division Of Transportation
 Permit Regulations
 And
 Access Control Regulations

RIGHT-OF-WAY ALTERATION PERMIT

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Kane County
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Access Control Regulations

RIGHT-OF-WAY ALTERATION PERMIT

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I. **RIGHT-OF-WAY ALTERATION POLICY**

A. **Purpose**

The purpose of these regulations is to establish policies and procedures for accommodating alterations on the right-of-way of the County Highway System, which will provide public benefits consistent with the preservation of the integrity, safe usage, and visual qualities of the County Highway System. These regulations apply to all alterations on a highway right-of-way in which the County has an interest. Because it is impossible to anticipate all future highway needs or proposals, the County Engineer reserves the right to deny any application or modify these regulations without notice.

B. **Definitions**

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

Clear Zone - The total roadside border area, starting at 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 width is dependent upon the traffic volumes and speeds, and on the roadside geometry. Distances are specified in the AASHTO Roadside Design Guide (most recent publication).

C. **Permit Application Requirements**

A Right-of-Way Alteration Permit will be required for any proposed change to the County right-of-way, unless the changes are included as part of one of the other permit types issued by the County Engineer. The following is a list of the most common changes to the right-of-way or the area adjacent to the right-of-way.

1. Earthen berm
2. Detention basins
3. Landscaping
4. Drainage ditch work or field tile replacement
5. Sidewalks and bike paths
6. Fences adjacent to the right-of-way
7. Noise-abatement barriers or retaining walls
8. Mailboxes and mailbox turnouts
9. De-watering operations
10. Other, within or adjacent to the County right-of-way

A permit is required for the construction or modification of any of the above-listed items or any other alteration to the right-of-way, as determined by the County Engineer. A permit **will not** be required for routine maintenance of any of these items if they exist in the right-of-way.

In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. It is recommended that the nature and extent of the work be discussed with the Permit Section Staff prior to submitting an application to determine the submittal requirements.

D. General Requirements

Authority of County

A “permit” from the County Engineer grants permission to only undertake certain activities in accordance with these regulations in 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 is by grant of easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or adjacent to County right-of-way or highway easements.

Written Consent

Only a permit issued by the County Engineer under these regulations will satisfy the “written consent” requirements of the Illinois Highway Code.

Compliance

The Applicant shall comply with all other applicable laws. The issuance of a Right-of-way Alteration Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

Earthen Berm

Earthen berms are not permitted within the right-of-way. Berms on property adjacent to the right-of-way, in accordance with the Illinois Highway Code, shall not be constructed with the toe of slope closer than 10 feet to the right-of-way line. The berm shall not block the natural drainage paths. The construction of the berms shall be in accordance with State Statutes and the exhibit for “Drainage Facilities and Earthen Berms Constructed Adjacent to Highway Right-of-Way” located at the end of this section.

Detention Basins

Detention basins, or any part of them, are not permitted within the right-of-way. Detention basins on property adjacent to the County right-of-way, in accordance with the 605 ILCS 5/9-115.1, shall not be constructed within distances shown on the examples of “Drainage Facilities and Earthen Berms Constructed Adjacent to Highway Right-of-Way” included at the end of this section.

Landscaping

Landscaping features, including trees, shrubs, plants, decorative walls, accent lighting, and irrigation systems, may be allowed in the right-of-way. Each application will be reviewed on a case-by-case basis. Factors to be included in reviewing an application are: speed limit on the highway for determination of the required clear zone; clear zone; sight lines at intersections; and conflicts with utilities. The proposed landscaping plan must meet all KDOT’s requirements or other requirements approved by the County Engineer. The Applicant will be responsible for maintenance of all items and materials installed within the right-of-way. The Applicant will also be responsible for moving or removing any landscape features that interfere with any improvements to the right-of-way to be made by the County.

Drainage Ditch Work or Field Tile Replacement

Work within the right-of-way for ditches or the replacement or repair of field tiles will be allowed, provided there are no negative impacts to the County right-of-way, or violations of Illinois water law or the Kane County Storm Water Ordinance.

Sidewalks and Bike Paths

Sidewalks and bike paths shall be kept out of the County right-of-way whenever possible. Permit applications including the construction of a sidewalk or a bike path within the right-of-way will be reviewed on a case-by-case basis. Factors to be included in reviewing an application are: logical terminus for the sidewalk or bike path; conformance to County standards; and an intergovernmental agreement or license agreement for the future maintenance of the facility. The Kane County Division of Transportation will not be responsible for maintaining any of these facilities.

Fences

Fences are not allowed within the County right-of-way. Fences on property adjacent to the County right-of-way shall not restrict sight distance at any highway intersection.

Noise-abatement Barriers or Retaining Walls

Noise-abatement barriers or retaining walls will not be allowed on the County right-of-way, unless they are installed as part of a County sponsored project. If an adjacent

property owner or owners desire to construct a noise-abatement barrier or retaining wall, it shall not be constructed on the County right-of-way and shall not be the County's maintenance responsibility. The plans must be submitted to the County Engineer for review if the improvements are within 10 feet of the right-of-way line.

Mailbox Turnout

Mailbox turnouts shall be constructed to County standards. The County Engineer has adopted the Illinois Department of Transportation, Standard 406201 as the typical detail. A copy of this standard is included at the end of this section. The County Engineer shall approve the location of a mailbox turnout.

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 discharge 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., affected 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 insure 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.

Damage to County Right-of-Way

Those facilities and highway 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 shall be replaced or repaired by the Applicant to the KDOT's satisfaction 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 shall 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" (included in Section 8). 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 fourteen (14) calendar days of the receipt of written 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, the 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. The level of inspection 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 fee, a fine will be assessed in the amount equal to the appropriate permit fee.
- A material provision or condition of the permit was 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, or 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.

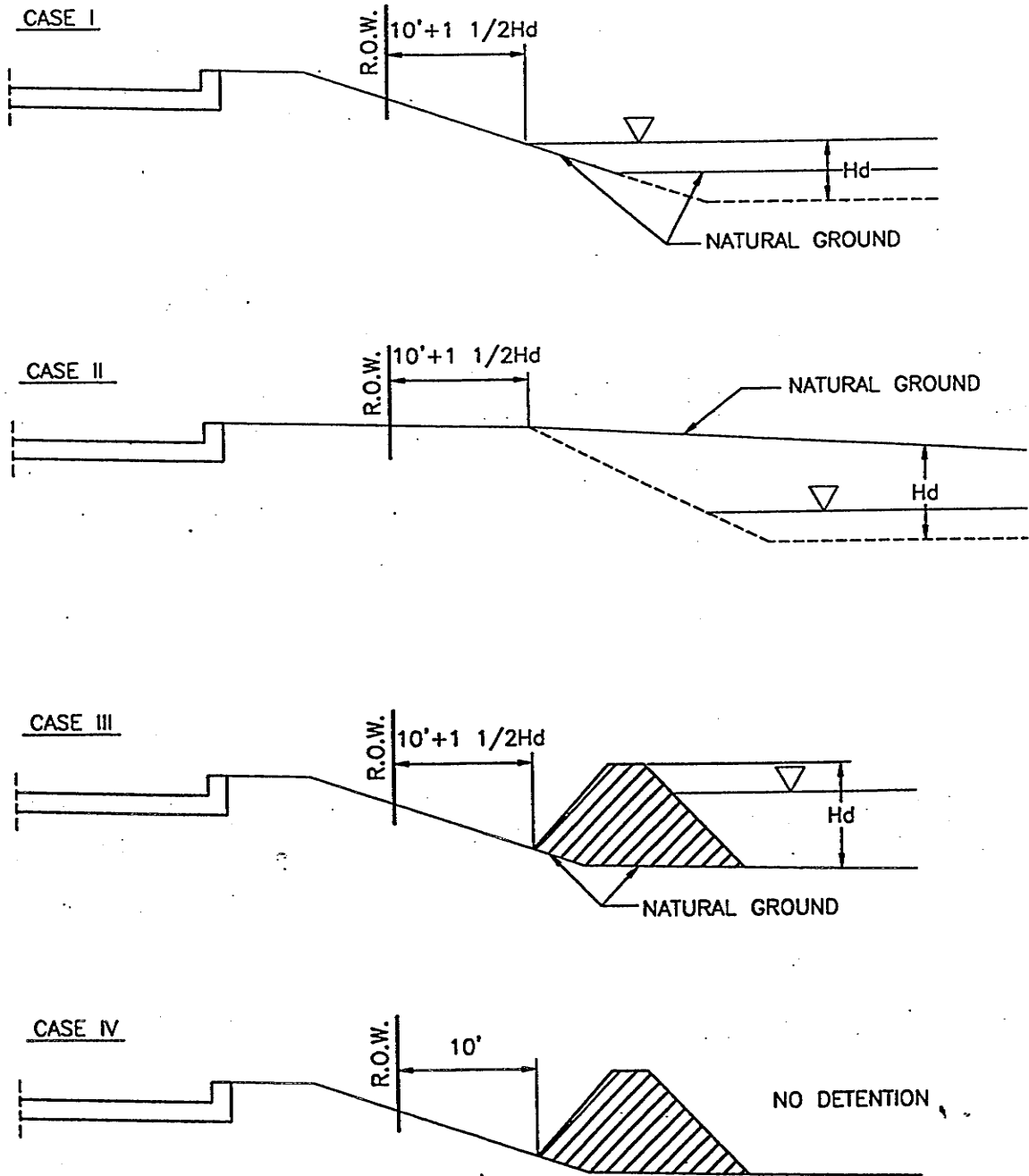
Advance Public Notification

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. With the issuance of the Right-of-way Alteration Permit, 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.

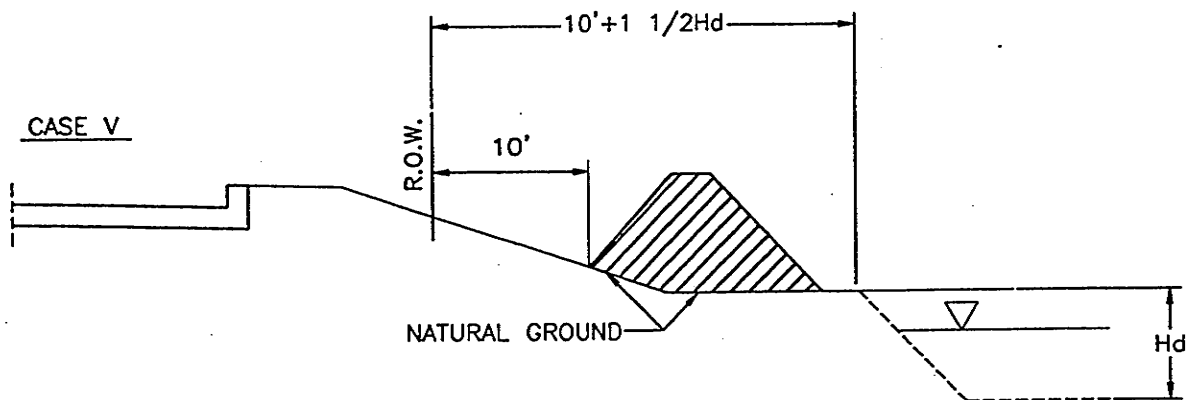
Permit Working Hours

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 the County. 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.

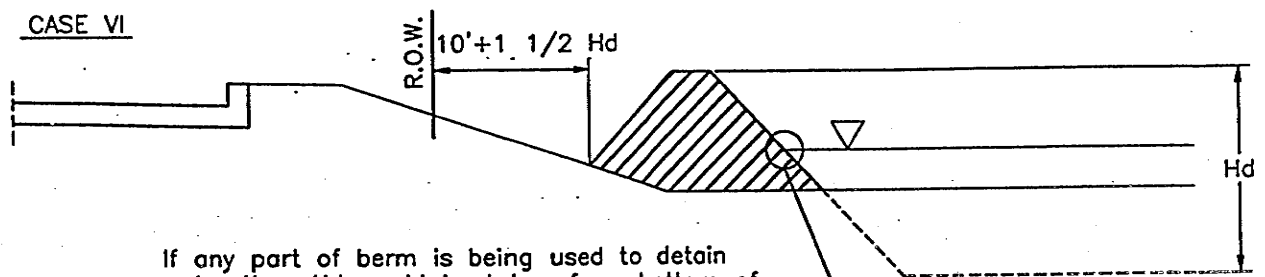
DRAINAGE FACILITIES & EARTHEN BERM CONSTRUCTED ADJACENT TO THE HIGHWAY R.O.W.



DRAINAGE FACILITIES & EARTHEN BERM CONSTRUCTED ADJACENT TO THE HIGHWAY R.O.W.



Combination: Berm with no drainage function adjacent to excavation for detention. Both distance criteria are to be applied independently.

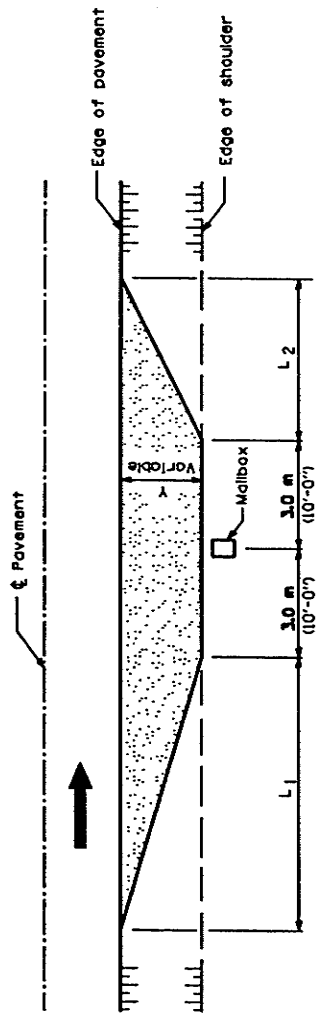


If any part of berm is being used to detain water then Hd would be taken from bottom of basin to top of berm and $10 + 1 \frac{1}{2} Hd$ applied to the toe of berm, adjacent to R.O.W.

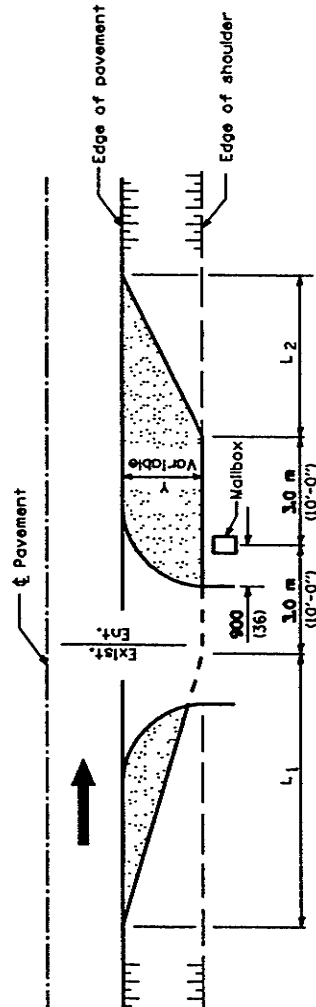
605 ILCS 5/9-115.1 [CONSTRUCTION OF DRAINAGE FACILITIES AND EARTHEN BERMS]

SEC. 9-115.1. IT IS UNLAWFUL FOR ANY PERSON TO CONSTRUCT OR CAUSE TO BE CONSTRUCTED ANY DRAINAGE FACILITY FOR THE PURPOSE OF THE DETENTION OR RETENTION OF WATER WITHIN A DISTANCE OF 10 FEET PLUS ONE AND ONE-HALF TIMES THE DEPTH OF ANY DRAINAGE FACILITY ADJACENT TO THE RIGHT-OF-WAY ANY PUBLIC HIGHWAY WITHOUT THE WRITTEN PERMISSION OF THE HIGHWAY AUTHORITY HAVING JURISDICTION OVER THE PUBLIC HIGHWAY.

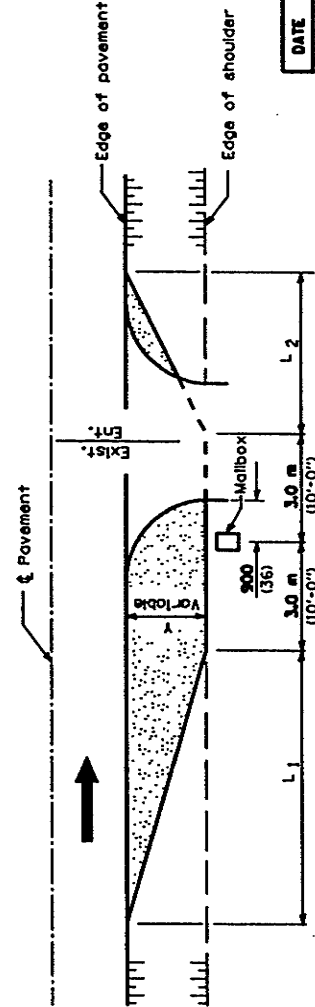
IT IS UNLAWFUL FOR ANY PERSON TO CONSTRUCT OR CAUSE TO BE CONSTRUCTED ANY EARTHEN BERM SUCH THAT THE TOE OF SUCH BERM WILL BE NEARER THAN 10 FEET TO THE RIGHT-OF-WAY OF ANY PUBLIC HIGHWAY WITHOUT THE WRITTEN PERMISSION OF THE HIGHWAY AUTHORITY HAVING JURISDICTION OVER THE PUBLIC HIGHWAY.



TYPICAL APPLICATION



MAILBOX ON FAR SIDE OF ENTRANCE



MAILBOX ON NEAR SIDE OF ENTRANCE

DIMENSIONS - (ft.)	
Width of Shoulder	1.2-2.4 (4-8)
Width of Turnout (V)	2.4-3.0 (8-10)
L1	9.5 (32)
L2	6.0 (20)

GENERAL NOTES

Mailboxes shall be mounted such that the face of the mailbox is 150 mm (6") to 300 mm (12") and the post a minimum of 600 mm (24") from the edge of the turnout surfacing.

All dimensions are in millimeters (inches) unless otherwise shown.

DATE	REVISIONS
1-1-97	Revised Standard 2171-1.
	Deleted note regarding Township & Dist. roads
6-15-94	Totally revised.
	Added metric.

MAILBOX TURNOUT

STANDARD 406201

Issued 1-1-97

Ontario Department of Transportation

PAISED JANUARY 1, 1997

DEPARTMENT OF HIGHWAYS

APPROVED BY [Signature]

DESIGNED BY [Signature]

ENGINEER OF RECORD [Signature]

II. PERMIT APPLICATION AND FEES

Right-of-way Alteration Permit – The Kane County Division of Transportation **will** charge an application fee for this work. Standard application fee is \$450.00.

Permit Renewal or Extension – The Kane County Department of Transportation **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 - This permit may require additional pass-through consultant-review cost. Permit fees that include a base fee plus other costs must be discussed with the Permit Section Staff to determine the total fee.

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.

