

Kane County
Division Of Transportation
Permit Regulations
And
Access Control Regulations

SECTION 7

UNINCORPORATED SUBDIVISION
ROADWAY PERMIT

PUBLIC ROADWAY
PRIVATE ROADWAY

January 1, 2004

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Kane County
 Division Of Transportation
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 Access Control Regulations

UNINCORPORATED SUBDIVISION ROADWAY PERMIT

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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., oversized 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:

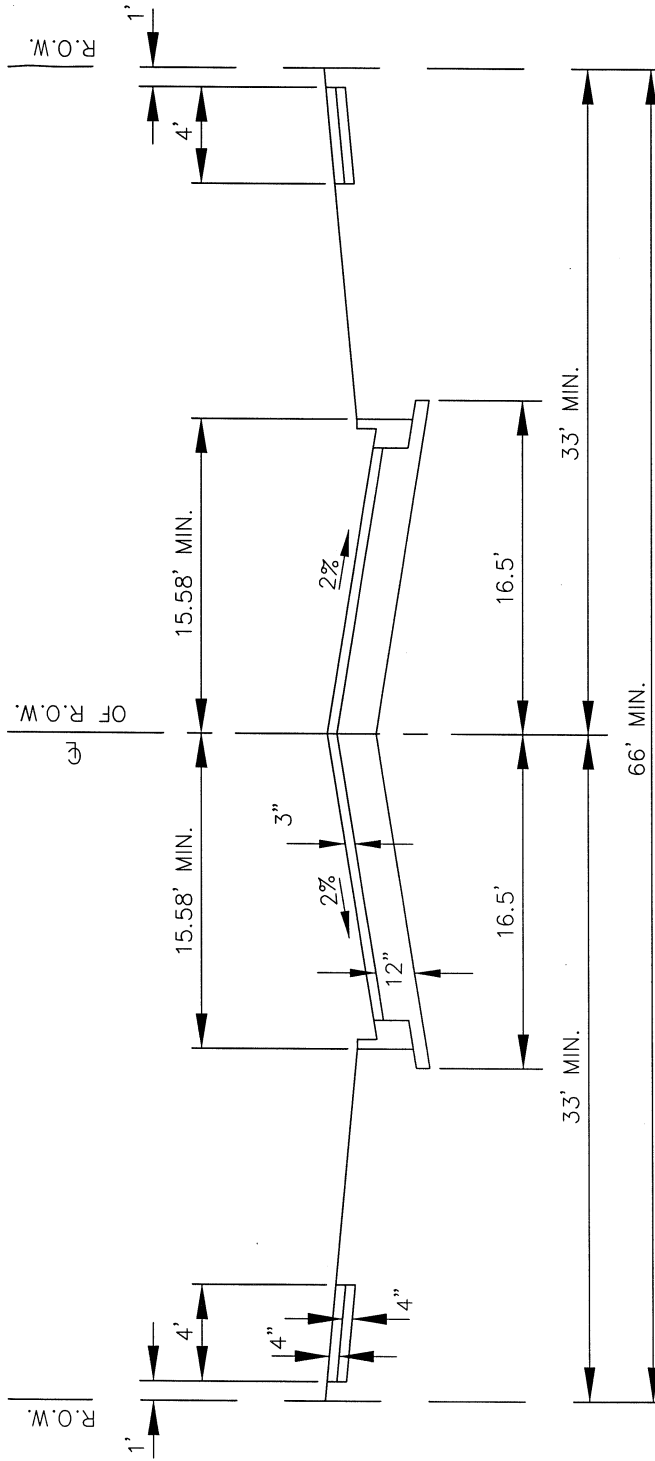
- (1) Commercial and Industrial property: Sidewalks are required on both sides of all major and collector highways and those local roadways leading to a park or school. Sidewalks may also be required on one (1) side for all other local roadways.
- (2) Urban Subdivisions: Sidewalks are required on both 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.

