

WILL COUNTY

DIVISION OF TRANSPORTATION

TECHNICAL REFERENCE MANUAL

Revised:
July 2, 2020



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CHAPTER 1 Introduction

This manual has been developed as a companion to the Will County Division of Transportation Permit and Access Control Regulations Ordinance (Ordinance) to provide permit applicants with a “user-friendly” understanding of the various technical and procedural requirements required by the Ordinance.

It is the intent of this manual to provide the necessary guidance, reference materials and forms for residents, developers, municipalities, townships, utility companies, and engineering consultants to understand the permitting process and requirements, and to develop complete permit and engineering plan submittals that can easily be reviewed in a timely manner.

The manual will be reviewed annually and updated as necessary by the Will County Division of Transportation (WCDOT).

Will County Division of Transportation staff can be contacted at:

Will County Division of Transportation
16841 W. Laraway Road
Joliet, IL 60433
815-727-8476
FAX: 815-727-9806
highways@willcountyillinois.com

Permitting forms and resources are available on the Will County website at:

<https://www.willcountyillinois.com/County-Offices/Economic-Development/Division-of-Transportation/Permit-and-Access-Regulations>

CHAPTER 2 Permit Process

Access to Will County Highway right-of-way is regulated by the WCDOT Permit Department. The Permit Department issues several different types of permits based on the type of use or access needed. Permit types are defined in Table 2.1.

Table 2.1 WCDOT Permit Types

Permit Type	Access or Use
Agricultural Access	Serves a farm field abutting a county highway and is used by vehicles and equipment to perform farming activities
Minimum Access	Single-family home driveways, field entrances and emergency access with no more than 20 trips per day.
Minor Access	Access road, driveway or entrance with no more than 50 trips per day
Major Access	Access road, driveway or entrance with more than 50 trips per day
Temporary Access	Access road, driveway or entrance needed for less than 12 months
Special Event	Use of a County Highway for a special event (i.e. parade, race, festival) which requires full or partial closure or impacts typical operation of the County Highway
Utility or Facility	Installation of a new utility or municipal facility (i.e. water, sewer, telephone or cable service) or maintenance on an existing utility or facility which requires work in the County Highway right-of-way
Single Service Connection	Single service utility or facility connection for single family residences
Right-of-way Alteration	Work in the county right-of-way not covered by any of the above permit types

2.1 Administrative Requirements (for all permit types)

All permit applications will be reviewed for completeness in a reasonable time given staffing levels, workload, and budgeting constraints. If required material is missing from the application packet, the Applicant will be notified of the items needed and no further review will proceed until the required material is submitted. If all required material has been submitted, the application will be logged in the permit tracking system and review will be initiated.

The initial submittal shall include a cover letter explaining what documents are enclosed. All resubmittals shall include a cover letter with detailed disposition of comments, two sets of all documents, and previously reviewed red marked submittals, unless otherwise directed by WCDOT staff.

The Applicant for an Agricultural, Minimum, Minor, Major, Designated Freeway or Temporary Access

permit must be the owner of the property seeking access. The only exception to this is for an emergency access facility as discussed in section 8.1. While the owner's engineer, consultant, or contractor may lead coordination with WCDOT regarding the permit review process and required studies, plans or other documentation, the permit shall be issued to the owner, and the owner shall be responsible for all provisions of the Ordinance which reference Applicant or Permittee.

2.2 Pre-application Meeting

A pre-application meeting is required for all Major Access Permits or at the WCDOT permit staff discretion. A pre-application meeting for other permit types is available at the request of the Applicant. The pre-application meeting for Major Access Permits will include WCDOT staff and representatives from other County Departments or outside agencies which may be impacted by the permit work, and will determine:

- Scope and limits of the required Traffic Impact Study
- Anticipated required highway improvements
- Anticipated right-of-way requirements
- Anticipated engineering plans and studies submittal requirements

The submittal requirements, sequence of submittals, total fee, performance guarantees and insurance requirements will be discussed at the pre-application meeting. The Permit Department staff can be contacted at (815) 727-8476 to schedule a pre-application meeting.

2.3 Digital Submittals

Utility and Facility Permit applications may be submitted to the WCDOT General Utility Permit email address of highways@willcountyillinois.com or as directed by staff, and shall include a completed application and plans. Photos may also be required if excavation activities are involved. Files are typically submitted in Adobe .pdf format.

2.4 Permit Requirements

Permit requirements vary by the type of permit being requested. Table 2.2 provides a summary overview of the general requirements by permit type. The following sections provide a step-by-step checklist for each permit type with additional notes and details.

Applicants should review both the summary table and detailed permit process prior to submitting an application for a permit.