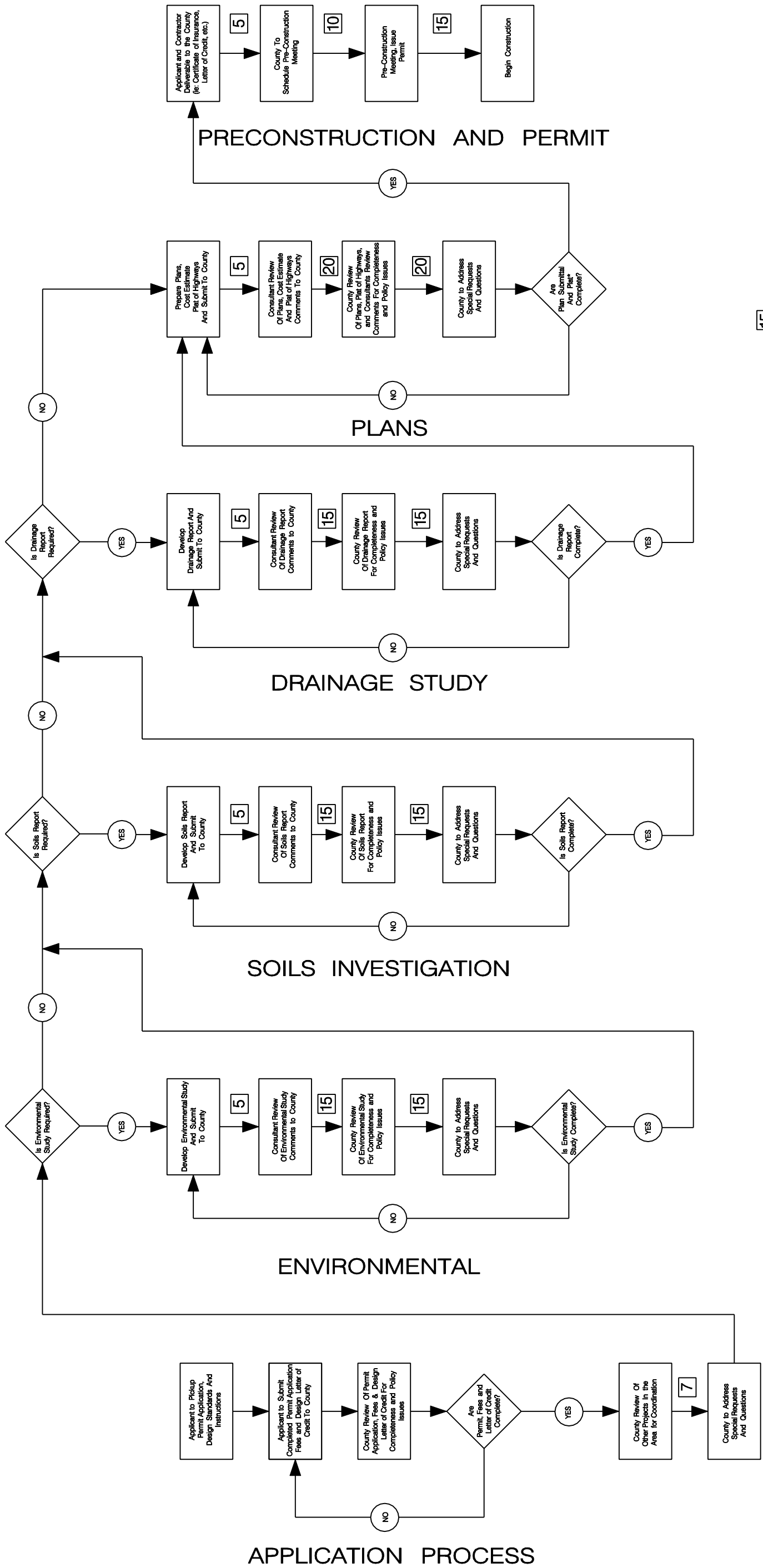
III. RIGHT-OF-WAY ALTERATION PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the application and fees 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.
2. 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.
3. 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.
4. 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.
5. 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 development. A hard-copy central file system shall also be started at this point.
6. 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.
7. The Applicant shall submit the required items to the Permit Section Staff, including the application form signed by the Applicant and his engineer.
8. The Permit Section Staff shall review the submittal for completeness and forward it to all appropriate KDOT departments or the consultant(s) for review.
9. KDOT staff or the consultant shall review the submittal and return it with written comments to the Permit Section Staff. The Required Information 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.
10. 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.

11. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from KDOT staff and the consultant(s), which is signed by the Applicant and Applicant's engineer.
12. The Permit Section Staff shall follow the same procedures outlined above for the revised submittal. The process shall continue until the Applicant has satisfactorily addressed all comments.
13. Once the Applicant meets or exceeds the requirements of the KDOT Permit Regulations, the Permit Section Staff shall be responsible for the issuance of a Right-of-Way Alteration Permit.
14. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. A Construction and Observation Compliance Letter of Credit shall be submitted. 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. Certificates of Insurance for the Applicant, contractor, and any subcontractors shall be provided prior to the start of construction. At the pre-construction meeting the progress schedule and the phone numbers (24-hour) for the Applicant, the contractor, and any subcontractors shall be provided.
15. 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 of this manual.
16. 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".

KANE COUNTY RIGHT-OF-WAY ALTERATION PERMIT APPLICATION

RIGHT-OF-WAY ALTERATION PERMIT APPLICATION SEQUENCE OF EVENTS FLOW CHART



15 NUMBER OF WORKING DAYS

*NOTE: COMPLETION OF THE PLAT OF HIGHWAYS SHOULD INCLUDE CONFIRMATION THAT THE PLAT HAS BEEN RECORDED.

IV. RIGHT-OF-WAY ALTERATION PERMIT APPLICATION

County Route: _____

Project Name: _____

Permit Application No.: _____

Date: _____

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

a. **Applicant**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

b. **Attorney**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

c. **Engineer**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

d. **Surveyor**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

e. **Land Planner**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

f. **Soil Scientist**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

g. **Landscape Architect**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

h. **Other (specify)**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

i. **Other (specify)**

Contact Person and Firm Name

Address

Telephone

Fax

E-mail address

2. **APPLICATION FEES**

Application fees in the amount of \$450 are included with this application.

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

a. Design Review Letter of Credit for

Consultant Name

(1) Issuing institution _____

(2) Telephone number _____

(3) Letter of Credit Number _____

(4) Amount _____

(5) Expiration Date _____

b. Construction Observation and Compliance Letter of Credit

Note: This shall be provided once the permit and the estimate of cost have been approved. It shall be in the amount of the approved estimate of cost x 125%

4. **CERTIFICATE OF INSURANCE**

The undersigned Applicant agrees to submit the required Certificate of Insurance prior to the issuance of this permit.

5. **SCHEDULE** (To be completed by the County)

- a. Construction shall begin within _____ months of the date of issuance of this permit.
- b. Construction, including cleanup and restoration, shall be completed within _____ months of the date of issuance of this permit.
- c. This permit is hereby issued this _____ day of _____, 20__ and shall remain in force for 12 months from the date of issuance, unless the County Engineer grants an extension.

6. **SIGNATURES**

_____	_____
Applicant (Signature)	Date

Applicant (Print Name)	

V. REQUIRED INFORMATION CHECKLIST FOR RIGHT-OF-WAY ALTERATION PERMIT

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

- 1. Environmental study review
 - a. Environmental study required _____
 - b. Which of the following environmental issues occurs within 300 feet of County right-of-way:
 - (1) Wetlands _____
 - (2) Stream crossing _____
 - (3) Hazardous materials _____
 - (4) Archaeological/historical _____
 - (5) Parks, land, and water conservation lands _____
 - (6) Other (septic fields, water wells, etc.) _____
 - c. Was an environmental/archaeological report submitted for:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation lands _____
 - (5) Other _____
 - d. The following environmental/archaeological reports were reviewed:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation, historical properties _____
 - (5) Other _____
 - e. Were appropriate permits received and checked for:
 - (1) Wetlands _____
 - (2) Stream crossings (Section 404) _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical (Section 106) _____
 - (6) Other _____
 - f. Do the environmental/archaeological issues noted in the reports affect the improvement with County right-of-way and were they addressed in the engineering plans and special provisions:
 - (1) Wetlands _____
 - (2) Stream crossings _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical _____
 - (6) Parks, land, and water conservation _____
 - (7) Other _____

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

- g. Coordination with affected regulatory agencies received:
 - (1) USEPA _____
 - (2) USCOE _____
 - (3) USF & WS _____
 - (4) IDNR _____
 - (5) IDOA _____

- 2. Soils survey/geotechnical report review
 - a. Soil survey/geotechnical report required _____
 - b. A geotechnical investigation report required for:
 - (1) County highway to be widened _____
 - (2) Bridge, retaining wall, or box culvert _____
 - (3) Other _____
 - c. Report reviewed _____
 - d. Report sealed by a registered Illinois Professional Engineer _____
 - e. Were unsuitable materials found _____
 - f. Are pavement underdrains required _____
 - g. Soil boring logs shall be included in report for new or reconstructed pavements or pavement widening where the widening is 6' or more _____
 - h. Were the issues noted in the report addressed in the Engineering plans and special provisions _____
 - i. Pavement Core data shall be included in report for all pavements widening projects, regardless of widening width unless waived by the County Engineer. _____
 - j. Identify need and criteria for dewatering _____

- 3. Drainage study
 - a. Drainage study required _____
 - b. Drainage study completed in accordance with IDOT Drainage Design Manual _____
 - c. Drainage study completed in accordance with Kane County Regulations for County Designated Freeways/Kane County Storm Water Management Ordinance _____

Items to be included in drainage study

- a. Study sealed by registered Illinois Professional Engineer _____
- b. Determination as to whether special management (either floodplain or wetland) areas are impacted by the work _____
- c. Subsurface drainage report _____
- d. Narrative description of the development, existing and proposed conditions, including off-site areas, and project planning principles considered, including BMP's utilized. _____

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

- e. Schedule for the implementation of the stormwater plan _____
- f. The plan set/drainage report submittal shall include:
 - (1) A vicinity topographic map _____
 - (a) Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic condition _____
 - (b) A 2' contour interval is preferred _____
 - (c) Watershed boundaries for areas upstream of the project, as well as the project itself _____
 - (d) Soil types, vegetation, and land cover affecting runoff upstream of the site for any area draining through the site _____
 - (e) Location of the project with the major watersheds _____
 - (2) A site topographical map consisting of: _____
 - (a) Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed contours on-site and within 100 feet of the project _____
 - (c) Existing and proposed drainage patterns and watershed boundaries _____
 - (d) Delineation of pre-development regulatory floodplain/floodway limits _____
 - (e) Location of cross-sections and any other modeled features _____
 - (f) Location of drain tiles _____
 - (g) Location of all wetlands, lakes, ponds, etc., with normal water elevations noted. _____
 - (h) Location of all buildings on the site _____
 - (i) Nearest base flood elevation _____
 - (j) FEMA and Kane County Survey Control Network benchmark _____
 - (3) A general plan view drawing (may be more than one drawing for clarity) consisting of: _____
 - (a) Map scale at 1 inch – 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed major and minor stormwater systems _____
 - (c) Detention locations including dimensions to illustrate compliance with setback requirements _____
 - (d) Design details for stormwater facilities including:
 - (i) Existing and proposed drainage facilities (ditches, storm sewers, detention areas, culverts, etc.) showing inverts, types and sizes _____

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

- (ii) Design flows, velocities and volumes for all facilities _____
- (e) Scheduled maintenance program for permanent stormwater facilities including BMP measures _____
- (f) Planned maintenance tasks and schedule _____
- (g) Identification of persons responsible for maintenance _____
- (h) Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity _____
- (4) A sediment/erosion control plan consisting of:
 - (a) Sediment/erosion control installation measures _____
 - (b) Existing and proposed roadways, structures, parking lots, driveways, sidewalks, and other impervious surfaces _____
 - (c) Limits of clearing and grading _____
 - (d) Wetland location(s) _____
 - (e) Proposed buffer location _____
 - (f) Existing soil types, vegetation and land cover conditions _____
 - (g) List of maintenance tasks and schedule for sediment/erosion control measures _____
- (5) Computations to support drainage design including:
 - (a) Calculations indexed and pages numbered _____
 - (b) Conveyance system (storm sewer, ditches, and culverts not within a regulatory floodplain) design criteria and calculations with the following given, at a minimum:
 - (i) Sizes and/or cross-sections _____
 - (ii) Hydraulic grade line/water surface elevations for or 10, 50 and 100-year event _____
 - (iii) Capacity _____
 - (iv) Velocity _____
 - (v) 10, 50 and 100-year flows _____
 - (c) Project runoff and storage calculations shall include:
 - (i) Calculation of hydraulically connected impervious area and corresponding retention volume _____
 - (ii) Documentation of the procedures/assumptions, including choice of model, used to calculate hydrologic (using Bulletin 70) and hydraulic conditions for determining the allowable release rate such as:
 - 1) Runoff rates for the 2, 10, 50 and 100-year storms for each subwatershed on the project and upstream _____
 - 2) Critical duration analysis for 10, 50 and 100-year peak flows _____

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

- 3) 100-year, 24-hour peak flows _____
- (iii) Documentation of the procedures/assumptions used to calculate on-site depressional storage _____
- (iv) Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining storage volume _____
- (v) Elevation-area-storage data _____
- (vi) Elevation-discharge data _____
- (vii) Locations of all proposed detention _____
- (d) If any of the work is located within the floodplain, a floodplain submittal is required. It may consist of the following as well as additional information as required by the County Engineer:
 - (i) A regulatory floodplain boundary determination showing the appropriate FEMA map panel(s) for the project _____
 - (ii) Source of flood profile information _____
 - (iii) All hydrologic and hydraulic study information for all site-specific floodplain studies, unnumbered Zone A area elevation determinations, and floodplain map revisions. _____
 - (iv) Floodway hydrologic and hydraulic analyses for both existing and proposed conditions (land use and stream system) _____
 - (v) Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions _____
 - (vi) Calculations used for the development of any hydrologic or hydraulic modeling _____
 - (vii) Floodplain fill and compensatory storage calculations for below and above the 10-year flood elevation _____
 - (viii) Tabular summary for below and about the 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in the proposed design _____
 - (ix) Specific details on flood easements, if required by the Kane County Stormwater Ordinance _____
- (e) If any of the work impacts wetlands, as defined by the Kane County Stormwater Ordinance, a wetland submittal is required. It may consist of the following as well as additional information as required by the County Engineer: _____

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

- (i) Wetland delineation report (COE format) _____
 - (ii) Calculation of required buffer (including width, size, and vegetation quality) _____
 - (iii) Wetland Delineation Plan View Drawing _____
 consisting of:
 - 1) Location of existing and proposed impacted or undisturbed wetlands _____
 - 2) Location of buffers _____
 - 3) Planting plan for buffer area _____
 - 4) Identify all required wetland management activities _____
 - 5) Proof of submittal to ACOE or letter of non-jurisdiction _____
4. Engineering estimate of cost for improvements _____
- a. All items within the County right-of-way included _____
 - b. Items for traffic control and protection included _____
 - c. Item for engineering/layout/testing included _____
5. Engineering plans for improvements in County right-of-way _____

To provide consistency from project to project, the plan sheets shall be assembled in the sequence below. The designer should note that not all plans will have all sheets and that several sheets can be combined together. All units shall be English. The required plan sequence is as follows:

- a. Cover sheet _____
- b. Index of sheets, listing of applicable Highway Standards, General notes _____
- c. Summary of quantities _____
- d. Typical sections _____
- e. Schedules of quantities _____
- f. Alignment, ties, and bench marks _____
- g. Suggested stages of construction and traffic control _____
- h. Plan and profile sheets _____
- i. Drainage and utilities sheets _____
- j. Dewater Plan (if required to construct project.) _____
- k. Right-of-way sheets _____
- l. Intersection details _____
- m. Pavement marking and sign sheets _____
- n. Landscaping details _____
- o. Erosion control sheets and Storm Water Pollution Prevention Plan (NPDES/SWPPP) _____
- p. Structural sheets _____
- q. Wetland details _____

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

- r. Culvert details _____
 - s. IDOT District 1 details _____
 - t. Cross-sections _____
 - u. Highway Standards _____
6. Design Review Letter of Credit
- a. Engineering plan review _____
 - b. Drainage review _____
 - c. Structural Review _____

VI. REQUIRED INFORMATION CHECKLIST SUMMARY

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

- 1. Environmental studies - within 300 feet of County right-of-way _____
 - a. Wetland study _____
 - b. Hazardous material investigation _____
 - c. Archaeological investigation _____
 - d. Other _____
- 2. Soils survey/geotechnical report _____
- 3. Drainage study _____
- 4. Engineering cost estimate for improvements within County right-of-way _____
- 5. Engineering plans for improvements within County right-of-way _____
 - a. Roadway plans _____
 - b. Drainage plans _____
 - c. Structural plans _____
 - d. Dewatering plan (if required to construct project.) _____
 - e. Erosion Control Plan and SWPPP (NPDES) _____
- 6. Design Review Letter(s) of Credit _____

Applicant

Date

Permit Administrator

Date

VII. PLAN PREPARATION CHECKLIST FOR RIGHT-OF-WAY ALTERATION 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		
	<u>First</u>	<u>Second</u>	<u>Third</u>

COVER SHEET

- | | | | |
|---|-------|-------|-------|
| 1. Index of sheets provided. | _____ | _____ | _____ |
| 2. Show title information in the top center of the sheet and include: | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • 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: | _____ | _____ | _____ |
| <ul style="list-style-type: none"> • 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: | _____ | _____ | _____ |

Required Information. 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"> • County Engineer, and • local officials, where applicable. 	___	___	___
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.	___	___	___

Required Information. 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.	_____	_____	_____

Required Information. 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 th 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: | _____ | _____ | _____ |
| | • beginning and end points of the project, | _____ | _____ | _____ |
| | • matchlines with other projects, | _____ | _____ | _____ |
| | • 100' station increments, | _____ | _____ | _____ |
| | • construction limit locations, | _____ | _____ | _____ |
| | • right-of-way alignment breaks, | _____ | _____ | _____ |
| | • special construction applications, | _____ | _____ | _____ |

	Required Information. 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"> • side street intersections, • 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), • permanent and temporary easements • property pins • section lines, • show all existing and proposed utilities and drainage information. 	___	___	___
12.	<p>If separate right-of-way or easement sheets are included with the plans, show the existing and proposed right-or-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:</p> <ul style="list-style-type: none"> • dimensions of the properties to be acquired, • station ties to property lines, • property ownership lines, • parcel numbers, • property owner names, • station locations of right-of-way alignment breaks • temporary and permanent easement locations, • points where the control of access does not coincide with the right-of-way line, • location of right-of-way markers, and • any pertinent data that will affect right-of-way. • 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) 	___	___	___
13.	Show all approved points of entry or exits across control of access lines.	___	___	___
14.	<p>For entrances and side road intersections, show the following:</p> <ul style="list-style-type: none"> • the facility with the applicable street name, route number, or entrance type; • direction of flow and ditch drainage. 	___	___	___
15.	Properly label all additional constructed improvements.	___	___	___

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

16. Show and label all existing and proposed utilities. _____

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, _____

Required Information. 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"> • pipe size and length, • flow direction, • skew angle, • upstream and down stream flow elevations, • end section or headwall type and size, and • all applicable construction notes. 	_____	_____	_____
2. For storm drainage pipes, show the following:	_____	_____	_____
Plan View			
<ul style="list-style-type: none"> • each run of pipe between manholes, catch basins, and inlets, • pipe material, (class if applicable), diameter and length, • gradient, and • flow arrow. 	_____	_____	_____
Profile View			
<ul style="list-style-type: none"> • diameter of pipe, • type of pipe, • length, • gradient, and • trench backfill under pavements, walks and driveways and entrances. 	_____	_____	_____
3. For manholes, catch basins, and inlets, show the following:	_____	_____	_____
Plan View			
<ul style="list-style-type: none"> • structure number • centerline station and offset, • rim elevation, or grate elevation at edge of pavement, and • invert elevations and direction (N,S,E,W) for all pipes. 	_____	_____	_____
Profile View			
<ul style="list-style-type: none"> • centerline station, • direction from centerline, • device type and size, 	_____	_____	_____

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

- invert elevations for all pipes, and _____
- rim elevation. _____

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. _____

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. _____

Required Information. Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
5. Fertilizer.	___	___	___
6. Erosion control blanket for all seeded area.	___	___	___
7. Inlet protection (if applicable)	___	___	___
8. Ditch checks (if applicable)	___	___	___

EROSION CONTROL (for smaller projects can be shown on plan & profiles or landscaping sheets)

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.	___	___	___
4. Erosion control required as part of dewatering	___	___	___
5. Storm Water Pollution Prevention Plan (SWPPP)	___	___	___
6. Completed Notice of Intent (NOI)	___	___	___

SIGNATURES

_____	_____
Applicant	Date
_____	_____
Developer	Date
_____	_____
Design Engineer	Date
Permit Number / Date: _____	

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 5

DETOUR PERMIT

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

DETOUR PERMIT

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I. DETOUR POLICY

A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating a detour of or through the County Highway System, which will provide safe usage, minimum disruption of the motoring public and minimal impact to the County Highway System. These regulations apply to all detours in which the County has interest. Because it is impossible to anticipate all future highway needs or proposals, the County Engineer reserves the right to deny any application or modify these regulations without notice.