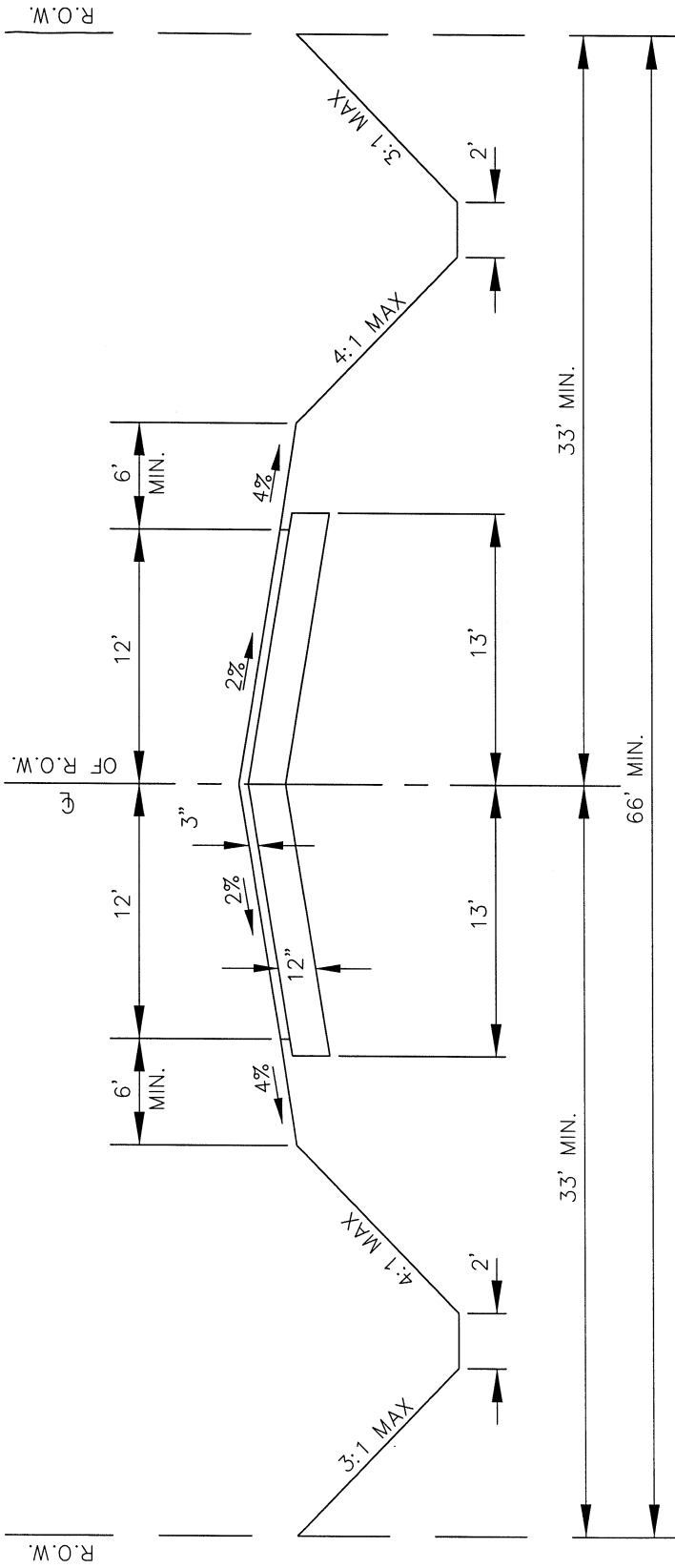


NOTES:

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
2. THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
3. CURB AND GUTTER SHALL BE B-6.12 OR AS DIRECTED BY THE COUNTY ENGINEER.
4. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY SHALL BE SODDED OR SEEDDED WITH EROSION CONTROL BLANKET.
5. STREET SIGNS SHALL BE INSTALLED AT THE NORTHEAST CORNER OF ALL INTERSECTIONS.
6. CROSS ROAD CULVERTS AS A MINIMUM SHALL BE:
 - REINFORCED CONCRETE PIPE
 - MINIMUM 18 INCHES DIAMETER
 - INCLUDE FLARED END SECTIONS AND GRATES
 - 4 FEET WIDE
7. SIDEWALKS, WHEN REQUIRED, AS A MINIMUM SHALL BE:
 - 4 INCHES OF PC CONCRETE
 - 4 INCHES OF AGGREGATE BASE
8. 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