B. Definitions

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

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

C. Permit Application Requirements

A Detour Permit will be required for any detour involving a County highway, unless the detour is included as part of one of the other permit types issued by the County Engineer.

A permit is required when a road is closed and an alternate means of traffic movement is required in the County right-of-way, as determined by the County Engineer.

D. General Requirements

Authority of County

A “permit” from the County Engineer grants permission only to undertake certain activities in accordance with these regulations in 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 by grant 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 adjacent to County right-of-way or highway easements.

Written Consent

Only a permit issued by the County Engineer under these regulations will satisfy the “written consent” requirements of the Illinois Highway Code.

Compliance

The Applicant shall comply with all other applicable laws. The issuance of a detour permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

Detour

Before a detour permit will be issued, the County Engineer will require that all permits from all other governmental agencies involved with the detour have issued their permits. All material for the detour shall follow the latest edition of the Illinois Highway Code.

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 shall be replaced or repaired by the Applicant to KDOT's satisfaction 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 shall be immediately reported to KDOT.

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 detour was established and started without a valid permit. In addition to the permit fee, a fine will be assessed in the amount equal to the appropriate permit fee.
- A material provision or condition of the permit was 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, or 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 event 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, suspension 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 the situation 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 a detour. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic. With issuance of the Detour Permit, the advanced notification shall be posted at least 72 hours prior to commencing with the detour. The message will be as specified by the County Engineer.

II. PERMIT APPLICATION FEES

Detour Permit – The Kane County Division of Transportation **will** charge an application fee for this activity. The standard application fee for this permit is \$450.00.

Permit Renewal or Extension – The Kane County Division of Transportation 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.

Fines – In addition to the permit application fee a fine will be assessed when a detour 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.

III. DETOUR PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the application and fees to the Permit Section Staff.
2. The Permit Section Staff reviews the application for completeness.
3. The application will then be logged into a master spreadsheet.
4. The Permit Section Staff will review the detour request with other County projects and other permit events for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects or events is required.
5. The Applicant will submit the required items to the Permit Section Staff, including the application form signed by the Applicant.
6. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments for review.
7. KDOT Staff will review the submittal and return it with written comments to the Permit Section Staff.
8. The Permit Section Staff shall review all comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
9. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from KDOT staff's review comments.
10. Once the Applicant meets or exceeds the requirements of the KDOT Permit Regulations, the County Engineer shall be responsible for the issuance of the Detour Permit.

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IV. KANE COUNTY DETOUR PERMIT

PERMIT # 03-

WHEREBY, The _____ (hereinafter referred to as the “Applicant”) is granted a non-exclusive use of Kane County at the following location:

Detour of Route ____ from _____ to _____

For the following period of time: 9:00 a.m. to 3:00 p.m. Date:

Said non-exclusive use is for the purpose of: **Detour of**

And subject to the following provisions, to wit:

1. Applicant shall obtain all additional permits, from any unit of government, which may be required prior to commencement of the detour. .
2. Applicant shall defend, indemnify and save harmless the County of Kane, its officers, employees, agents, successors and assigns from all claims, damages, litigation or liability asserted against them or against any of them, including any and all costs, and all attorneys fees incidental thereto, on account of any property damage, or on account of any injury or death to any person or persons whomsoever, caused by or to the Applicant, the Applicant’s invitees, or by their use of Kane County. If the permit extends to a location owned by an entity other than the County of Kane, the protections afforded under this paragraph and the insurance provisions of Paragraph 3 shall also apply to the owner.
3. Applicant shall purchase and maintain at the cost of the Applicant comprehensive general liability and property insurance in the following amounts:
 - a. \$1,000,000.00 for bodily injury or death to any one person as a result of any one person as a result of any one occurrence; and
 - b. \$1,000,000.00 for a loss of or damage to buildings, structures, or any tangible property.

The Applicant shall furnish to the County of Kane through the Kane County Engineer or his duly authorized representative, a **Certificate of Insurance**, evidencing the above described insurance policy or policies shall remain effective for the duration of said special use. The **County of Kane** shall be included as an “additional insured” under the above described insurance policy or policies.

4. Applicant and Applicant’s invitees shall not, except as provided herein, trim, cut, or in any way disturb any trees or shrubs on or along the Kane County or adjacent property, nor shall Applicant alter in any way, any portion or portions of the County including all appurtenances attached thereto.
5. Applicant shall supply sufficient personnel to supervise and to provide proper traffic control to ensure the safety of all persons using the County of Kane. Applicant shall also provide sufficient temporary signing to ensure safe and orderly use of the County of Kane and the signing shall be removed within 24 hours of the expiration of this permit. No paint or other permanent marking on pavement is allowed for marking routes.
6. Applicant shall not allow any employees to block, obstruct, or hinder normal passage of traffic along any County highway.

7. Applicant shall at the conclusion of the detour make sure all detour signs are removed from the County right-of-way.
8. This permit may be revoked, modified, or canceled at any time by the County Engineer or his duly authorized representative.
9. Applicant shall notify the Kane County Division of Transportation of any changes or modifications to the conditions upon which this permit was granted.
10. The Applicant shall not perform any work or participate in any activity that is beyond the scope of this permit.
11. The Applicant shall be responsible for all damages to the County of Kane, arising out of actions caused by the Applicant, its invitees, guests or participants during the terms of this permit.
12. The Applicant shall comply with all local, state and federal rules and regulations for this permit.
13. Violations of any conditions of this permit by the Applicant may result in immediate revocation of the permit, and will be taken into consideration by the County of Kane in the decision to issue future permits. The County reserves the right to enforce any further penalties or claims, which would otherwise be available to it.
14. The provisions of the KDOT Permit Regulations and Access Control Regulations are applicable to this permit.

PETITIONER:

CONTACT PERSON:

ADDRESS:

CITY, STATE, ZIPCODE:

Applicant Signature: _____ Date: _____

Date:

(Authorized County Officer)

Permit Administrator: _____ Date: _____

Please notify the Kane County Division of Transportation 2 weeks prior to work beginning (630) 584-1171

V. REQUIRED INFORMATION CHECKLIST SUMMARY

1. The following must be submitted along with permit application to the County before permit will be issued:
 - a. Certificate of Insurance for the coverage specified.
 - b. Copy of all other governmental agencies Certificate of Insurance.
 - c. Approved permits or signed acknowledgement from other agencies.
 - d. A check for \$450.00 (non-refundable) application fee.
 - e. A list of the names, addresses and phone numbers of the traffic control person.
 - f. A map of the planned route for the detour.
 - g. A press release detailing the detour. To be reviewed and approved by the by County Engineer before release for publication.

The application shall be completely filled out, all requested materials submitted and application signed before permit will be processed. It will take 2 weeks for processing. The Applicant will be notified by phone of the approval of the permit. **Do not assume that the permit will be approved.** The Applicant may be asked to revise the route based on information obtained during the reviewing of the permit.

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

Applicant

Date

Permit Administrator

Date

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 6

SPECIAL EVENTS PERMIT

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
 Division Of Transportation
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SPECIAL EVENTS PERMIT

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I. SPECIAL EVENTS POLICY

A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating special events in the right-of-way of the County Highway System, which will provide public benefits consistent with the preservation of the integrity, safety, and visual qualities of the County Highway System. These regulations apply to all special events in highway right-of-way in which the County has interest.

B. Definitions

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

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

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

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

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

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

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

C. Permit Application Requirements

A Special Events Permit will be required for any proposed use of the County right-of-way. The following is a list of the most common events in the right-of-way.

1. Block parties
2. Bike events or races
3. Club events
4. Walk/running events

5. Parades
6. Filming

A permit is required for the occurrence of any of the above listed events in the County right-of-way. A permit will not be required if the event takes place outside the County right-of-way.

D. General Requirements

Authority of County

A “permit” from the County Engineer grants permission only to undertake certain activities in accordance with these regulations in 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 is by grant 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 adjacent to County right-of-way or highway easements.

Written Consent

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

Compliance

The Applicant shall comply with all other applicable laws. The issuance of Special Events Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of this policy.

Bike Events

Bike events or races shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day’s events. The bike event or organizer shall be responsible for all traffic control required to hold the event or close the County highway for the event. Bike events shall not be allowed on County Highways with an Average Daily Traffic (ADT) greater than 5000.

Block Parties

Block Parties shall not be set up sooner than one (1) hour before sunrise on the day of the event, and the event must be completed and the County right-of-way cleaned up and opened to the motoring public by 11:00 pm the night of the event. The block party shall go no longer than 18 hours and no alcoholic beverages shall be sold or consumed in the County right-of-way. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events. The block party organizer shall be responsible for all detours and road closures for the event.

Club Events

Club events shall not cause the motoring traffic to be delayed, disrupted or detoured due to the collecting, distributing, dropping off, transferring or exchanging items amongst club members, pedestrians, and other motor vehicles within the County right-of-way. The event shall not cause the participants of the event to cruise the same County highway more than one (1) time in a 24-hour period.

Walking/Running Events

Walking and/or running events shall not be set up sooner than one (1) hour before sunrise and must be completed and the County right-of-way cleaned up and opened to the motoring public one (1) hour before sunset. All items placed in the County right-of-way by the event organizer must be removed promptly at the end of the day's events.

Parades

Parades shall not close the County highways to the motoring traffic until one-half (½) hour before the parade is to begin. No parade shall begin before 9:00 am and all parades shall be over before sunset. All detours shall be picked up and the County right-of-way opened to the motoring traffic within two (2) hours of the finish of the parade.

Filming

Requirements for the filming of movies, commercials or documentaries will be need to be determined on a case-by-case basis by the County Engineer. All items placed in the County right-of-way by the organizer must be removed promptly at the end of the filming event. The filming organizer shall be responsible for all signage, detours and road closures required for the event. If completion of this item requires more than one (1) day, a schedule showing the time line of the various events will be submitted for approval with the permit application.

Damage to County Right-of-Way

Those facilities and highway 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 shall be replaced or repaired by the Applicant to KDOT's satisfaction 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 shall be immediately reported to KDOT.

Stop-Work Order/Revocation of Permit

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

- The event or activity was started without a valid permit. In addition to the permit fee, a fine will be assessed in the amount equal to the appropriate permit fee.
- A material provision or condition of the permit was 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 project 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, or 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 event 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, suspension 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 the situation 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 will be required prior to commencing of the event. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic involved. With issuance of the Special Event Permit, the advanced notification shall be posted at least 72 hours prior to commencing of the event. The message will be as specified by the County Engineer.

II. PERMIT APPLICATION AND FEES

Special Events Permit – The Kane County Division of Transportation will charge an application fee for these events. The standard application fee for this permit is \$50.00.

Permit Renewal or Extension – The Kane County Division of Transportation 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.

Fines – In addition to the permit application fee, a fine will be assessed when an 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.

III. SPECIAL EVENTS PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the application and fees to the Permit Section Staff.
2. The Permit Section Staff reviews the application for completeness.
3. The application will then be logged into a master spreadsheet.
4. The Permit Section Staff shall review other County projects and other permit events for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects or events is required.
5. The Applicant shall submit the required items to the Permit Section Staff, including the application form signed by the Applicant.
6. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate KDOT departments for review.
7. KDOT Staff will review the submittal and return it with written comments to the Permit Section Staff.
8. The Permit Section Staff shall review all comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
9. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from KDOT staff, which is signed by the Applicant.
10. Once the Applicant meets or exceeds the requirements of these KDOT Permit Regulations, the County Engineer shall be responsible for the issuance of the Special Events Permit.

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IV. SPECIAL EVENTS PERMIT APPLICATION



Kane County Division of Transportation

41W011 Burlington Road, St. Charles, IL 60175
Phone (630) 584-1171 Fax (630) 584-5239

SPECIAL EVENT PERMIT APPLICATION
THIS FORM MUST BE SUBMITTED 60 DAYS PRIOR TO THE EVENT

For Office Use Only
Special Event Permit #: _____
Application Fee: \$50.00 Non-Refundable

GENERAL EVENT INFORMATION

Please Type or Print Information

Name of Event: _____

Address: _____

Date of Event: _____ Set Up Time: _____

Rain Date: _____ Start Up Time _____

Finish Time: _____

Type of Activity (check one): Bike event Racing event Walkathon Other

Describe the Event: _____

Will there be a need for a road closure: Yes No

If yes please explain: _____

Proposed Assembly Area: _____

Proposed Rest Stop Areas: _____

Proposed Disbanding Area: _____

Estimated attendance at the event: _____ Estimated number of vehicles: _____
Estimated number of participants: _____
Name of Sponsoring Organization: _____
Address / Zip Code: _____
Name of Organizer / Coordinator: _____
Address / Zip Code: _____
Day Time Phone Number: _____ Pager / Mobile Number: _____
Facsimile (fax) Number: _____ Evening Number: _____
E-Mail Address: _____

Name of Contact Person for Day of the Event: _____
Address / Zip Code: _____
Day Time Phone Number: _____ Pager / Mobile Number: _____
Facsimile (fax) Number: _____ Evening Number: _____

Road Routes for Event

Attach to this sheet a copy of the proposed route map to be used for the special event and / or detour route if required route.

Have you sent notification of the event to the Illinois Department of Transportation?
 Yes No

If no please explain: _____

Have you sent notification to the Township Highway Commissioners whose roads you are using?
 Yes No

If no please explain: _____

Have you sent notification to the Cities and Villages whose roads you are using?
 Yes No

If no please explain: _____

What Roads will be closed down for this event if any:

Set-up time for road closure: _____ am pm

Length of closure: _____ hours

Time road to be opened to traffic _____ am pm

What roads will be used as a detour route:

Has the permittee obtained all appropriate approvals for the proposed detour route:

Yes No

Please explain:

Traffic Control

(Route Marker Signs)

If Applicable

Name of Contractor: _____

Contact Person: _____

Address / Zip Code: _____

Day Time Phone Number: _____ Pager Number: _____

Facsimile (fax) Number: _____ 24 Hour Number: _____

(Traffic Signs)

If Applicable

Name of Contractor: _____

Contact Person: _____

Address / Zip Code: _____

Day Time Phone Number: _____ Pager Number: _____

Facsimile (fax) Number: _____ 24 Hour Number: _____

Day Time Phone Number: _____ Pager Number: _____

Facsimile (fax) Number: _____ Evening Number: _____

These items shall be at the sole expense of the Permittee.

Terms and Conditions

1. All Special events involving bicycles shall follow the laws as set forth in the latest edition of the Illinois Vehicle Code **Article XV. BICYCLES**. Section 5/11 –208 (A) subsection 8 may be implemented at the discretion of the Kane County Division of Transportation when and if it is deemed necessary.
2. Permittee will only be allowed to go in one direction and use one side of the highway(s), unless highway(s) are closed to the motoring public. And the event shall follow all traffic laws as written in the Illinois Vehicle Code.
3. Permittee shall have a safety marshal at all major intersections along the event route as directed by the Kane County Division of Transportation. Along with the safety marshal, traffic control signs giving advance warning at all major intersections shall be erected. Illinois Department of Transportation standards shall be followed at all times for traffic control. The safety marshals are to assist the Permittee's Invitee's safely without obstructing, delaying or stopping the motoring traffic intersection. The safety marshals at no time are to direct traffic; only assist the safe passage of the Permittee's Invitee's. The safety marshal shall wear the proper attire while flagging the event. The safety marshal shall be an adult over the age of eighteen (18) and have a valid drivers license.
4. Permittee will not start the event until 30 minutes after sunrise and shall be completed 30 minutes before sunset. Setup time shall start no sooner than 2 hours before the start of the event. And at no time shall setup be before sunrise unless pre-authorization is obtained in advance for the event. There shall be no road closures for an event during a federal holiday or 3 day holiday weekend unless prior approval is granted.
5. Permittee shall stagger starts to insure the compliance of Article XV BICYCLES in the Illinois Vehicle Code. No more than 2 bicycles shall ride side by side at any one time.
6. Permittee shall obtain all additional permits, from any unit of local or State government, which may be required. If minors are involved in the event, the Permittee shall obtain a parental release for each minor under the age of 18, prior to commencement of the event. Where permit will not be issued by local or State authority, certified notification is required. Before the road closure will be approved, all governmental agencies involved must approve in writing their acceptance of their roads to be used for the event's proposed detour.
7. Permittee shall prepare a press release for the event and submit it to the Kane County Division of Transportation for review. Once approved by the County the Permittee shall submit the press release to the governmental agencies, local newspapers and radio stations for advance notification alerting the motorists to the upcoming event. The approval notice shall be placed at least 5 days prior to the event taking place. If there will be rain dates they also should be included in the notification.
8. Permittee shall defend, indemnify and save harmless the County of Kane, its officers, employees, agents, successors and assigns from all claims, damages, litigation or liability asserted against them or against any of them, including any and all costs, attorney fees incidental thereto, on account of any property damage, or on account of any injury or death to any person or persons whomsoever, caused by or to the Permittee, the Permittee's invitee's, participants, or by their use of Kane County. If the permit extends to a location owned by an entity other than the County of Kane, the protections afforded under this paragraph and the insurance provisions of **Paragraph 9** shall also apply to the owner. The Permittee shall also submit to the County a copy of all other governmental agencies certificate of insurances before a permit will be issued.
9. Permittee shall purchase and maintain at the cost of the Permittee comprehensive general liability insurance in the following amounts: a) \$1,000,000.00 for bodily injury or death to any one person as a result of any one person as a result of any one occurrence; and b) \$1,000,000.00 for loss of or damage to buildings, structures, or any tangible property.
10. The Permittee shall furnish to the County of Kane through the Kane County Engineer or his duly authorized representative, Certificate of Insurance, evidencing the above described insurance policy or policies shall remain in effect for the duration of said special use. The County of Kane shall be included as an "additional insured" under the above described insurance policy or policies.
11. Permittee and Permittee's Invitees shall not, except as provided herein, trim, cut, or in any way disturb any trees or shrubs on or along the Kane County or adjacent property, nor shall Permittee alter in any way, any portion or portions of the County including all appurtenances attached thereto.
12. Permittee shall supply sufficient personnel to supervise Permittee's Invitee's, and safety marshals to provide proper traffic control to insure the safety of all persons using the County of Kane. Permittee shall also provide sufficient temporary traffic control signing at major intersections and road closures (when needed) to insure safe and orderly use of the County of Kane and all signage shall be removed within 2 hours of the expiration of this permit.

13. Permittee shall not allow any employee, volunteers, or invitees to block, obstruct, or hinder normal passage of bicycles, motorized vehicles, pedestrians, or equestrians.
14. Permittee shall keep the premises free of litter and debris, and at the conclusion of the event, permittee shall empty all trash and debris from the County of Kane within limits described herein above.
15. The Permittee and the Permittee's Invitee's shall not consume, keep, sell or in any way distribute or permit the use of any alcoholic beverage the County right-of-way.
16. This permit may be revoked, modified or canceled at any time by the County Engineer or his duly authorized representative.
17. Permittee shall notify the Kane County Division of Transportation of any changes or modifications to the conditions upon which this permit was granted.
18. The Permittee shall not perform any work or participate in any activity that is beyond the scope of this permit.
19. The Permittee shall be responsible for all damages to the County of Kane arising out of actions caused by the Permittee during the terms of this permit.
20. The Permittee shall comply with all local, state, and federal rules and regulations relating, but not limited to noise pollution standards.
21. Permittee shall **not** place upon the County highways paint of any kind and or permanent markings. All **route marking materials must be pre-approved** by the Kane County Division of Transportation prior to the event. The only materials KDOT will consider for route markings will be aerosol water base temporary chalk, sidewalk chalk, removable tape on the pavement and self-standing temporary route markings. These route markings shall not interfere with the normal traffic flow and shall be removed within 2 hours of the finish of the event.
22. Permittee holding a bike race, parade, block party, theatrical production or any event obstructing normal traffic flow must close highway before event will take place. Pre-approval shall be obtained through all applicable agencies before permit will be issued. All detours and traffic control must be included as part of the initial permit application.

Penalties

Violations of any terms and conditions of this permit by the Permittee will result in immediate revocation of the permit. Any no future consideration shall be made by Kane County for future permits. KDOT reserves the right to enforce any further penalties or claims that would otherwise be for non-compliance.

Signatures

I have read and agree to all of the above Terms and Conditions set forth in this application.

Petitioner Signature: _____

Date: _____

Name (print): _____

Phone Number: _____

Date: _____

Authorized County Officer

Instructions for Completing the Special Event Permit Application

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with this application.

When filling out this form:

- 1) do not use white out on application or attachments
- 2) type or print clearly, using a pen with black ink
- 3) be sure to fill in all blanks on the form

The following must be submitted along with permit application to KDOT before permit will be issued:

- 1) certificate of insurance as outlined in item 9 of the **Terms and Conditions** section of the application.
- 2) copy of all other governmental agencies certificate of insurance.
- 3) approved permits or signed acknowledgement from other agencies as outlined under **Road Routes for Event**.
- 4) list of materials for marking of routes for the event for KDOT approval as explained in item 20 of **Terms and Conditions**.
- 5) a check for \$50.00 (non-refundable) application fee.
- 6) a list of the names, ages and addresses of safety marshal.
- 7) a map of the planned route for the event and / or detour of the event.
- 8) a press release detailing the event. To be reviewed and approved by KDOT before release for publication.

The application shall be completely filled out, all requests materials submitted and application signed before permit will be processed. It will take 2 weeks for processing. The Permittee will be notified by phone of the approval of the permit. Do not assume that the permit will be approved; the Permittee may be asked to revise the route based on information obtained during the reviewing of the permit.

Revised 1-1-04

This form is subject to revisions as deemed necessary*

V. REQUIRED INFORMATION CHECKLIST SUMMARY

1. The following must be submitted along with permit application to the County Engineer before permit will be issued:
 - a. Certificate of insurance as outlined in item 9 of the **Terms and Conditions** section of the application.
 - b. Copy of all other governmental agencies certificate of insurance.
 - c. Approved permits or signed acknowledgement from other agencies as outlined under **Road Routes for Event** section of the application.
 - d. List of materials for marking on routes for the event for KDOT approval as explained in item 20 of **Terms and Conditions** section of the application.
 - e. A check for \$50.00 (non-refundable) application fee.
 - f. A list of the names, ages and addresses of safety marshals.
 - g. A map of the planned route for the event and/or detour of the event.
 - h. A press release detailing the event. To be reviewed and approved by the by KDOT before release for publication.

The application shall be completely filled out. All requested materials submitted and application signed before permit will be processed. It will take 2 weeks for processing. The Applicant will be notified by phone of the approval of the permit. Do not assume that the permit will be approved; The Applicant may be asked to revise the route based on information obtained during the reviewing of the permit.

Careful completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

Applicant

Date

Permit Administrator

Date

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 7

UNINCORPORATED SUBDIVISION
ROADWAY PERMIT

PUBLIC ROADWAY
PRIVATE ROADWAY

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
 Division Of Transportation
 Permit Regulations
 And
 Access Control Regulations

UNINCORPORATED SUBDIVISION ROADWAY PERMIT

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Kane County
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I. UNINCORPORATED SUBDIVISION ROADWAY PERMIT POLICY

A. Purpose

The purpose of these regulations are to establish guidelines and procedures for construction of a public roadway and drainage improvements in an unincorporated area of the County that will be maintained by a township or a private roadway and drainage improvements in a Minor Subdivision in an unincorporated area of the County.

B. Definitions

Subdivision, Urban. Any subdivision containing multi-family dwelling units; or any subdivision within 1,000 feet of an existing sanitary sewer or water main; or any subdivision requiring or proposing to rely on either public or private sanitary sewer and water facilities.

Subdivision, Country. Any subdivision not classified as an urban subdivision.

Subdivision, Minor. Any subdivision containing not more than four (4) lots that does not:

1. Involve the construction of any new public roadway or extension of municipal facilities.
2. Adversely affect the development of the remainder of the parcel or adjoining property.
3. Conflict with any provision or portion of the Comprehensive Plan, Zoning Ordinance, and the Subdivision Regulations.

C. Authority and Jurisdiction

General Highway Statutes – The ILCS grant the responsibility and authority for the review of roadways and drainage improvements that will become part of the Township Road District to the County Engineer. Several of the applicable statutes are:

605 ILCS 5/5-205.3 authorizes the County Engineer to advise the Township Highway Commissioner of the various road districts in the County, when requested in writing, and direct, as otherwise provided, the Township Highway Commissioners of the road districts in the County, as to the best methods of construction, repair, or maintenance of township and district roads. The grades of

such roads in such road districts will be constructed according to plans approved by the County Engineer.

605 ILCS 5/6-325 states that in counties having less than 3,000,000 inhabitants, roads or streets in platted subdivisions and dedicated to public use will be included in and incorporated into the Township or district road system without any hearing or petition therefore, when and if such roads or streets conform to the rules, specifications and regulations regarding location, width, grades, surface and drainage structures prepared by the County Engineer and adopted by the County Board.

It is the duty of the County Engineer to review zoning and development proposals within the unincorporated areas of Kane County relative to KDOT Access Control Regulations, transportation policies, design standards, and the Kane County Subdivision Regulations. These reviews include township and private roads. Safety factors, zoning considerations, subdivision plats, and proposed improvement plans will be used to make determinations in the area of design standards and engineering specifications for roadway and related drainage construction.

The Kane County Division of Transportation will provide regional leadership in developing and maintaining a system of streets and roadways to serve the present and future transportation needs of the County. Proposed developments and access locations will be designed to promote safety, reduce or avoid congestion, and maintain the integrity and efficiency of the highway system.

D. Permit Types and Application Requirements

There are two types of Unincorporated Subdivision Roadway Permits. The following describes the specific permit application requirements for each of the two types of unincorporated subdivision roadway permits: Public Roadway and Private Roadway.

Public Roadway

A permit is required for the construction of a public roadway and related drainage improvements in a subdivision in an unincorporated area of the County that will be maintained by the township after final acceptance. The Applicant can begin work only with written authorization from the County Engineer. The permit-application process and guidelines can be found in Articles II and III of this section. In addition to the permit application; plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with Permit Section Staff prior to submitting an application to determine the submission requirements.

Private Roadway

A permit is required for the construction of a private roadway and related drainage improvements in a Minor Subdivision in an unincorporated area of the County. The Applicant may begin work only with written authorization from the County Engineer. The permit application process and guidelines can be found in Articles II and III of this section. In addition to the permit application; plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

E. General Requirements

The following are general requirements pertaining to all unincorporated subdivision roadway permit types.

Authority of County

A permit from the County Engineer grants permission only to undertake certain activities in accordance with these regulations on a future township right-of-way or private easement 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 is 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 the right-of-way or easement.

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. The issuance of an Unincorporated Subdivision Roadway Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

Damage to County or Township Right-of-Way

Those facilities and roadway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the roadway right-of-way that are damaged as a result of the permit work shall be immediately reported to KDOT and township. Damaged items will be replaced or repaired by the Applicant to KDOT's and township's satisfaction in a reasonable length of time as established by KDOT and township. 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 and township.

Inspection

A representative of KDOT or the County's consultant and a representative of the township will inspect all improvements included with the permit. The level of inspection will be determined by the County based on the complexity and magnitude of the improvements. The level of inspection will be discussed at the pre-construction meeting.

Enforcement

If improvements are not constructed in accordance with the design approved by the County Engineer or made in accordance with the conditions of the permit, the County will issue a Stop-work Order or revoke the permit. If the Applicant does not correct any deficiencies or, at a minimum, contact the County to discuss the deficiencies within fourteen (14) calendar days after notification by certified mail, the County 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 Subdivision Road and Storm Drainage Acceptance Certificate will be withheld until the improvement conforms to the approved design.

Duty to Correct Defects

The Applicant shall guarantee the restoration of the right-of-way for 12 months following the signing of the Right-of-Way Acceptance. During the 12-month period, the Applicant shall, upon written notification from the County Engineer or Township Highway Commissioner, correct all non-complying work using methods and materials required by KDOT or township. The corrective measures will be completed within fourteen (14) calendar days of the receipt of notice written from the County Engineer or Township Highway Commissioner, 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 or township will take appropriate action to ensure completion of the work to the satisfaction of the

County Engineer or Township Highway Commissioner's at the expense of the Applicant.

Stop-Work Order/Revocation of Permit

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

- The work was started without a valid permit. A fine in the amount of \$1,000 shall be assessed.
- A material provision or condition of the permit was 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 project 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, or 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 or township.
- 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 insurance have been reinstated.
- After discussion 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 or township.
- 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.

F. Other Requirements

Right-of-Way and Utility Easements

The following are the minimum right-of-way requirements for developments along existing township roadways or for developments that create new township roadways. Arterial highways shall have a minimum right-of-way width of 120 feet, 60 feet half right-of-way width. Collector highways shall have a minimum right-of-way width of 80 feet, 40 feet half right-of-way width. Local roads shall have a minimum right-of-way width of 66 feet, 33 feet half right-of-way width. Private roads shall have an easement width less than 40 feet. More than the minimum right-of-way width may be necessary to accommodate the required improvements as determined by the County Engineer.

The Applicant or property owner shall convey, at no cost to the township, by warranty deed or Trustees deed if applicable, in fee simple any land necessary to satisfy the right-of-way requirements as stated herein, from the center line of the roadway along the entire frontage of the property.

Upon completion of any construction work within the right-of-way, the right-of-way shall be restored to a condition that is acceptable to the township. No new fences, rocks, debris, or any such materials shall be permitted within the right-of-way.

Utility easements with a minimum width of 15 feet may be provided along roadway rights-of-way to safely accommodate the expanding infrastructure of development and public needs.

Final Plat

The County Engineer will sign a plat once the final engineering plans have been approved, all fees have been paid, and all comments have been corrected on the original Mylar copy of the plat. All required signatures must be applied prior to submitting the final plat to the County Engineer and County Plat Officer. All deed restrictions, protective covenants, homeowners' association contract, and other agreements will accompany the final plat for review. This will also include letters from each utility company verifying that their location will be in the easement, unless mitigating circumstances prevent their location in the easement. Right-of-way markers shall follow KDOT's "Minimum Design Standards" found in Section 1 of this manual. The plat shall be recorded in the office of the Kane County Recorder. Once recorded, two (2) paper copies of the final plat will be forwarded to the County Engineer.

Off-site Improvements

- (a) When land adjacent to an existing highway is subdivided and the existing highway does not meet the standards required for the proposed subdivision, the subdivider shall be required to improve the existing highway if it is used for access to the proposed subdivision.
- (b) When warranted by a traffic study, or as determined by the County Engineer, turning lanes (consisting of a taper and a full width auxiliary lane) for either right or left turns into an abutting property shall be provided at the Applicant's expense.
- (c) When it is determined by the County Engineer that any other existing infrastructure facilities serving the subdivision are inadequate, then improvements to any one or all of such facilities shall be required.

Fees

When the subdivision is granted access to a County highway the required off-site improvements shall be permitted through a separate access permit from KDOT. This permitting process shall involve a separate Letter of Credit, Certificates of Insurance, State Certified contractors and approved plans by the County Engineer. Right-of-way and easement requirements for the County highway may differ from the subdivision's internal right-of-way.

Proof Rolls

1. Responsibility of the County and Responsibility of the Applicant

It is the responsibility of the County or the County's consultant and the Township Highway Commissioner to either "pass or fail" the proof roll. It is the responsibility of the Applicant to determine the means and method to correct the failed proof roll before the next proof roll is scheduled.

2. Required Notice

The Applicant or the Applicant's contractor/engineer may fax or e-mail KDOT, Township Highway Commissioner and the County's consultant the letter certifying that the proof roll is ready for inspection and request a scheduled inspection. The Applicant must realize that just because a fax or e-mail has been sent does not confirm a date and time for a proof roll.

The County and township will do everything possible to schedule a proof roll within 24 hours once KDOT and Township Highway Commissioners have received a copy of the letter certifying that the proof roll is ready to be witnessed by all parties. However a 24-hour notice is required to all parties as stated above.

3. Additional Fee for Additional Inspections

The Kane County Department of Transportation and Township Highway Commissioner will allow one proof roll and one follow up proof if required due to a failed proof roll. If more than one follow up proof roll is required, the Applicant will be charged \$500.00 each time there after until the proof roll passes inspection to achieve acceptance of the subgrade.

The Applicant shall pay the \$500.00 to the Township Highway Department before another proof roll will be scheduled.

4. Staging of Proof Roll Inspections

The Applicant may request to stage the proof roll inspection. However this will only be allowed on a case-by-case basis depending upon the length and amount of roadways planned for township acceptance. In order to allow a sequencing or staging of the proof rolls, the Applicant must submit a written staging or sequencing plan to the township for their review and prior approval. If sequencing is allowed of the proof roll, Item 1 of the "Subdivision Road and Storm Drainage Acceptance" form must be signed for all roads prior to

continuing onto Item 3 of the “Subdivision Road and Storm Drainage Acceptance”.

G. Design Requirements

Signage

The MUTCD and KDOT policy shall be followed concerning all traffic control including signage and pavement markings.

Drainage

All lot owners are responsible for the connection of sump pumps and down spouts to the sub-surface drainage system installed as part of the subdivision construction. There shall be no direct connection of these drainage outfalls to the roadway drainage system without the written approval of the appropriate highway authority. Any violation shall be corrected immediately at the property owner’s expense.

Detention Basins and Berms

605 ILCS 5/9-115.1 states that: “It is unlawful for any person to construct or cause to be constructed any drainage facility for the purpose of the detention or retention of water within a distance of 10 feet plus one and one half times the depth of any drainage facility adjacent to the highway right-of-way of any public roadway without the written permission of the highway authority having jurisdiction over the public roadway,” and

“It is unlawful for any person to construct or cause to be constructed any earthen berm such that the toe of such berm shall be nearer than 10 feet to the right-of-way of any public roadway without the written permission of the highway authority having jurisdiction over the public roadway.”

Details for detention pond and berms location requirements relative to the County highway right-of-way can be found in Section 4 of this manual.

“T” Turnarounds

A "T" turnaround shall be installed at all temporarily terminated roadways. The final plat shall provide for a temporary easement to accommodate the installation and use of said "T" turnaround until such time as the roadway extension is completed and accepted by the appropriate highway authority. At such time the temporary turnaround easement shall be released. There shall not be access permits issued that are in alignment with any portion of the “T” for a residential or commercial use. The additional easement required for "T" turnarounds shall be

forty (40) feet in width measured perpendicular to the normal right-of-way, and shall be fifty (50) feet in length-measured parallel to the normal right-of-way. The pavement for the "cross" of the "T" shall be at right angles to the roadway, twenty (20) feet in width and paved for a distance of at least forty (40) feet out on both sides of the roadway from the pavement edge.

Cul-de-sac

A cul-de-sac designed to be permanent shall not be longer than five hundred (500) feet, measured along the centerline from the roadway right-of-way to the end of the cul-de-sac, and shall be provided with a turnaround right-of-way not less than one hundred and seventy (170) feet in diameter, with a throat right-of-way radius of seventy (70) feet. The paved circle shall be centered in the right-of-way and have a paved circle of one hundred and twenty (120) feet diameter and a throat pavement radius of fifty (50) feet. Proposal of a cul-de-sac longer than five hundred (500) feet shall require special review by the County Plat Officer, except in low-density subdivisions where no more than fifteen (15) lots are served by the proposed cul-de-sac. Options to not pave the inner area to provide a "T" turnaround in lieu of a cul-de-sac are subject to individual review and approval by the Township Highway Commissioner and County Engineer.

Curb and Gutter

Curb and gutter may be required along the outside edge of roadway pavements in urban subdivisions and in Country Subdivisions where the longitudinal slope exceeds seven percent (7%) and shall be as specified by the County Engineer. It is the Applicant's responsibility during construction and until final acceptance is to ensure that all catch basins, curb inlets and drainage structures are maintained on a weekly basis or after an one-half (½) inch rain event to eliminate sediment in the system. Failure shall result in an issuance of a Stop-work Order for the entire site until the Applicant is in compliance and approved by the County Engineer.

Sidewalks/Pedestrian Ways

Sidewalks shall be concrete, a minimum thickness of four (4) inches and four (4) feet wide, with a four (4) inch aggregate base course. Sidewalks shall be located in the highway right-of-way one (1) foot off the property line and constructed in accordance with IDOT Standard Specifications. Pedestrian ways may be located one (1) foot off of the property line within the right-of-way or within a pedestrian way easement adjacent to the right-of-way. The materials and surface treatment of pedestrian ways shall meet the approval of the County Engineer and the appropriate local authority. They shall be provided according to the following:

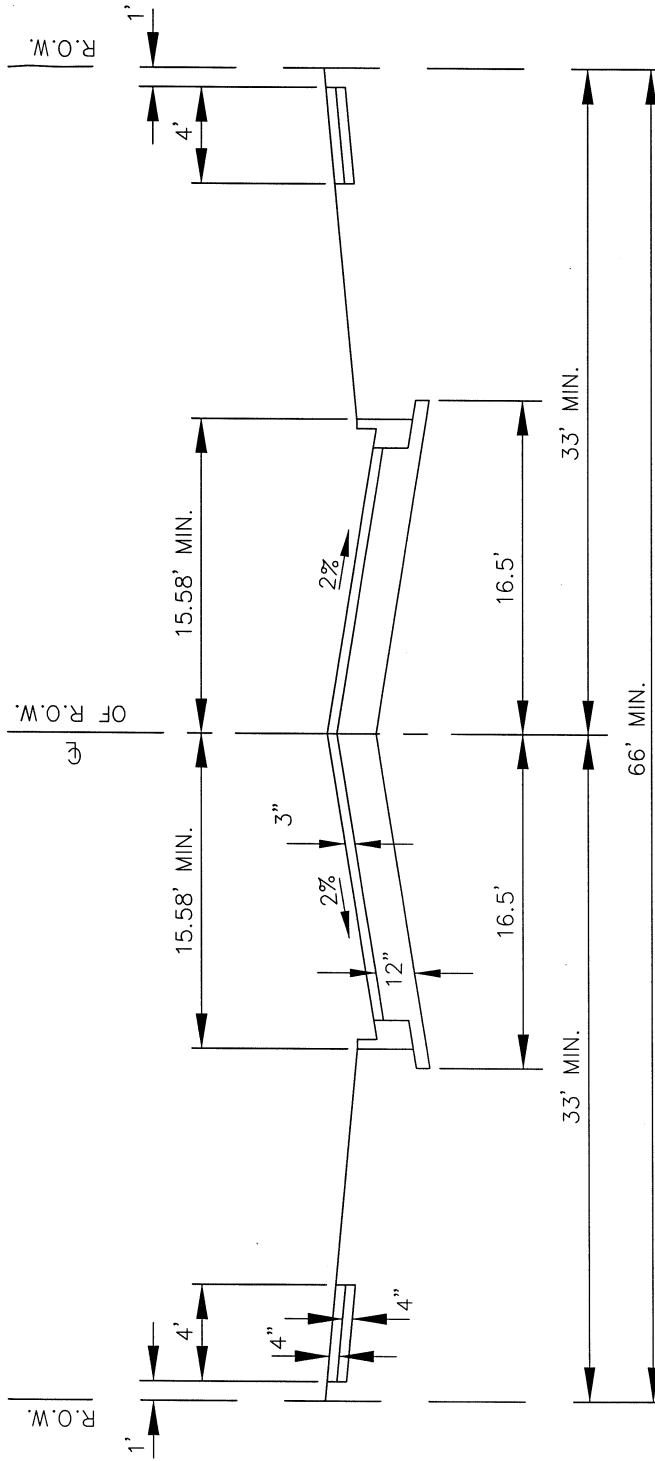
- (1) Commercial and Industrial property: Sidewalks are required on both sides of all major and collector highways and those local roadways leading to a park or school. Sidewalks may also be required on one (1) side for all other local roadways.
- (2) Urban Subdivisions: Sidewalks are required on both sides of all roads in areas containing lots of ten thousand (10,000) square feet or less and on one (1) side of all roads in areas containing lots of twenty thousand (20,000) to forty thousand (40,000) square feet.
- (3) Country Subdivisions: Sidewalks or pedestrian ways may be required in subdivisions with lots larger than forty thousand (40,000) square feet along roads leading to parks or schools, in order to provide continuity between systems of sidewalks already installed or provided for in adjacent subdivisions, or when the Development Committee of the Kane County Board finds that a pedestrian safety hazard exists or will be created as a result of the development of the subdivision.
- (4) Pedestrian ways or bikepaths: may be required by the County Plat Officer through the center of blocks more than nine hundred (900) feet long, where deemed essential to provide circulation of access to schools, playgrounds, shopping, centers, transportation, and other community facilities. Said pedestrian ways, bikepaths or sidewalks shall be located within a right-of-way or easement at least ten (10) feet in width. Maintenance of these facilities, unless otherwise agreed to, will be the responsibility of a homeowners association.