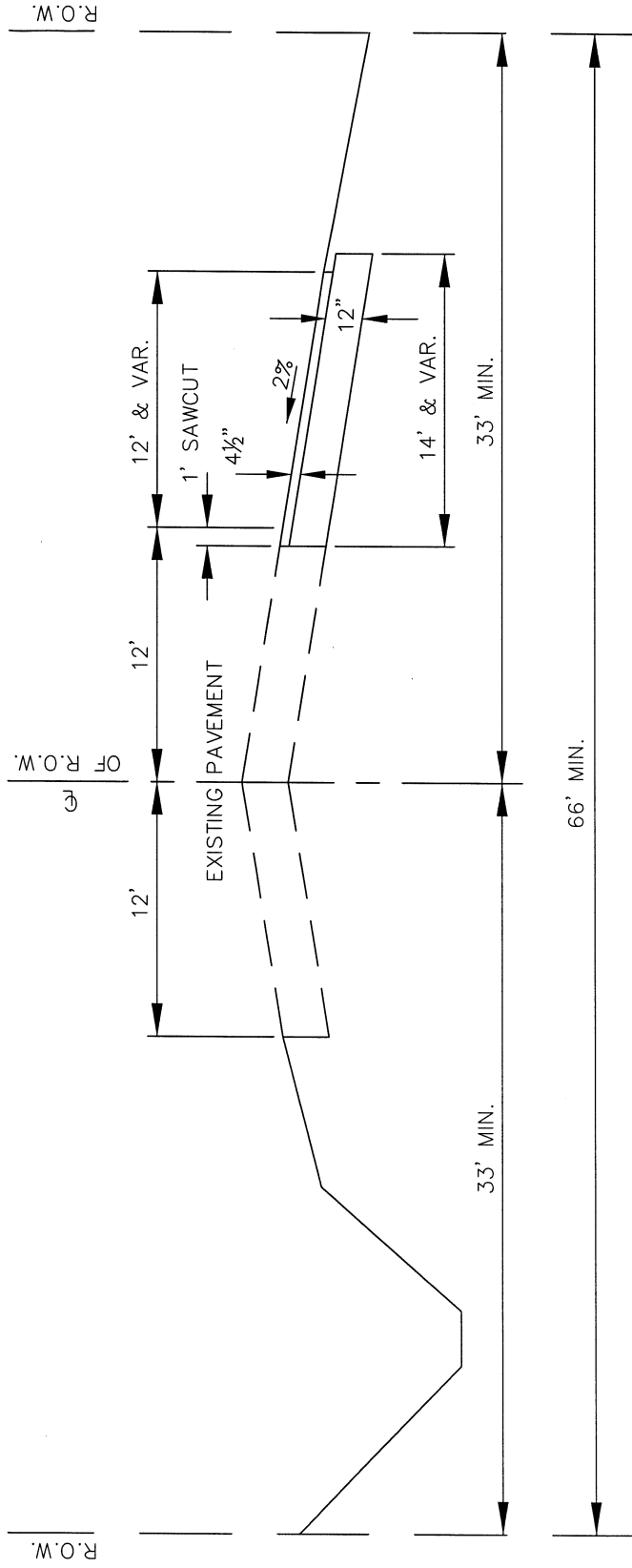


NOTES:

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
2. THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
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
6. ENTRANCE CULVERTS, AS A MINIMUM, SHALL BE:
 - CORRUGATED METAL PIPE
 - MINIMUM 15 INCHES DIAMETER
 - INCLUDE METAL END SECTIONS
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 COUNTRY SUBDIVISION