Roadway Lighting

Installation of roadway lighting shall be required in accordance with design and specification standards approved by the County Engineer. Residential roadway lighting facilities shall be provided in urban subdivisions at all roadway intersections and at closer intervals if the subdivision density is three (3) dwelling units per acre or more, and may be required at the entrance of Country Subdivisions. Commercial and industrial roadway lighting facilities shall be of the high intensity type, and shall be placed on alternate sides of the roadway. The Applicant shall arrange for and pay any installation costs required by the public service company for the erection of the required roadway lights. Internal roadway lighting is generally discouraged. If allowed, the lighting shall be erected outside of the right-of-way and shall be maintained and energy provided by a homeowners association.

Private Drive Specifications

Private drives are treated the same as public roadways in reference to their design, material and inspections for approval by the County Engineer to ensure a safe and quality product for the lot owners. Private drives that are a continuation of a public roadway shall provide a permanent "T" turnaround at the beginning of the private drive that will be dedicated to the appropriate Township Road District.

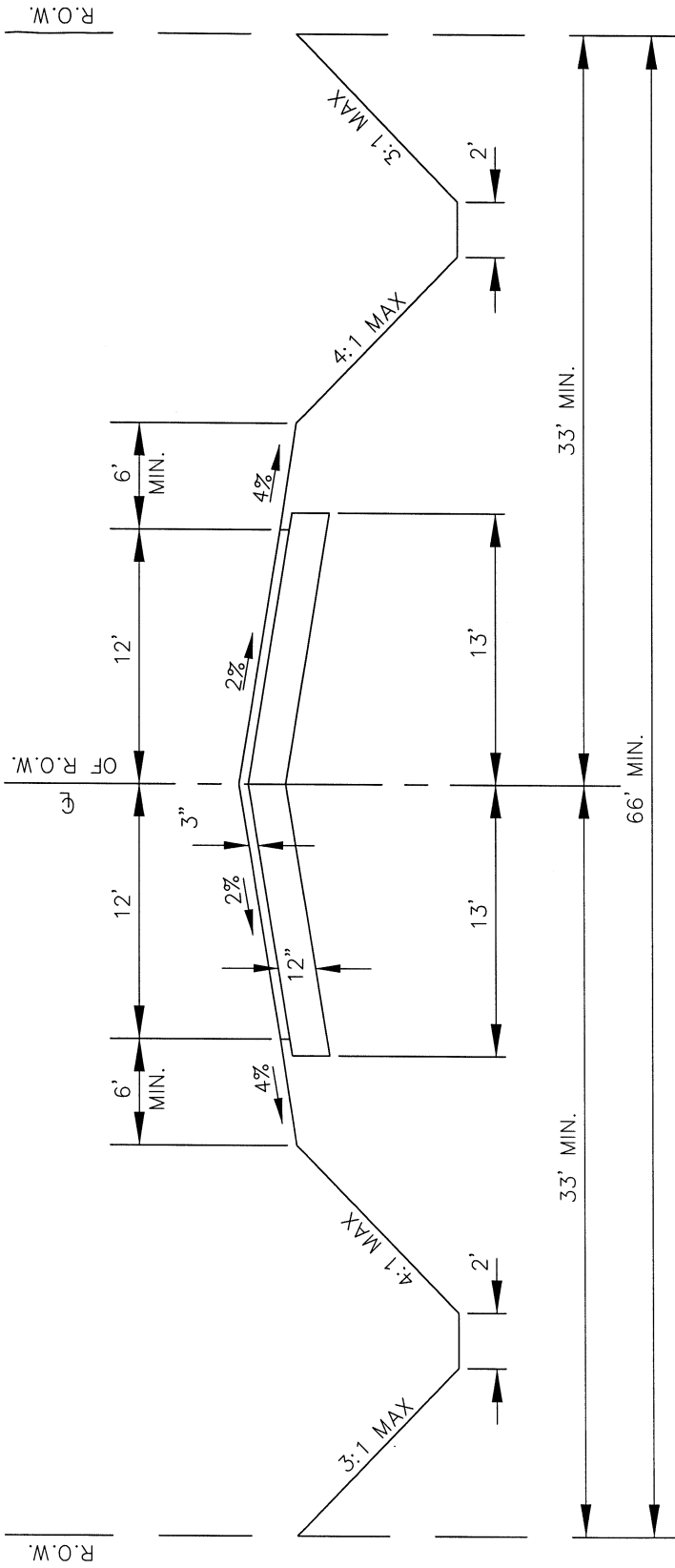


NOTES:

1. PAVEMENT SHALL BE AS FOLLOWS OR AS RECOMMENDED BY THE COUNTY ENGINEER
 - 1 ½ INCHES BITUMINOUS CONCRETE SURFACE COURSE, SUPERPAVE
 - 1 ½ INCHES BITUMINOUS CONCRETE BINDER COURSE, SUPERPAVE
 - 12 INCHES AGGREGATE BASE COURSE, CRUSHED CA-6
 THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
2. CURB AND GUTTER SHALL BE B-6.12 OR AS DIRECTED BY THE COUNTY ENGINEER.
3. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY SHALL BE SODDED OR SEEDED WITH EROSION CONTROL BLANKET.
4. STREET SIGNS SHALL BE INSTALLED AT THE NORTHEAST CORNER OF ALL INTERSECTIONS.
5. CROSS ROAD CULVERTS AS A MINIMUM SHALL BE:
 - REINFORCED CONCRETE PIPE
 - MINIMUM 18 INCHES DIAMETER
 - INCLUDE FLARED END SECTIONS AND GRATES
 - 4 FEET WIDE
6. SIDEWALKS, WHEN REQUIRED, AS A MINIMUM SHALL BE:
 - 4 INCHES OF PC CONCRETE
 - 4 INCHES OF AGGREGATE BASE
7. ALL MATERIALS SHALL MEET THE REQUIREMENTS SPECIFIED IN THE IDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND KDOT PERMIT REGULATIONS..

KANE COUNTY
 DIVISION OF TRANSPORTATION
 TYPICAL COUNTY SUBDIVISION ROADWAY CROSS SECTION
 FOR URBAN SUBDIVISION

NOT TO SCALE

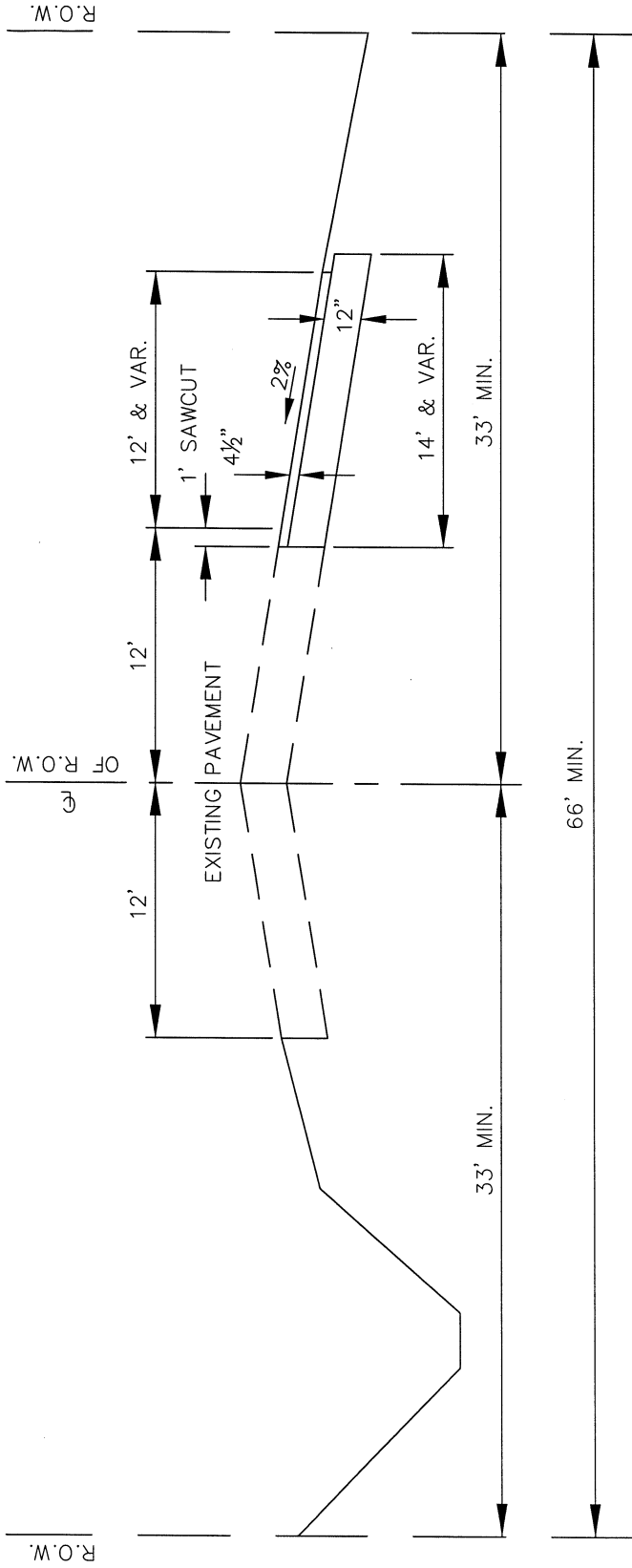


NOTES:

1. PAVEMENT SHALL BE AS FOLLOWS OR AS RECOMMENDED BY THE COUNTY ENGINEER
 - 1 ½ INCHES BITUMINOUS CONCRETE SURFACE COURSE, SUPERPAVE
 - 1 ½ INCHES BITUMINOUS CONCRETE BINDER COURSE, SUPERPAVE
 - 12 INCHES AGGREGATE BASE COURSE, CRUSHED CA-6
 THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
2. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY SHALL BE SODDED OR SEEDED WITH EROSION CONTROL BLANKET.
3. STREET SIGNS SHALL BE INSTALLED AT THE NORTHEAST CORNER OF ALL INTERSECTIONS.
4. CROSS ROAD CULVERTS, AS A MINIMUM SHALL BE:
 - REINFORCED CONCRETE PIPE
 - MINIMUM 18 INCHES DIAMETER
 - INCLUDE FLARED END SECTIONS AND GRATES
5. ENTRANCE CULVERTS, AS A MINIMUM, SHALL BE:
 - CORRUGATED METAL PIPE
 - MINIMUM 15 INCHES DIAMETER
 - INCLUDE METAL END SECTIONS
6. ALL MATERIALS SHALL MEET THE REQUIREMENTS SPECIFIED IN THE IDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND KDOT PERMIT REGULATIONS.

KANE COUNTY
DIVISION OF TRANSPORTATION
TYPICAL COUNTY SUBDIVISION ROADWAY CROSS SECTION
FOR COUNTRY SUBDIVISION

NOT TO SCALE

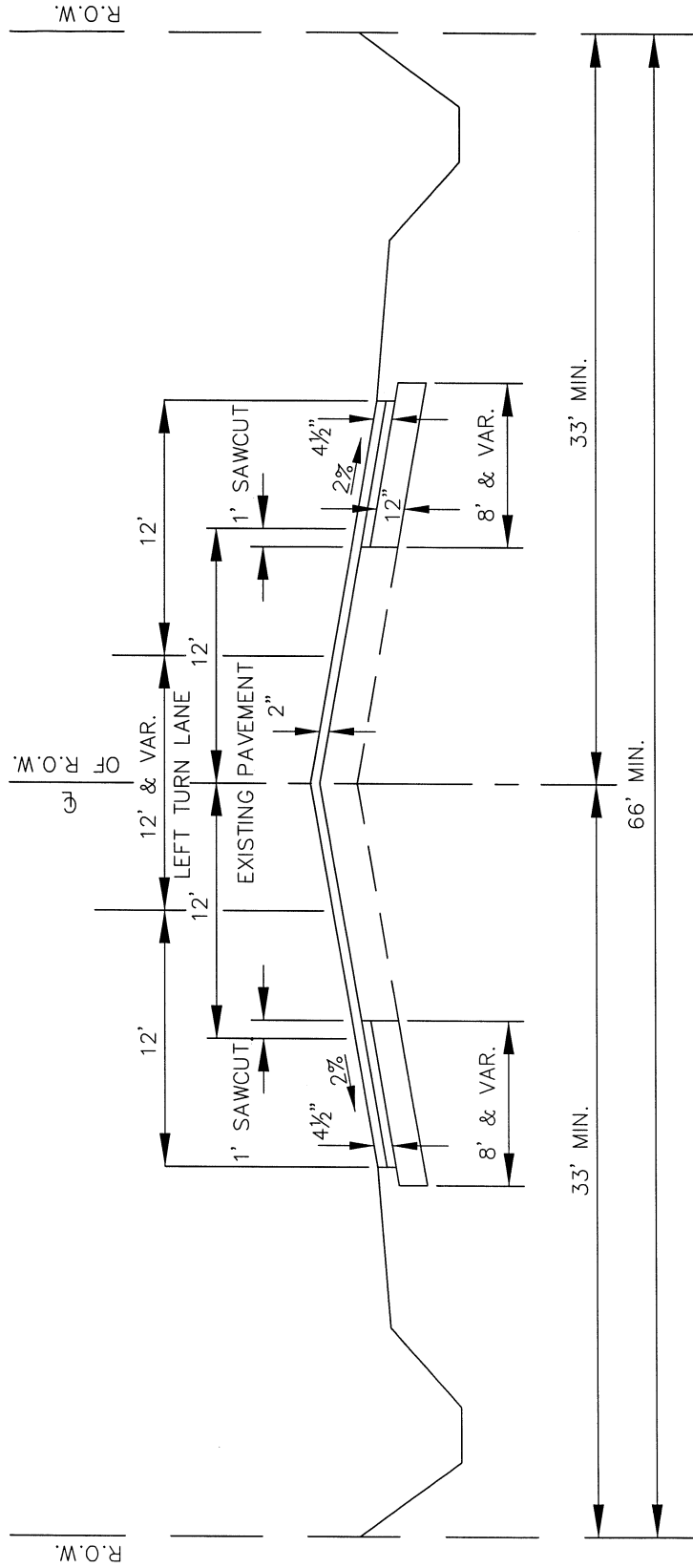


NOTES:

1. PAVEMENT SHALL BE AS FOLLOWS OR AS RECOMMENDED BY THE COUNTY ENGINEER
 - 2 INCHES BUTIMINOUS CONCRETE SURFACE COURSE, SUPERPAVE
 - 2 1/2 INCHES BITUMINOUS CONCRETE BINDER COURSE, SUPERPAVE
 - 12 INCHES AGGREGATE BASE COURSE, CRUSHED CA-6
2. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY THAT ARE DISTURBED SHALL BE SODDED OR SEEDED WITH EROSION CONTROL BLANKET.
3. STREET SIGNS SHALL BE INSTALLED AT THE NORTHEAST CORNER OF ALL INTERSECTIONS.
4. ALL MATERIALS SHALL MEET THE REQUIREMENTS SPECIFIED IN THE IDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND KDOT PERMIT REGULATIONS.

KANE COUNTY
DIVISION OF TRANSPORTATION
TYPICAL TOWNSHIP COLLECTOR ROADWAY CROSS SECTION
FOR RIGHT TURN LANES

NOT TO SCALE



NOTES:

1. PAVEMENT SHALL BE AS FOLLOWS OR AS RECOMMENDED BY THE COUNTY ENGINEER
 2 INCHES BITUMINOUS CONCRETE SURFACE COURSE, SUPERPAVE
 2 1/2 INCHES BITUMINOUS CONCRETE BINDER COURSE, SUPERPAVE
 12 INCHES AGGREGATE BASE COURSE, CRUSHED CA-6
 THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
2. THE EXISTING EDGES OF PAVEMENT SHALL BE SAWCUT 1 FOOT FROM THE EDGE.
3. LEVELING BINDER OR BITUMINOUS SURFACE REMOVAL SHALL BE USED ON THE EXISTING PAVEMENT TO ACHIEVE THE 2% SLOPE.
4. STRIP REFLECTIVE CRACK CONTROL TREATMENT SHALL BE PLACED PRIOR TO THE SURFACE COURSE ON THE JOINT BETWEEN EXISTING AND NEW PAVEMENT.
5. EXISTING PAVEMENT WILL BE RESURFACED AS SHOWN WHEN REQUIRED BY THE COUNTY ENGINEER.
6. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY THAT ARE DISTURBED SHALL BE SODDED OR SEEDED WITH EROSION CONTROL BLANKET.
7. ALL MATERIALS SHALL MEET THE REQUIREMENTS SPECIFIED IN THE IDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND KDOT PERMIT REGULATIONS.

KANE COUNTY
 DIVISION OF TRANSPORTATION
 TYPICAL TOWNSHIP COLLECTOR ROADWAY CROSS SECTION
 FOR LEFT TURN LANES

NOT TO SCALE

II. PERMIT APPLICATION FEES

Unincorporated Subdivision Public Roadway Permit. The Kane County Division of Transportation **will not** charge an application fee for this work.

Unincorporated Subdivision Private Roadway Permit. The Kane County Division of Transportation **will not** charge an application fee for this work.

Lot Contribution Fees. The Kane County Division of Transportation may request a lot contribution fee to be applied to future transportation improvements. The fee will be paid upon receipt of the County Engineer's signature on the final plat of subdivision.

Other Fees. If other permits, i.e. Major Access, Temporary Access, or Utility Permits, are required, the appropriate applications will be submitted along with the fees.

Permit Renewal or Extension. The Kane County Division of Transportation **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 will be included with all application.

Review Cost. These permits may require additional pass-through, consultant-review cost.

Fines. 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 of \$1,000.

III. UNINCORPORATED SUBDIVISION ROADWAY PERMIT-REVIEW PROCESS

1. The first step is a pre-application meeting with the Applicant, Kane County Technical Staff, and the Township Highway Commissioner to discuss policies and procedures concerning transportation issues that may be involved with the development. Items for discussion may include location of access, required improvements in the right-of-way, setback requirements, right-of-way conveyance, creation of utility easements, and utility relocations, if required.
2. The next step is submission of a concept plan for the development. The concept plan will show the topographic conditions of the site as existing and based on the items discussed at the pre-application meeting. Once the concept plan is approved, a preliminary plat and preliminary engineering plans are to be prepared.
3. If a consultant is required, the Director of Water Resources in coordination with the County Engineer will select the consultant(s) and enter into a contract(s). If the access is to a County highway the Permit Section Staff will contract separately with a consultant for the improvements. This review will not begin until a Design Review Letter of Credit in the amount of \$5,000.00 is submitted and approved.
4. The preliminary plat and preliminary engineering plans are submitted to the County Technical Staff for review. The preliminary plat and preliminary engineering plans should show the access point(s), the proposed rights-of-way, the proposed utility easements, any pedestrian easements, internal roadways, lot layout and dimensions, landscaping, drainage easements, and detention areas, public and private open spaces, and land uses other than residential. Additional information may be required by the KDOT and Permit Section Staff to determine the extent of any right-of-way improvements needed to provide a safe and efficient facility.
5. The application will then be logged into a master tracking system to show all stages from the application to the issuance of a Subdivision Road and Storm Drainage Acceptance for the development. A hard-copy central file system will also be started at this point.
6. The Permit Section Staff will 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.
7. After approval of the preliminary plat and preliminary engineering plans, the final plat and final engineering plans will be developed in accordance with the KDOT Permit Regulations, the Kane County Storm Water Ordinance, the Kane County Subdivision Regulations, and the Illinois Department of Transportation Standards. The final plat and final engineering plans will incorporate all items discussed during the development process.

8. KDOT staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff. The Required Information Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
9. The Permit Section Staff shall review all comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
10. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from the Permit Section Staff and the consultant(s), which is signed by the Applicant and Applicant's engineer.
11. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
12. Once the final plat and final engineering plans have been approved, the Unincorporated Subdivision Roadway Permit will be issued. The Applicant, the Township Highway Commissioner, and the County Engineer will sign the permit. It is the Applicant's responsibility to follow the procedures included in the Construction Procedures included in this section. During construction, the Applicant will be responsible for all maintenance of the rights-of-way including mowing, snow removal, and removal of mud/sediment from the roadway at the end of each day.
13. Once a permit has been issued, a pre-construction meeting will be required prior to commencement of construction. A Construction and Observation Compliance Letter of Credit will be submitted. The Permit Section Staff will ensure the amount of the Letter of Credit is adequate, including the costs for a consultant for construction observation, if required. Certificates of Insurance for the Applicant, contractor, and any subcontractors will be provided to KDOT prior to the start of construction. At the pre-construction meeting the progress schedule and the phone numbers (24-hour) will be provided for the Applicant, the contractor, and any subcontractors.
14. If consultant assistance is required during construction, the County will be responsible for contracting with the consultant. The consultant will 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.
15. The person performing the site-observation tasks will 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 will be stamped "Approved by KDOT For Construction".

IV. CONSTRUCTION PROCEDURES

The applicant shall abide by the following chronology:

A. Grading and Subgrade (Item 1)

1. Removal of all vegetation and topsoil in the proposed right-of-way.
2. Ditches and road cut to rough grade (within ¼” of finished grade for subgrade).
3. Storm sewer and cross culverts used within the right-of-way of the new roadway shall be installed. All storm sewer conduits placed in the right-of-way will be placed on compacted bedding. This will consist of Type A Granular bedding (CA-13) with a minimum thickness equal to one-quarter (¼) the outside diameter of the sewer pipe but not less than 4”. Blocking of any kind for grade will not be permitted. The bedding material will be compacted to 90% modified proctor density. Bedding for any storm sewer material other than reinforced concrete will be approved by the County. All backfill in the right-of-way will be placed in lifts of no more than 12” and compacted to 90% modified proctor density.
4. Erosion control will be placed in the ditch line to eliminate erosion of the ditch and infiltration of sediment in cross culverts and catch basins.
5. The subgrade will be checked for compliance (with a string line or other appropriate method) to ensure proper grades.
6. Subgrade will be rolled and moisture added (if needed) to ensure compaction of the road subgrade.
7. The Applicant/contractor will conduct a preliminary proof roll over the proposed subgrade of the new road with a standard loaded semi tractor/trailer combination truck. The truck being used will be of legal weight (minimum 65,000 lbs). All failures will be corrected before a final proof roll is conducted. A soils consultant hired by the Applicant/contractor will be onsite during the proof roll to verify the results.
8. Once the preliminary proof roll has passed, the soils consultant will certify by letter to the Township Highway Commissioner, KDOT, Kane County Development Department and the County’s consultant that the subgrade is ready to be witnessed for final approval for the project and a time and date set for the proof roll. A standard loaded semi truck with certified weight ticket (minimum 65,000 lbs. or legal limit) for the load on the vehicle shall be used for the proof roll.

9. If the Township Highway Commissioner disagrees with the results of the proof roll, a separate test will be scheduled at a later date with a testing consultant of the Township Highway Commissioner's choice, at the Applicant's expense, using either a dynamic cone penetrometer or static cone penetrometer. This method will be used for the acceptance of the subgrade. A one-quarter (1/4) inch deflection in the roadway subgrade is acceptable in isolated areas. If questioned by any party, the area will be checked with either the dynamic cone penetrometer or static cone penetrometer for acceptance. Corrective measures will be the responsibility of the Applicant/contractor and additional proof rolls conducted until the subgrade passes.
10. A proof roll shall be performed again after a rain or at the Township Highway Commissioner's request at any time to assure the above requirements are met.
11. All utility crossings shall be placed prior to the proof roll. The Township Highway Commissioner must approve in writing any future utility crossings. All materials and their placement shall follow the guidelines set forth in The Standard Specifications for Road and Bridge Construction, most current edition, and all current supplements associated with the Standard Specifications.
12. Before the project moves on to the next item, Aggregate Base Course the Township Road Commissioner must sign off on Item One of the Subdivision Road and Storm Drainage Acceptance sheet.

B. Aggregate Base Course (Item 2)

1. Aggregate will be brought to within one-quarter (1/4) inch of finished grade for the base course.
2. Erosion control will be in the ditch line to eliminate erosion of the ditch and infiltration of sediment in cross culverts and catch basins.
3. All materials and the placement of them will follow the policies set forth in The Standard Specifications for Road and Bridge Construction, current edition and all current supplements associated with the Standard Specifications.
4. Copies of State of Illinois approved material tickets will be submitted to the County consultant and the Township Highway Commissioner immediately upon placement of aggregate. There will be no placement of bituminous material until the Township Highway Commissioner has approved the base course material.
5. The aggregate base will be checked for compliance (with a string line or other approved method) to ensure proper grades.

6. The aggregate base will be rolled and moisture added (if needed) to ensure compaction of the base course.
7. The Applicant/contractor will conduct a preliminary proof roll over the proposed base course of the new road with a standard loaded semi tractor/trailer combination truck. The truck being used will be of legal weight. All failures will be corrected before a final proof roll is conducted. Soils consultant hired by the Applicant/contractor will be onsite during the proof roll to verify the results. All trucks will carry a certified weight ticket verifying the materials being used on the project are State certified.
8. Once the preliminary proof roll has passed, the soils consultant for the Applicant/ contractor will certify by letter that the base course is ready to be witnessed for final approval by the Township Road Commissioner, KDOT, Kane County Development Department and the County's consultant for the project and a time and date set for the proof roll. A standard loaded semi truck with certified weight ticket (65,000 lbs. Minimum or legal limit) for the load on the vehicle will be used for the proof roll.
9. If the proof roll fails, the base course and subgrade will be checked and corrected if necessary and a second proof roll performed. If the problem is determined to be with the subgrade, procedures for subgrade will be followed to ensure proper density has been achieved. A maximum one-quarter (¼) inch deflection in the road base is acceptable. Corrective measures will be the responsibility of the Applicant/contractor and proof rolls conducted until the base course passes the proof roll.
10. A proof roll will be performed again after a rain or at the Township Highway Commissioner's request at any time to assure the above requirements are met.
11. The base course will consist of new stone or crushed gravel. Asphalt grindings will not be allowed as a substitute.
12. Curb and gutter, if required, will be placed before the bituminous binder course is placed. All materials and the placement of these items will follow Section 606 in The Standard Specifications for Road and Bridge Construction, current edition and all current supplements associated with the Standard Specifications.
13. Before the project moves onto Item Three, bituminous binder courses, the Township Highway Commissioner must sign off on Item Two of the Subdivision Road and Storm Drainage Acceptance sheet.

C. Bituminous Binder Course (Item 3)

1. Asphalt will be obtained from a State approved asphalt plant.
2. The binder composition will not contain more than 25% recycled material.
3. A materials consultant will be at the plant for testing of the asphalt materials to ensure the quality of the mix. A copy of this report and material quantity reports will be filed with the County's consultant and the Township Highway Commissioner within 30 days of placement. Failure to file will result in non-compliance for the sign-off.
4. All materials and the placement of the bituminous binder will follow Section 406 in The Standard Specifications for Road and Bridge Construction, current edition and all current supplements associated with the Standard Specifications. **Placing of material will be at the Township Highway Commissioner's approval in relation to weather and temperature.**
5. It is the Applicant's responsibility to have their testing service check for appropriate temperature and density according to IDOT standards.
6. Before the project moves on to Item Four, Completed Roads & Storm Drainage, the Township Highway Commissioner must sign off on Item Three of the Subdivision Road and Storm Drainage Acceptance sheet.

D. Completed Roads & Storm Drainage (Item 4)

1. Items A thru C above will be completed and all final adjustments made to structures and topsoil spread in the right-of-way before the bituminous surface is placed.
2. All utility work including streetlights and erection of signs will be completed at this time.
3. Landscaping to be completed at this time will include spreading of topsoil in the right-of-way, fine grading, placing of seed and blanket and any trees or shrubs. Surface will not be placed until this item is signed-off by the Township Highway Commissioner.
4. Before the project proceeds to Item Five, Bituminous Surfaces, the Township Highway Commissioner must sign off on Item Four of the Subdivision Road and Storm Drainage Acceptance sheet.

E. Bituminous Surface (Item 5)

1. Asphalt will be obtained from an Illinois Department of Transportation approved asphalt plant.
2. The surface composition will be of new materials. The use of recycled materials shall not be allowed.
3. A materials consultant will be at the plant for testing of the asphalt materials to ensure the quality of the mix. A copy of this report and material quantity reports will be filed with the County's consultant and the Township Highway Commissioner within 30 days of placement. Failure to file will result in non-compliance for the sign-off. It is the Applicant's responsibility to have their testing service ensure that the paving contractor applies the material at the appropriate temperature and density according to IDOT standards. All materials and the placement of them will follow Section 406 in The Standard Specifications for Road and Bridge Construction, current edition and all current supplements associated with the Standard Specifications. **Placing of material will be at the Township Highway Commissioner's approval in relation to weather and temperature.**
4. Before the project moves onto Item Six, Other as Specified, the Township Highway Commissioner must sign off on Item Five of the Subdivision Road and Storm Drainage Acceptance sheet.

F. Other as Specified (Item 6)

1. Step 6 is used for special items that are not covered by any of the categories listed above. Examples are resurfacing of existing roadway, re-striping of existing road and repairs that may be required before acceptance of the roadway etc.
2. Before the project moves onto Item Seven, Right-of-Way Acceptances, the Township Highway Commissioner must sign off on Item Six (if applicable) of the Subdivision Road and Storm Drainage Acceptance sheet.

G. Right-of-Way Acceptance (Item 7)

1. Culvert permits for driveways shall not be issued until the roadway has been accepted by the Township Highway Commissioner.
2. In order for acceptance of the roadway to occur, the following items must be completed:
 - a. Installation of all streetlights, landscaping, and permanent erosion control in the right-of-way.

- b. Completion of all utility work outside the roadway improvement.
 - c. Cleaning of all storm sewers and catch basins.
 - d. Cleanup of all debris within the right-of-way.
 - e. Shoulders brought up to final surface elevation with gravel or topsoil as the case may be.
 - f. Sod will have taken and/or grass seed will be growing in the right-of-way.
3. Should the walk-through for the final inspection reveal that certain requirements of the permit have not been met, the County or consultant will generate a list of the items that must be completed (punch list) in order for the issuance of the Final Completion and Compliance Certificate. The Applicant/contractor must then complete this list of items within thirty (30) calendar days. Should the Applicant/contractor not complete any requirement on the list within the thirty days, the County will have the right to complete any uncompleted item with any means it so desires. The costs to correct the deficiencies will be withdrawn from the Letter of Credit/Bond to pay for such deficiencies plus any administrative fees.
 4. All punch list items will be completed before the sign off of Item Seven.
 5. Before the project moves onto Item Eight, Final Acceptance, the Township Highway Commissioner must sign off on Item Seven of the Subdivision Road and Storm Drainage Acceptance sheet.
 6. Upon acceptance of Item Seven, the Township Highway Commissioner will assume jurisdiction and maintenance of the roadway.

H. Final Acceptance (Item 8)

1. Once Item Seven is signed, the Applicant/contractor has one (1) year of maintenance responsibility for the development. During this time it shall be the responsibility of the Applicant/contractor to repair or replace any failures due to workmanship or structural failure. This work will be done to the satisfaction of the Township Highway Commissioner. A 10% maintenance letter of credit will be kept on file with the Kane County Development Department for one (1) year to guarantee quality workmanship and materials. After one year, a Final Completion and Compliance Certificate will be issued.
2. Once the one-year Maintenance Letter of Credit expires, a completion/compliance letter will be sent to the Applicant/contractor. On the

satisfactory completion of the project, the Maintenance Letter of Credit will be released and the project closed.

3. Once everything has been accepted for the project, Item Eight, Final Acceptance, will be signed by the Township Highway Commissioner completing the project.

V. REQUIRED INFORMATION CHECKLIST FOR UNINCORPORATED SUBDIVISION ROADWAY PERMIT

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

1. Environmental study review
 - a. Environmental study required _____
 - b. Which of the following environmental issues occurs within 300 feet of County or Township right-of-way:
 - (1) Wetlands _____
 - (2) Stream crossing _____
 - (3) Hazardous materials _____
 - (4) Archaeological/historical _____
 - (5) Parks, land, and water conservation lands _____
 - (6) Other (septic fields, water wells, etc.) _____
 - c. Was an environmental/archaeological report submitted for:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation lands _____
 - (5) Other _____
 - d. The following environmental/archaeological reports were reviewed:
 - (1) Wetlands _____
 - (2) Hazardous materials _____
 - (3) Archaeological/historical _____
 - (4) Parks, land, and water conservation, historical properties _____
 - (5) Other _____
 - e. Were appropriate permits received and checked for:
 - (1) Wetlands _____
 - (2) Stream crossings (Section 404) _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical (Section 106) _____
 - (6) Other _____
 - f. Do the environmental/archaeological issues noted in the reports affect the improvement with County or Township right-of-way and were they addressed in the engineering plans and special provisions:
 - (1) Wetlands _____
 - (2) Stream crossings _____
 - (3) Hazardous materials _____
 - (4) Archaeological _____
 - (5) Historical _____
 - (6) Parks, land, and water conservation _____
 - (7) Other _____

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

- g. Coordination with affected regulatory agencies received:
 - (1) USEPA _____
 - (2) USCOE _____
 - (3) USF & WS _____
 - (4) IDNR _____
 - (5) IDOA _____

- 2. Soils survey/Geotechnical report review
 - a. Soil survey/Geotechnical report required _____
 - b. A Geotechnical investigation report required for:
 - (1) County or township roadway to be widened _____
 - (2) Bridge, retaining wall, or box culvert _____
 - (3) Other _____
 - c. Report reviewed _____
 - d. Report sealed by an Illinois Licensed Professional Engineer _____
 - e. Were unsuitable materials found _____
 - f. Are pavement underdrains required _____
 - g. Soil boring logs will be included in report for new or reconstructed pavement or pavement widening where widening is 6' _____
 - h. Were the issues noted in the report addressed in the Engineering plans and special provisions _____
 - i. Pavement Core data will be included in report for all pavement-widening projects, regardless of widening width unless waived by the County Engineer. _____
 - j. Identify need and criteria for dewatering _____

- 3. Drainage study
 - a. Drainage study required _____
 - b. Drainage study completed in accordance with IDOT Drainage Design Manual _____
 - c. Drainage study completed in accordance with Kane County Regulations for County freeways and Kane County Storm Water Management Ordinance _____

Items to be included in drainage study

- a. Study sealed by registered Illinois Licensed Professional Engineer _____
- b. Determination as to whether special management (either floodplain or wetland) areas are impacted by the work _____
- c. Subsurface drainage report _____
- d. Narrative description of the development, existing and proposed conditions, including off-site areas, and project planning principles considered, including BMP's utilized. _____

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

- e. Schedule for the implementation of the stormwater plan _____
- f. The plan set/drainage report submittal will include: _____
 - (1) A vicinity topographic map _____
 - (a) Vicinity topographic map covering entire area upstream of the development site and downstream to a suitable hydraulic condition _____
 - (b) A 2' contour interval is preferred _____
 - (c) Watershed boundaries for areas upstream of the project, as well as the project itself _____
 - (d) Soil types, vegetation, and land cover affecting runoff upstream of the site for any area draining through the site _____
 - (e) Location of the project with the major watersheds _____
 - (2) A site topographical map consisting of: _____
 - (a) Map scales at 1 inch = 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed contours on-site and within 100 feet of the project _____
 - (c) Existing and proposed drainage patterns and watershed boundaries _____
 - (d) Delineation of pre-development regulatory floodplain/floodway limits _____
 - (e) Location of cross-sections and any other modeled features _____
 - (f) Location of drain tiles _____
 - (g) Location of all wetlands, lakes, ponds, etc., with normal water elevations noted. _____
 - (h) Location of all buildings on the site _____
 - (i) Nearest base flood elevation _____
 - (j) FEMA and Kane County Survey Control Network benchmark _____
 - (3) A general plan view drawing (may be more than one drawing for clarity) consisting of: _____
 - (a) Map scale at 1 inch – 100 feet (or less) and accurate to +/- 0.5 feet _____
 - (b) Existing and proposed major and minor stormwater systems _____
 - (c) Detention locations including dimensions to illustrate compliance with setback requirements _____
 - (d) Design details for stormwater facilities including: _____
 - (i) Existing and proposed drainage facilities (ditches, storm sewers, detention areas, culverts, etc.) showing inverts, types and sizes _____

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

- (ii) Design flows, velocities and volumes for all facilities _____
- (e) Scheduled maintenance program for permanent stormwater facilities including BMP measures _____
- (f) Planned maintenance tasks and schedule _____
- (g) Identification of persons responsible for maintenance _____
- (h) Permanent public access maintenance easements granted or dedicated to, and accepted by, a government entity _____
- (4) A sediment/erosion control plan consisting of:
 - (a) Sediment/erosion control installation measures _____
 - (b) Existing and proposed roadways, structures, parking lots, driveways, sidewalks, and other impervious surfaces _____
 - (c) Limits of clearing and grading _____
 - (d) Wetland location(s) _____
 - (e) Proposed buffer location _____
 - (f) Existing soil types, vegetation and land cover conditions _____
 - (g) List of maintenance tasks and schedule for sediment/erosion control measures _____
- (5) Computations to support drainage design including:
 - (a) Calculations indexed and pages numbered _____
 - (b) Conveyance system (storm sewer, ditches, and culverts not within a regulatory floodplain) design criteria and calculations with the following given, at a minimum:
 - (i) Sizes and/or cross-sections _____
 - (ii) Hydraulic grade line/water surface elevations for or 10, 50 and 100-year event _____
 - (iii) Capacity _____
 - (iv) Velocity _____
 - (v) 10, 50 and 100-year flows _____
 - (c) Project runoff and storage calculations will include:
 - (i) Calculation of hydraulically connected impervious area and corresponding retention volume _____
 - (ii) Documentation of the procedures/assumptions, including choice of model, used to calculate hydrologic (using Bulletin 70) and hydraulic conditions for determining the allowable release rate such as:
 - 1) Runoff rates for the 2, 10, 50 and 100-year storms for each subwatershed on the project and upstream _____

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

- 2) Critical duration analysis for 10, 50 and 100-year peak flows _____
- 3) 100-year, 24-hour peak flows _____
- (iii) Documentation of the procedures/assumptions used to calculate on-site depressional storage _____
- (iv) Documentation of the procedures/assumptions used to calculate hydrologic and hydraulic conditions for determining storage volume _____
- (v) Elevation-area-storage data _____
- (vi) Elevation-discharge data _____
- (vii) Locations of all proposed detention _____
- (d) If any of the work is located within the floodplain, a floodplain submittal is required. It may consist of the following as well as additional information as required by the County Engineer: _____
 - (i) A regulatory floodplain boundary determination showing the appropriate FEMA map panel(s) for the project _____
 - (ii) Source of flood profile information _____
 - (iii) All hydrologic and hydraulic study information for all site-specific floodplain studies, unnumbered Zone An area elevation determinations, and floodplain map revisions. _____
 - (iv) Floodway hydrologic and hydraulic analyses for both existing and proposed conditions (land use and stream system) _____
 - (v) Tabular summary of 100-year flood elevations and discharges for existing and proposed conditions _____
 - (vi) Calculations used for the development of any hydrologic or hydraulic modeling _____
 - (vii) Floodplain fill and compensatory storage calculations for below and above the 10-year flood elevation _____
 - (viii) Tabular summary for below and about the 10-year flood elevation of fill, compensatory storage, and compensatory storage ratios provided in the proposed design _____
 - (ix) Specific details on flood easements, if required by the Kane County Stormwater Ordinance _____