NOT TO SCALE

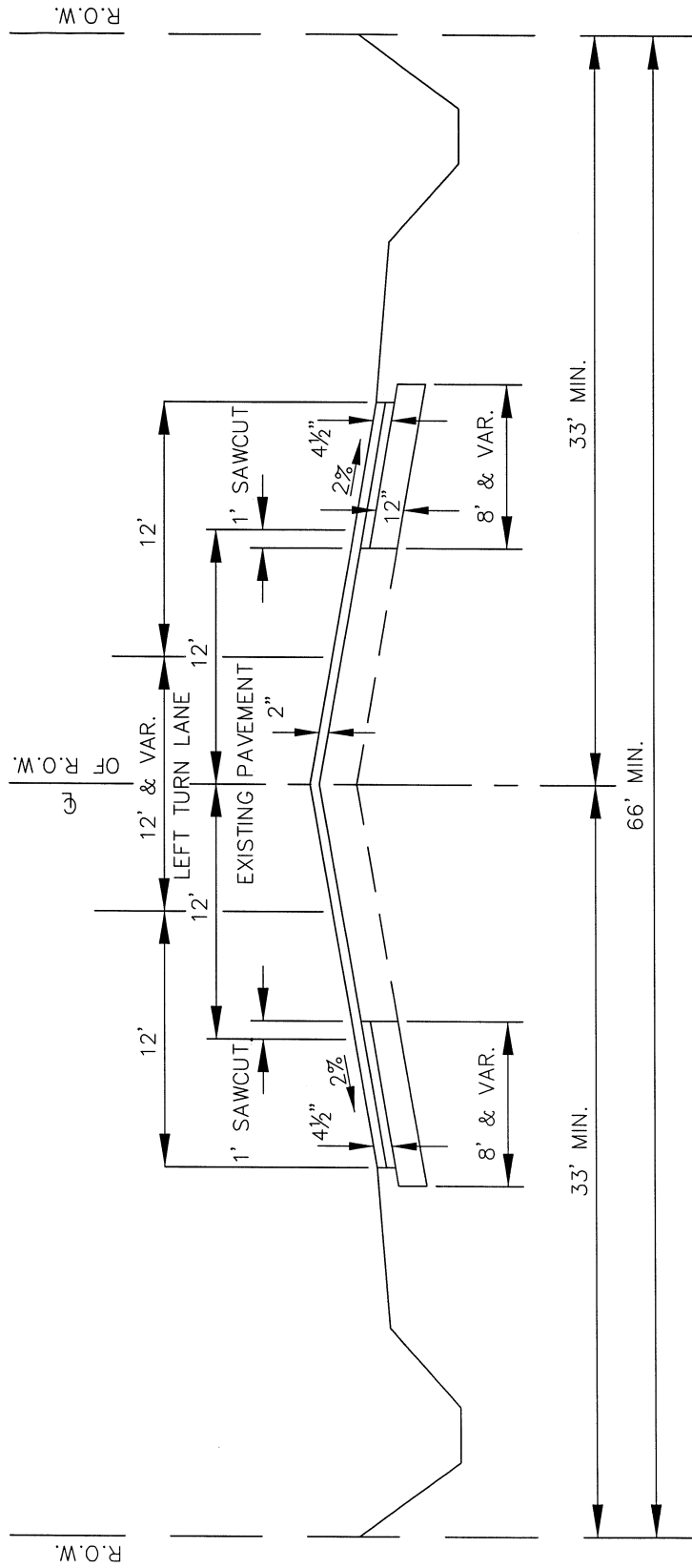


NOTES:

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. THE SUPERPAVE MIXES USED SHALL BE BASED ON THE PROJECTED TRAFFIC FOR THE STREET
3. ALL UNPAVED AREAS OF THE RIGHT-OF-WAY THAT ARE DISTURBED SHALL BE SODDED OR SEEDED WITH EROSION CONTROL BLANKET.
4. STREET SIGNS SHALL BE INSTALLED AT THE NORTHEAST CORNER OF ALL INTERSECTIONS.
5. 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: _____