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

- (e) If any of the work impacts wetlands, as defined by the Kane County Stormwater Ordinance, a wetland submittal is required. It may consist of the following as well as additional information as required by the County Engineer:
 - (i) Wetland delineation report (COE format) _____
 - (ii) Calculation of required buffer (including width, size, and vegetation quality) _____
 - (iii) Wetland Delineation Plan View Drawing consisting of:
 - 1) Location of existing and proposed impacted or undisturbed wetlands _____
 - 2) Location of buffers _____
 - 3) Planting plan for buffer area _____
 - 4) Identify all required wetland management activities _____
 - 5) Proof of submittal to ACOE or letter of non-jurisdiction _____
- 4. Engineering estimate of cost for improvements
 - a. All items within the County or township right-of-way included _____
 - b. Items for traffic control and protection included _____
 - c. Item for engineering/layout/testing included _____
- 5. Engineering plans for improvements in County or township right-of-way

To provide consistency from project to project, the plan sheets will be assembled in the sequence below. The designer should note that not all plans will have all sheets and that several sheets can be combined together. All units will be English. The required plan sequence is as follows:

- a. Cover sheet _____
- b. Index of sheets, listing of applicable Highway Standards, General notes _____
- c. Summary of quantities _____
- d. Typical sections _____
- e. Schedules of quantities _____
- f. Alignment, ties, and bench marks _____
- g. Suggested stages of construction and traffic control _____
- h. Plan and profile sheets _____
- i. Drainage and utilities sheets _____
- j. De-watering Plan (if required to construct project.) _____
- k. Right-of-way sheets _____
- l. Intersection details _____

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

- m. Pavement marking and sign sheets _____
 - n. Landscaping details _____
 - o. Erosion Control Plans and SWPPP _____
 - p. Structural sheets _____
 - q. Wetland details _____
 - r. Culvert details _____
 - s. IDOT District 1 details _____
 - t. Cross-sections _____
 - u. Highway Standards _____
6. Design Review Letter of Credit
- a. Engineering plan review _____
 - b. Drainage review _____
 - c. Structural Review _____

VI. REQUIRED INFORMATION CHECKLIST SUMMARY

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

- 1. Environmental studies - within 300 feet of County highway right-of-way _____
 - a. Wetland study _____
 - b. Hazardous material investigation _____
 - c. Archaeological investigation _____
 - d. Other _____
- 2. Soils survey/Geotechnical report _____
- 3. Drainage study _____
- 4. Engineering cost estimate for improvements within County
Or Township right-of-way _____
- 5. Engineering plans for improvements within County or Township
Right-of-way _____
 - a. Roadway plans _____
 - b. Drainage plans _____
 - c. Structural plans _____
 - d. Dewatering plan (if required to construct project.) _____
 - e. Erosion Control Plan and SWPPP (NPDES) _____
- 6. Design Review Letter(s) of Credit _____

Applicant

Date

Permit Administrator

Date

VII. PLAN PREPARATION CHECKLIST FOR UNINCORPORATED SUBDIVISION ROADWAY 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:	_____	_____	_____
<ul style="list-style-type: none"> • 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:	_____	_____	_____
<ul style="list-style-type: none"> • 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:	_____	_____	_____

Required Information. 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"> • County Engineer, and • Local officials, where applicable. 	___	___	___
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.	___	___	___

Required Information. 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.	_____	_____	_____

Required Information. 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 th 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 match lines with baseline station labeled on the match line. | _____ | _____ | _____ |
| 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: | _____ | _____ | _____ |
| • Beginning and end points of the project, | _____ | _____ | _____ |
| • Match lines with other projects, | _____ | _____ | _____ |
| • 100' station increments, | _____ | _____ | _____ |
| • Construction limit locations, | _____ | _____ | _____ |
| • Right-of-way alignment breaks, | _____ | _____ | _____ |
| • Special construction applications, | _____ | _____ | _____ |

Required Information. 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"> • Side street intersections, • Permanent survey and right-of-way markers include pay • Permanent and temporary easements • Property pins • Section lines, • Show all existing and proposed utilities and drainage information. 	___	___	___
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"> • Dimensions of the properties to be acquired, • Station ties to property lines, • Property ownership lines, • Parcel numbers, • Property owner names, • Station locations of right-of-way alignment breaks • Temporary and permanent easement locations, • Points where the control of access does not coincide with the right-of-way line, • Location of right-of-way markers, and • Any pertinent data that will affect right-of-way. • 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) 	___	___	___
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"> • The facility with the applicable street name, route number, or entrance type; • Direction of flows and ditches drainage. • The facility with the applicable street name, route number, or entrance type; • Direction of flows and ditches drainage. 	___	___	___
15. Properly label all additional constructed improvements.	___	___	___

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

16. Show and label all existing and proposed utilities. ____ ____ ____

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 ____ ____ ____
- Streambed. ____ ____ ____

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, ____ ____ ____
- ____ ____ ____

Required Information. 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"> • Flow direction, • Skew angle, • Upstream and down stream flow elevations, • End section or headwall type and size, and • All applicable construction notes. 	___	___	___
2. For storm drainage pipes, show the following:	___	___	___
Plan View			
<ul style="list-style-type: none"> • Each run of pipe between manholes, catch basins, and inlets, • Pipe material, (class if applicable), diameter and length, • Gradient, and • Flow arrow. 	___	___	___
Profile View			
<ul style="list-style-type: none"> • Diameter of pipe, • Type of pipe, • Length, • Gradient, and • Trench backfill under pavements, walks and driveways and entrances. 	___	___	___
3. For manholes, catch basins, and inlets, show the following:	___	___	___
Plan View			
<ul style="list-style-type: none"> • Structure number • Centerline station and offset, • Rim elevation, or grate elevation at edge of pavement, and • Invert elevations and direction (N, S, E, W) for all pipes. 	___	___	___
Profile View			
<ul style="list-style-type: none"> • Centerline station, • Direction from centerline, • Direction from centerline, • Device type and size, • Invert elevations for all pipes, and • Rim elevation. 	___	___	___

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. _____

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. _____

Required Information. Answer Yes, No, Further Information Required (FIR), or Not Applicable (NA).	Compliance		
	<u>First</u>	<u>Second</u>	<u>Third</u>
6. Erosion control blanket for all seeded area.	___	___	___
7. Inlet protection (if applicable)	___	___	___
8. Ditch checks (if applicable)	___	___	___

EROSION CONTROL (for smaller projects can be shown on plan & profiles or landscaping sheets)

1. Standard notes.	___	___	___
2. Layout of erosion control methods (Temporary and Permanent).	___	___	___
<ul style="list-style-type: none"> • Perimeter erosion control barrier, • Inlet & pipe protection, • Ditch checks, • Siltation basins. 	___	___	___
3. Properties and sensitive areas protected.	___	___	___
4. Erosion control required as part of dewatering	___	___	___
5. Storm Water Pollution Prevention Plan (SWPPP)	___	___	___
6. Completed Notice of Intent (NOI)	___	___	___

SIGNATURES

_____	_____
Applicant	Date
_____	_____
Developer	Date
_____	_____
Engineer	Date

Permit Number / Date: _____

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 8

APPENDIX

January 1, 2004

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239
www.co.kane.il.us/dot

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Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

APPENDIX

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KANE COUNTY

DIVISION of TRANSPORTATION

(Name)
Authorized County Officer



41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239

7-24-01

RE: Applicant's Agreement for Engineering Plan Review and Construction Observation Services

Kane County Division of Transportation has retained an outside consultant to perform construction observation services for the above referenced development.

The consultant that the County is contracting with is Company Name & Address.
Attached is a copy of the plan review agreement we will execute with
Company Name & Address dated date, including the latest rate schedule.

This arrangement is permissible under the Resolution 97-224, Kane County Division of Transportation, Permit Applications - Professional Review Assistance. This resolution authorizes the County Engineer to engage outside professional consultants to assist the Division with the permit review process and the monitoring and observation of the construction of the proposed improvements. The Applicant (Applicant) shall pay all costs associated with the permit review process and the monitoring and observation of the construction.

A letter of credit will be required to insure these expenses.

1. Design Review Letter of Credit

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

The Design Review Letter of Credit with an expiration date **one year** from the application date shall be in the amount of \$10,000, or as directed by the Permit Administrator. Several consultants may be utilized, depending on the elements to be reviewed. The Permit Administrator will provide the applicant with the information required for the Letter of Credit.

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

2. Construction Observation and Compliance Letter of Credit

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

The Construction Observation and Compliance Letter of Credit written for two years from the permit issuance date shall be in the amount of the total estimated construction costs of the improvements multiplied by 125%.

Upon receiving final KDOT approved engineering plans the Letter of Credit will be released and a new letter issued for the construction observation.

The County Engineer or his agent or successor in office may modify this letter of credit to satisfy outstanding debts for engineering review or construction observation owed beyond thirty (30) days delinquent. A reduction in the Letter of Credit will not be granted if any previous bills have not been paid to the Consultant(s) for design review or construction observation.

If you have any questions or need any additional information, please do not hesitate to contact this office. Please acknowledge receipt of this correspondence and acceptance of these arrangements by signing and returning a copy of this letter.

Sincerely yours,

Name
KANE COUNTY DIVISION OF TRANSPORTATION
Permit Administrator

ACCEPTED BY: _____ DATE: _____

TITLE: _____

KANE COUNTY

DIVISION of TRANSPORTATION

(Name)
Authorized County Officer
WWW.CO.KANE.IL.US/DOT



41W011 Burlington Rd
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239

January 6, 2004

(Company Name)
(Contact)
(Address)

RE: Consultant's Agreement for Engineering Design Review & Construction Observation Services

Name of Roadway

This letter will serve as the agreement between the County of Kane and your firm for permit application review services that the County requires.

The services to be provided by your firm are as follows:

1. Reviews permit submittals and applications provided by the Applicant and perform construction observation to determine compliance with County requirements.
2. Prepare written reports covering your findings for use of Permit Section Staff.
3. Attend meetings as requested by Permit Section Staff.
4. Other general engineering activities as requested by Permit Section Staff.

For your services, you will be compensated at the following hourly rates which will be considered payment in full to (Company Name) for actual employee time utilized to provide the required services, said rates include overhead and burden costs plus profit. Other out-of-pocket expenses will be reimbursed at our actual cost.

Rate Schedule

<i>Grade Classification Of Employees</i>	<i>[200_] </i>
<i>Classification</i>	<i>Hourly Rate</i>
<i>Classification and Rates to be filled in</i>	

These rates will remain in effect from _____ (*Date*) _____.

Computer-aided design and drafting time required will be charged at the rate of \$_____ per hour of computer use.

If the completion of services on the project assignment requires work to be performed on an overtime basis, the fee will be adjusted to include premium costs.

If any outside consulting services are required for the project, you will be reimbursed for costs to you firm for these services plus a ___% service charge. If the County desires to pay these costs on a direct basis, the ___% service charge will not apply. Any costs your firm incurs for these services will be documented by furnishing copies of invoices from the party providing the services.

Invoices for services provided will be submitted on a monthly basis, with payment being due within 30 days of date of invoice.

It is understood that nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the County or (*Consultant's Name*). (*Consultant's Name*) services under this agreement are being performed solely for the County's benefit, and no other entity shall have any claim against (*Consultant's Name*) because of this agreement or the performance or nonperformance of services hereunder.

If this agreement meets with (Consultant's Name) approval, please have the proper (Consultant's Name) officials sign and date same when indicated below and return one (1) copy for our file. If you have any questions on any of the above, please call this office.

Respectfully,

KANE COUNTY DIVISION OF TRANSPORTATION

Name
Permit Administrator

Accepted By: _____	Date: _____
Title: _____	Acct #: _____
Consultant's Name	

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KANE COUNTY

DIVISION of TRANSPORTATION

(Name)
Authorized County Officer



41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239

FINAL COMPLETION AND COMPLIANCE CERTIFICATE

APPLICANT NAME: _____

ADDRESS: _____

PROJECT LOCATION: _____

Permit #: _____ Date: _____

Right-of-way dedicated to the County	YES	NO
Punch list completed	YES	NO
Job built according to plan	YES	NO
Record Drawings submitted	YES	NO
Consultant fees paid	YES	NO
Intersection light installed	YES	NO
Township sign off on acceptance sheet	YES	NO
City or Village concerns resolved	YES	NO
Right-of-way restoration	YES	NO
One year maintenance letter of credit	YES	NO

On completion of the items marked above this certificate acknowledges that the conditions of this permitted project have been fulfilled and are hereby accepted by the Kane County Division of Transportation.

Date

(Administrator)
Permit Administrator

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KANE COUNTY

Individual Highway Permit Bond

DIVISION of TRANSPORTATION

41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 584-1171
Fax: (630) 584-5239

Bond No.: _____

KNOWN ALL MEN BY THE PRESENTS, That I
(We) _____

(Name of Applicant)

(Mailing Address)

as Principal, and

(Surety Company)

a corporation organized and existing under the laws of the State of _____ and licensed to do business in the State of Illinois, are held firmly bound unto the people of the County of Kane in the penal sum of _____ Dollars (\$ _____) lawful money of the United States well and truly to be paid unto said people of the County of Kane, for payment of which we bind ourselves, our successors and assigns, jointly, severally, and firmly by these presents.

WHEREAS, County Permit No. _____ Issued by the Kane County Division of Transportation grants to _____ permission and authority to construct, locate, operate, and maintain the work described in said Permit, upon or adjacent to _____ in _____ Township in Kane County as more fully described in said Permit and Plan, which by this reference are made a part hereof as if written herein at length, in and by which Permit and Plan the said Principal has promised and agreed to perform said described operation and related activities in accordance with the terms and conditions of and description in said Permit and Plan.

NOW, THEREFORE, if the said Principal shall well and truly perform said operations in accordance with the terms and conditions of and description in said Permit and Plan to the satisfaction of the Division of Transportation, and shall perform no other work or construction at said location without first applying for and receiving another permit from said Division, then no claim or demand will be made against the above obligation. Otherwise, this bond or so much thereof as may be necessary shall insure to the said Division as cost and expense to change and correct, during a period of five years from the date of approval of this bond by the Division, said construction to conform to the terms and conditions of and description in said Permit and Plan.

IN WITNESS WHEREOF, WE HAVE DULY EXECUTED THE FOREGOING

This _____ Day of _____, _____

Principal _____

Surety _____

Address _____

Address _____

City/State _____

City/State _____

Telephone (____) _____

By _____

By _____

Attorney in Fact

(Seal)

(Seal)

Agent for Surety _____

Kane County Division of Transportation

Address _____


By _____

Authorized County Officer

City/State _____

By _____

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<p>SAMPLE</p>  <p>Design Review Letter Of Credit</p>	<p><u>[Financial House Letterhead]</u></p> <p><u>[Address]</u></p> <p><u>[City, State Zip]</u></p> <p><u>[Phone Number]</u></p> <p><u>[Fax Number]</u></p>
---	---

[Issue Date]

IRREVOCABLE LETTER OF CREDIT NO. **[Number]**

APPLICANT: **[Customer/Applicant]**
[Address]
[City, State Zip]

BENEFICIARY: County of Kane
c/o County Engineer
41W011 Burlington Road
St. Charles, Illinois 60175

PROJECT
NAME:

EXPIRATION: **[2 Yrs From Issue]**

Dear County Engineer:

We, **[Financial House Name]**, insured by FDIC, hereby establish our Irrevocable Letter of Credit in favor of the County of Kane and authorize the County Engineer or his/her successor in office to draw on us at sight for up to an aggregate amount of \$10,000.00 Dollars, effective **[Issue Date]** and expiring **[Expiration Date]**.

We understand that **[Applicant]** has made application to the County Engineer of Kane County to construct certain improvements to **[County Highway #XX]**, locally known as **[Road Name]**, and this Irrevocable Letter of Credit shall serve as the Performance Guarantee required by Kane County.

The County Engineer or his/her agent or successor in office may modify this letter of credit (and/or use the deposit check of \$10,000.00 for plan review) to satisfy outstanding debts for engineering plan review owed beyond thirty (30) days delinquent. A reduction in the Design Review Letter of Credit will not be granted at any time.

In no event will a draft be honored pursuant to this Letter of Credit unless the County Engineer presents a notification of default signed by the County Engineer (signed as such) stating that "**[Applicant]** has failed to satisfactorily complete or carry on the work of the installation and construction of the required improvements."

This Irrevocable credit established by the **[Applicant]** shall be in force until **[Expiration Date]** and shall remain in effect without regard to any default in payments of sums owed to the **[Financial House]** by our customer and without regard to other claims which we may have against **[Applicant]**.

Sixty (60) days prior to the expiration of this credit, we shall notify the County of Kane, by registered letter addressed to the County Engineer of the County of Kane, return receipt requested, of the impending expiration date. This commitment shall not terminate regardless of any other provision contained herein, without the County Engineer being notified in writing by registered or certified mail sixty (60) days prior to the expiration.

The undersigned institution hereby represents and warrants that it has full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of this institution, and is binding, in accordance with the terms contained herein on the undersigned institution.

We understand that no oral modification of this Letter of Credit will be effective and that it contains the entire agreement between the County of Kane and the **[Financial House]**. We also understand that the laws of the State of Illinois will control.

We engage with you that all drafts drawn under and in compliance with the terms of this credit will be duly honored by us if presented at this office on or before the expiration date.


This credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce Publication 500.

Yours truly,

[Signature Of Financial House Officer]

[Name Of Financial House Officer]

[Title]

<p>SAMPLE</p>  <p>Construction Observation and Compliance Letter Of Credit</p>	<p><u>[Financial House Letterhead]</u></p> <p><u>[Address]</u></p> <p><u>[City, State Zip]</u></p> <p><u>[Phone Number]</u></p> <p><u>[Fax Number]</u></p>
---	---

[Issue Date]
IRREVOCABLE LETTER OF CREDIT NO. **[Number]**

APPLICANT: <u>[Customer/Applicant]</u> <u>[Address]</u> <u>[City, State Zip]</u>	BENEFICIARY: County of Kane c/o County Engineer 41W011 Burlington Road St. Charles, Illinois 60175
---	---

PROJECT NAME:

EXPIRATION: **[2 Yrs From Issue]**

Dear County Engineer:

We, **[Financial House Name]**, insured by FDIC, hereby establish our Irrevocable Letter of Credit in favor of the County of Kane and authorize the County Engineer or his/her successor in office to draw on us at sight for up to an aggregate amount of **[Aggregate Amount (\$XXX,XXX.XX)]** Dollars, effective **[Issue Date]** and expiring **[Expiration Date]**.

We understand that **[Applicant]** has made application to the County Engineer of Kane County to construct certain improvements to **[County Highway #XX]**, locally known as **[Road Name]**, and this Irrevocable Letter of Credit shall serve as the Performance Guarantee required by Kane County.

We understand that the sum of this Letter of Credit is derived from an estimate of **[Engineer]**, a licensed and registered Engineer in the State of Illinois. The Engineer has itemized the estimate as follows:

Engineer's Estimate of Probable Construction Cost	<u>[\$XXX,XXX.XX]</u>
Contingency	<u>[\$XX,XXX.XX]</u> (25% of Estimate)
Total aggregate sum of credit	<u>[\$XXX,XXX.XX]</u>

We understand that this Letter of Credit Agreement may be modified in that eliminating the cost of any item described in the Engineer's Estimate from the aggregate sum as follows may reduce the aggregate sum of credit.

The County Engineer or his/her agent or successor in office must certify in a signed statement to **[Financial House]**, "That the work described in a particular line item has been properly completed and the County of Kane (Beneficiary) consents to modification of the Letter of Credit Agreement and must state; the amount of reduction; which line item is affected; and the amount of the aggregate sum of credit remaining as modified."

The County Engineer or his/her agent or successor in office may modify this letter of credit (and/or use the deposit check of [**Total Sum Of Credit**] for construction observation) to satisfy outstanding debts for engineering construction observation owed beyond thirty (30) days delinquent. A reduction in the letter of credit will not be granted if any previous bills have not been paid to the Consultant(s) for construction observation.

We understand that under no circumstances may the aggregate amount of this Letter of Credit be reduced below ten percent (10%) of the aggregate amount, a sum of [**10% Total Sum Of Credit (\$XX,XXX.XX)**] Dollars or \$5,000.00, which ever is greater.

The greater sum of [**10% Amount (\$XX,XXX.XX)**] Dollars or \$5,000.00 will remain available to the County of Kane throughout the life of this Letter of Credit.

In no event will a draft be honored pursuant to this Letter of Credit unless the County Engineer presents a notification of default signed by the County Engineer (signed as such) stating that “[**Applicant**] has failed to satisfactorily complete or carry on the work of the installation and construction of the required improvements.”

We understand that the ten percent (10%) of the aggregate sum of the Letter of Credit, a sum of [**10% Amount (\$XX,XXX.XX)**] Dollars or \$5,000.00, which ever is greater, is to be used to make any additional repairs or modifications for a period of **two (2) years** after all the improvements have been completed, or a period of five (5) years if the improvement involved an open-cut or augering operation.

This Irrevocable Letter of Credit established by the [**Applicant**] shall be in force until [**Expiration Date**] and shall remain in effect without regard to any default in payments of sums owed to the [**Financial House**] by our customer and without regard to other claims which we may have against [**Applicant**].

Sixty (60) days prior to the expiration of this credit, we shall notify the County of Kane, by registered letter addressed to the County Engineer of the County of Kane, return receipt requested, of the impending expiration date. This commitment shall not terminate regardless of any other provision contained herein, without the County Engineer being notified in writing by registered or certified mail sixty (60) days prior to the expiration.

The undersigned institution hereby represents and warrants that is has full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of this institution, and is binding, in accordance with the terms contained herein on the undersigned institution.

We understand that no oral modification of this Letter of Credit will be effective and that it contains the entire agreement between the County of Kane and the [**Financial House**]. We also understand that the laws of the State of Illinois will control.

We engage with you that all drafts drawn under and in compliance with the terms of this credit will be duly honored by us if presented at this office on or before the expiration date.


This credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce Publication 500.

Yours truly,

[**Signature Of Financial House Officer**]

[**Name Of Financial House Officer**]

[**Title**]

<p>SAMPLE</p>  <p>Utility Annual Letter Of Credit</p>	<p style="text-align: center;"><u>[Financial House Letterhead]</u></p> <p style="text-align: center;"><u>[Address]</u></p> <p><u>[City, State Zip]</u></p> <p><u>[Phone Number]</u></p> <p><u>[Fax Number]</u></p>
--	---

[Issue Date]

IRREVOCABLE LETTER OF CREDIT NO. **[Number]**

APPLICANT: **[Customer/Applicant]**
[Address]
[City, State Zip]

BENEFICIARY: County of Kane
c/o County Engineer
41W011 Burlington Road
St. Charles, Illinois 60175

PROJECT
NAME:

EXPIRATION: **[1 years from issue]**

Dear County Engineer:

We, **[Financial House Name]**, insured by FDIC, hereby establish our Irrevocable Letter of Credit in favor of the County of Kane and authorize the County Engineer or his/her successor in office to draw on us at sight for up to an aggregate amount of One hundred thousand (\$100,000.00) Dollars, effective **[Date]** and expiring **[Date]**.

We understand that **[Applicant]** has made application to the County Engineer of Kane County to restore the County right-of-way damaged from cable installation work being done along **[various County Highways]**, locally known as **[Road Name]**, and this Irrevocable Letter of Credit shall serve as the Performance Guarantee required by Kane County.

The County Engineer or his/her agent or successor in office must certify in a signed statement to **[Financial House]**, "That the work described has been properly completed and the County of Kane (Beneficiary) consents to modification of the Letter of Credit Agreement and must state; the amount of reduction and the amount of the aggregate sum of credit remaining as modified."

In no event will a draft be honored pursuant to this Letter of Credit unless the County Engineer presents a notification of damages signed by the County Engineer (signed as such) stating that "**[Applicant]** has failed to satisfactorily restore the County right-of-way along various County Highways.

We understand that the letter of credit (100%) of the aggregate sum of the Letter of Credit, a sum of One hundred thousand (**\$100,000.00**) dollars is to be used to make any repairs to the County right-of-way damaged by (**Utility Company**) installation of (**list utility**) along the County right-of-way.

This Irrevocable credit established by the **[Applicant]** shall be in force until **[Date]** and shall remain in effect without regard to any default in payments of sums owed to the **[Financial House]** by our customer and without regard to other claims which we may have against **[Applicant]**.

Sixty (60) days prior to the expiration of this credit, we shall notify the County of Kane, by registered letter addressed to the County Engineer of the County of Kane, return receipt requested, of the impending expiration date. This commitment shall not terminate regardless of any other provision contained herein, without the County Engineer being notified in writing by registered or certified mail sixty (60) days prior to the expiration.

The undersigned institution hereby represents and warrants that it has full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of this institution, and is binding, in accordance with the terms contained herein on the undersigned institution.

We understand that no oral modification of this Letter of Credit will be effective and that it contains the entire agreement between the County of Kane and the **[Financial House]**. We also understand that the laws of the State of Illinois shall control.

We engage with you that all drafts drawn under and in compliance with the terms of this credit will be duly honored by us if presented at this office on or before the expiry date.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce Publication 500.

Yours truly,

[Signature Of Financial House Officer]

[Name Of Financial House Officer]

[Title]

ACORD**CERTIFICATE OF LIABILITY INSURANCE**OP ID RR
KANCO01DATE (MM/DD/YYYY)
MM/DD/04

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

Kane County Division of
Transportation/ et al.
41W011 Burlington Road
St. Charles, IL 60175

INSURER A: Acme Insurance Co.

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners/Contractor <input type="checkbox"/> Protective Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ABC 1234567	01/01/04	01/01/05	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	DEF 1234567	01/01/04	01/01/05	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: Project name/location . Named Insured under this Owners/Contractors Protective Policy are: (1) Kane County Division of Transportation, is the Owner and, (2) Consultant for construction operations (name of (2) to be inserted here).

CERTIFICATE HOLDERKane County
Division of Transportation
Permit Department
41W011 Burlington Road
St. Charles, IL 60175

KANECO1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

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ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID RR
KANCO01

DATE (MM/DD/YYYY)
MM/DD/04

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Subcontractor or Vendor Name address City, State, Zip address	INSURER A: Acme Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ABC 1234567	01/01/04	01/01/05	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
A			AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	ABC 1234567	01/01/04	01/01/05	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
A							BODILY INJURY (Per person)	\$
A							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
							OTHER THAN AUTO ONLY: EA ACC	\$
							AGG	\$
A	X		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	DEF 1234567	01/01/04	01/01/05	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
								\$
								\$
A			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	SAMPLE 123456	01/01/04	01/01/05	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
			OTHER Special Event IF APPLICABLE)	SAMPLE 123456	01/01/04	01/01/05		1,000,000 per occ.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: Project name/location _____ . Kane County Division of Transportation, its officers & employees are additional insureds with regard to the General Liability and Umbrella coverages on a primary & non-contributory basis.

CERTIFICATE HOLDER

Kane County
Division of Transportation
Permit Département
41W011 Burlington Road
St. Charles, IL 60175

KANECO1

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

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Kane County Division of Transportation

Unincorporated Subdivision Roadway Permit

41W011 Burlington Road, St. Charles, IL 60175

Phone (630) 584-1171 Fax (630) 584-5239

Permit Department

Access Type:

Agriculture

Temporary

Minimum Use

ACCESS INSPECTION SIGN-OFF

PROPERTY OWNER: _____ PERMIT # _____

Road Name: _____ Section # _____

First inspection, Before construction, with contractor: _____

To verify the location of the culvert, property size of culvert and materials to be used. _____

INSPECTED BY: _____ DATE: _____

COMMENTS: _____

Second inspection, Construction completed (including landscaping): _____

To verify completion and compliance of County specifications. _____

INSPECTED BY: _____ DATE: _____

COMMENTS: _____

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Kane County Division of Transportation Roads

Local Road Legal Weight = 73,280		Class II Truck Route Legal Weight = 80,000	
Road Name:	From:	To:	Classification:
Allen Rd	US Rte. 20	State St.	Class II
Allen Rd	Dekalb Co.	State St.	
Army Trail	Dunham Rd	DuPage Co	
Beith Rd	IL Rte. 47	Thatcher Rd	
Big Timber Rd	Harmony Rd	Randall Rd	
Bliss Rd	IL Rte. 47	Main St	
Bowes Rd	Muirhead Rd	McLean Blvd.	
Bunker Rd	Keslinger Rd	Main St	
Burlington Rd	IL Rte. 64	IC Railroad	
Burlington Rd	French Rd	Lenschow Rd	
Cherry Lane	Kirk Rd	Cherry Lane end	
Corron Rd	Bowes Rd	Burlington Rd	
Damisch Rd	US Rte. 20	Big Timber	
Dauberman Rd	US Rte. 30	Keslinger Rd	
Davis Rd	US Rte. 30	Scott Rd	
Deerpath Rd	Oak St	Tanner Rd	
Dittman Rd	Plato Rd	Burlington Rd	
Dunham Rd	Kirk Rd (So. Of Army Trail)	IL Rte. 25	
Ellithorpe Rd	McGough Rd	Burlington Rd	
Empire Rd	IL Rte. 47	Burlington Rd	
Fabyan Parkway	Randall Rd	Paramount Parkway	Class II
Fabyan Parkway	Kautz Rd	Paramount Parkway	Class II Length/width
Fabyan Parkway	Randall Rd	Main St	
French Rd	IL Rte. 72	Burlington Rd	
Galligan Rd	IL Rte. 72	Huntley Rd	
Getty Rd	IL Rte. 20	Harmony Rd	
Granart Rd	Kendall Co	Rhodes St	
Haegers Bend Rd	IL Rte. 62	Lake Cook Rd	
Harmony Rd	Getty Rd	Allen Rd	
Harter Rd	IL Rte. 47	Perry Rd	
Healy Rd	Bliss Rd	Norris Rd	
Highland Avenue	Damisch Rd	Randall Rd	
Hinckley Rd	West County Line Rd	Jericho Rd	
Hughes Rd	IL Rte. 47	Fabyan Parkway	
Huntley Rd	McHenry Co.	Sleepy Hollow Rd	
IC Trail	IL Rte. 64	Sauber Rd	
Jericho Rd	Hinckley Rd	Orchard Rd	
Kaneville Rd	Peck Rd	Fabyan Parkway	
Keslinger Rd	Dekalb Co	Randall Rd	

Kane County Division of Transportation Roads

Local Road Legal Weight = 73,280		Class II Truck Route Legal Weight = 80,000	
Road Name:	From:	To:	Classification:
Kirk Rd	IL Rte. 56	IL Rte. 64	Class II
Kirk Rd	IL Rte. 64	Dunham Rd	
LaFox Rd	IL Rte. 64	Keslinger Rd	
Lake Cook Rd	IL Rte. 62	Cook County Line	
Lees Rd	IL Rte. 47	Sauber Rd	
Main St	IL Rte. 88	West County Line Rd	
Main St	IL Rte. 88	IL Rte. 47	Class II
Main St	IL Rte. 47	Randall Rd	
Manning Rd	IL Rte. 47	Big Timber Rd	
McGough Rd	IL Rte. 64	Peplow Rd	
McLean Blvd	Bowes Rd	Hopps Rd	
Meredith Rd	Keslinger Rd	IC Trail	
Montgomery Rd	IL Rte. 25	Hill Ave	
Mooseheart Rd	IL Rte. 31	Randall Rd	
Muirhead Rd	Bowes Rd	Plato Rd	
Norris Rd	Tanner Rd	Healy Rd	
Oak St	Randall Rd	Orchard Rd	
Orchard Rd	Randall Rd	Indian Trail	Class II
Orchard Rd	Indian Trail	Jericho Rd	Class II Length/width
Orchard Rd	IL Rte. 30	Jericho Rd	Class II
Peck Rd	IL Rte. 38	Kaneville Rd	
Penny Rd	IL Rte. 68	Cook Co	
Peplow Rd	IL Rte. 64	Plank Rd	
Perry Rd	Dekalb Co	Harter Rd	
Plank Rd	IL Rte. 20	DeKalb Co	
Plato Rd	Burlington Rd	Muirhead Rd	
Ramm Rd	IL Rte. 47	McGough Rd	
Randall Rd	North County Line Rd	Bridge over IL 88	Class II
Rippburger Rd	Russell Rd	Plato Rd	
Russell Rd	Rippburger Rd	Plank Rd	
Sauber Rd	Lees Rd	IC Trail	
Scott Rd	Swan Rd	Harter Rd	
Silver Glen Rd	IL Rte. 47	IL Rte. 31	
State St	Allen Rd	Keyes St	Class II
Stearns Rd	Dunham Rd	DuPage Co	
Swan Rd	Main St	Beith Rd	
Tanner Rd	Deerpath Rd	Norris Rd	
Thatcher Rd	Main St	Beith Rd	
Tyrrell Rd	IL Rte. 72	Big Timber Rd	

Kane County Division of Transportation Roads

Local Road Legal Weight = 73,280

Class II Truck Route Legal Weight = 80,000

Road Name:	From:	To:	Classification:
Walker Rd	Allen Rd	Lenschow Rd	
West Bartlett Rd	IL Rte. 25	Cook Co	
West County Line Rd	IL Rte. 30	Hinckley Rd	
West County Line Rd	IL Rte. 38	Main St	
West County Line Rd	IL Rte. 64	Thatcher Rd	

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Roadway Functional Classifications

Expressways

I-88

I-90

IL 56 (E. of IL 47)

US 20 (E. of Randall Rd)

US 30 (E. of IL 31)

Strategic Regional Arterials and County Freeways (minimum right-of-way 170' to 200')

Dunham Road (N. of Kirk Road)

Fabyan Parkway (E. of Randall Road)

Kirk Road

Orchard Road

Randall Road (N. of I-88)

IL 47

US 30

Hill Ave.

US 34

Farnsworth Ave.

IL 64

IL 25

IL 62

US 20 (W. of Randall Road)

IL 56 (E. of Kirk Road)

IL 72 (E. of IL 25)

Stearns Road

Principal Arterials (minimum right-of-way 120' to 150')

IL 72 (W. of IL 25)

Huntley Road (W. of IL 31)

Big Timber Road (W. of IL 31)

IL 38

Main Street (W. of Randall Road)

Bowes Road (W. of McLean)

Plato Road

Plank Road (W. of US 20)

Silver Glen Road

Keslinger Road (W. of Randall Road)

McDonald Road

Kreutzer Road

IL 31

IL 25 (non-freeway portion)

IL 56 (IL 31 to Kirk Road)

Muirhead Road (Plato Road to Bowes Road)

Roadway Functional Classifications

US 30 (W. of IL 47)

IL 68 (E. of IL 72)

Bliss Road

Fabyan Parkway (Main Street to Randall Road)

Minor Arterials (minimum right-of-way 120')

Allen Road

Army Trail Road

Bunker Road

Burlington Road (Walker to IL 64)

Corron Road

Dauberman Road

French Road

Galena Road

Galligan Road

Granart Road

Harmony Road

Harter Road

Healy Road

Highland Avenue (W. of Randall Road)

Hughes Road

Jericho Road (From Granart to IL 31)

Kaneville Road (Fabyan Parkway to Peck)

LaFox Road

Lake Cook Road

McLean Boulevard (IL 31 to US 20)

Meredith Road

Montgomery Road

Mooseheart Road (Orchard Road to IL 31)

Peck Road (Kaneville to IL 64)

Penny Road

Peplow Road

Tanner Road

Tyrrell Road

West Bartlett Road

West County Line Road

Indian Trail

Galena Blvd.

New York Street

Red Gate Road

Bolcum Road

Ashe Road

Oak Street

Nesler Road

Walker Road (Burlington to Allen)

Roadway Functional Classifications

Damisch Road
Perry Road
Gordon Road
Nelson Lake Road
Deerpath Road (Oak to Nelson Lake)
Melms Road
Freeman Road
Empire Road
Russell Road
Dittman Road
Beith (Thatcher to IL 47)
Hinckley Road
Getty Road
Thatcher Road
Elithorpe Road
McGough Road
Davis Road
Scott Road
Swan Road
Ramm Road

Collectors (minimum right-of-way 80' to 120')

All remaining County Highways (to include):

Beith Road (Non-arterial portions)
Cherry Lane
Lees Road
Manning Road
Sauber Road
Walker Road (N. of Allen)
Galena (S. County Line)

All township and municipal roads generally over a half (1/2) mile in length whose primary purpose is to collect and distribute medium to low traffic volumes between arterials and local roads.

Local (minimum right-of-way 66' to 80')

Township and municipal roads whose primary purpose is to provide access to abutting property such as roads within a residential subdivision.

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KANE COUNTY TOWNSHIP HIGHWAY COMMISSIONERS

AURORA

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North Aurora, IL 60542
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Fax: (630) 892-0266

BATAVIA

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Batavia, IL 60510
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BIG ROCK

David Irlbeck
P.O. Box 252
Big Rock, IL 60511
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BLACKBERRY

Rod Feece
43W989 Oak Leaf Drive
Elburn, IL 60119
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BURLINGTON

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Burlington, IL 60109
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CAMPTON

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Maple Park, IL 60151
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ST CHARLES

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St. Charles, IL 60174
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County of Kane
State of Illinois
Subdivision Road & Storm Drainage Acceptance

<p>Subdivision Name: _____</p> <p>Applicant Name: _____ Address: _____ Telephone: _____</p> <p>Township Highway Commissioner Name: _____ Address: _____ Telephone: _____</p>	<p>Location: _____</p> <p>Section: _____ Township: _____</p> <p>Contractor Name: _____ Address: _____ Telephone: _____</p> <p>Kane County Division of Transportation Address: 41W011 Burlington Road St. Charles, IL 60175 Telephone: (630) 584-1171</p>
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Item Approved	Approved By	Recommended By	Completion Date
1) Grading & Subgrade			
2) Aggregate Base / Curb & Gutter			
3) Bituminous Binder Course			
4) Completed Roads & Storm Drainage (excluding surface)			
5) Bituminous Surface			
6) (other as specified above)			
7) Right-of-Way Acceptance (Twp jurisdiction and maintenance begin) (begin one year maintenance guarantee)			
8) Final Acceptance (End one year maintenance guarantee)			



Kane County Division of Transportation
Highway Permit

41W011 Burlington Road, St. Charles, IL 60175
Phone (630) 584-1171 Fax (630) 584-5239

County of Kane
State of Illinois
Subdivision Road & Storm Drainage Acceptance

Subdivision Name:	Location:
Applicant	Section: _____
Name: _____	Township: _____
Address: _____	Contractor
Telephone: _____	Name: _____
	Address: _____
	Telephone: _____

Street Names Covered Under This Sheet

	<u>Street Name</u>	<u>Pass</u>	<u>Fail</u>	<u>Date</u>	<u>Station to Station</u>
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				
6.	_____				
7.	_____				
8.	_____				

Township Highway Commissioner
 Name: _____
 Address: _____
 Telephone: _____

Kane County Division of Transportation
 Address: 41W011 Burlington Road
 St. Charles, IL 60175
 Telephone: (630) 584-1171

Cc: File
Township Highway Commissioner
Applicant
KDOT

SUBDIVISION PROOF ROLL REQUEST FORM

I, _____, am verifying that the proposed area from Station _____ to Station _____ for Subdivision in _____ Township has been prepared in accordance with the “Kane County Policy and Procedure for Subdivision Road, Right-Of-Way and Storm Drainage Acceptance”. At this time I am requesting a proofroll on the (subgrade/subbase) to be held on _____/_____/_____ at _____ am/pm. I have forwarded copies to the Township Highway Commissioner, County’s Consultant and KDOT.

Applicants Signature

Date