Table 2.2 Permit Requirements Matrix

	Agricultural Access Permit	Minimum Access Permit	Minor Access Permit	Major Access Permit	Designated Freeway Permit	Temporary Access Permit	Special Event Permit	Utility/Facility Permit ³	Single Service Connection Permit	Right-of-way Alteration Permit		
Pre-Application Meeting	Optional	Optional	Optional	Required	At WCDOT discretion	Optional	Optional	Optional	Optional	Optional		
Engineering Professional Approving Agency	Optional	Optional	Optional	Required	At WCDOT discretion	Optional	Optional	Optional (Minor/Aerial) Required (Major/Underground)	Optional	Optional		
Allowable Applicant/Permittee	WCDOT	WCDOT	WCDOT	WCDOT	County Board	WCDOT	WCDOT	WCDOT	WCDOT	WCDOT		
Initial Submittal	Property Owner	Property Owner	Property Owner	Property Owner	Property Owner	Property Owner	Person/Business/ Agency/Municipality responsible for event	Utility or facility owner/contractor/ consultant	Property (service) Owner	contractor/ consultant		
Cover Letter	X	X	X	X	X	X	X	X	X	X		
Application Form(s)	X	X	X	X	X	X	X	X	X	X		
Application Fee¹	\$50	\$300	\$450	\$1,500 / \$4,500	Based on access classification	\$450	\$50	\$950/per each utility or facility	\$150	\$450		
Site Plan or Plat	X	X	X	X	X	X			X			
Centerline Staked	X	X	X									
Engineering Documents²												
Photographs of existing ROW				X	Engineering requirements will follow the requirements based on the access classification once request for access is approved by Will County Board	Engineering requirements will follow based on type or use of temporary access		X	X	X		
Traffic Impact Study				X								
Traffic Signal Warrant Analysis				X								
Sight Distance Study				X							If requested	
Geometric Plan				X								
Pavement Design				X								
Drainage Study				X							If requested	
Water Quality Plan				if requested							If requested	
Erosion Control Plan				X							If requested	
Engineering Plans (includes Detour/Traffic Control plans)			X	X					Route Plan, Detour Plan (if required)	X	Boring Location Plan (if required)	If requested
On-site Engineering Plan			X	X								If requested
Plat of Subdivision/Dedication			X	X								
Cost Estimate			X	X				X (Facility only)		If requested		
ROW Dedication	Required	Required	Required	Required	Required	Required if it will become a full access	Not required	Not required	Not required	Not required		
Construction to Begin⁴	Within 6 months of permit issuance	Within 6 months of permit issuance	Upon issuance	Not Applicable	Within 3/6 months of permit issuance	Within 3 months of permit issuance	Within 3/6 months of permit issuance					
Construction to be Complete	18 months from permit issuance	18 months from permit issuance	18 months from permit issuance	within 24 months after construction start	within 24 months after construction start or as specified in the County Board Resolution	Within 12 months of permit	Not Applicable	Within 90 days of permit issuance or as listed on permit	Within 90 days of permit issuance or as listed on permit	Within 90 days of permit issuance or as listed on permit		
ROW Access/Use Duration	Until change in use	Until change in use	12 months with 12 month approved extension	As specified on permit	Per maintenance agreement	Until change in use						
Required Inspections	Culvert Placement, Final Inspection	Culvert Placement, Final Inspection	Culvert Placement, Final Inspection	Performance Inspection, Maintenance Inspection	Performance Inspection, Maintenance Inspection	Final Inspection	None	Final Inspection	Final Inspection	Final Inspection		
Performance Guarantee	\$2,000	\$2,000	\$2,000	125% of Estimate	Based on access classification	\$5000 or 125% of Estimate of full improvements	Not required	125% of Estimate, plus open cut charge	\$2,000 / \$20,000 depending on location	125% of Estimate, plus crossing fee		
Maintenance Guarantee	Not required	Not required	15% of Performance Guarantee	15% of Performance Guarantee	Based on access classification	Not required	Not required	Not required	Not required	Not required		
Proof of Insurance	Required	Required	Required	Required	Required	Required	Required	Required	Required	Required		
As-Built Plans	Not required	Not required	Required	Required	Not required	Not required	Not required	Required	Not required	If requested		

1. Additional fees apply. See Permit Schedule for details.
2. Engineering Documents shall be signed and sealed by a licensed professional engineer. These are to be submitted after pre-application meeting if one is required, or with initial submittal package if no pre-application meeting needed.
3. Small Cell Wireless facilities are governed by the "Wireless Telecommunications Facilities Ordinance".
4. May be extended at the discretion of the WCDOT permit staff.

2.4.1 Agricultural Access Permit

The Permit Department will use the following steps in reviewing requests for Agricultural Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Application fee: check made payable to “Will County Treasurer”
- Site plan or Agricultural Access Worksheet indicating:
 - Proposed access location, including distance from nearest side or cross street
 - Existing culvert locations and size within the County right-of-way
 - Well location (if applicable)
 - Septic field location (if applicable)
- Centerline of driveway location by placing a field stake at the centerline of the driveway at the County Highway right-of-way

Step 2: Will County Division of Transportation performs

- Field inspection of access location to determine: sight distance, culvert location, mailbox turnout location, curb and gutter or gravel shoulder requirements.
- Review of submitted site plan for any additional permits that may be required, i.e. water main or sanitary sewer connections within the County Highway right-of-way.

If location of proposed access is unacceptable, or if additional permits are required, WCDOT will notify the Applicant of the required revisions. Applicant must revise and re-submit appropriate documents within 90 days or the permit application will be closed. If the location of the proposed access is acceptable, WCDOT will notify parcel owner and proceed to Step 3.

Step 3: Parcel owner submits

- Performance guarantee for a minimum of \$2,000.00. This may be in the form of a cashier’s check made payable to “Will County Treasurer”, surety bond, or irrevocable letter of credit. A cashier’s check will be deposited if it contains an expiration date.
- Proof of insurance provided by you or your contractor.
- All ROW dedication must be signed and recorded.

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the Agricultural Access permit.
- The parcel owner shall begin construction within six (6) months of the date of issuance of the permit and be completed within eighteen (18) months.
- The parcel owner shall request inspections for culvert placement and at the completion of the restoration of the right-of-way.
- Upon a satisfactory final inspection by the WCDOT, the performance guarantee is returned to the parcel owner.

2.4.2 Minimum Access Permit

The Permit Department will use the following steps in reviewing requests for Minimum Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Application fee: check made payable to “Will County Treasurer”
- Site plan or Minimum Access Worksheet indicating:
 - Proposed access location, including distance from nearest side or cross street
 - Existing culvert locations and size within the County right-of-way
 - Well location (if applicable)
 - Septic field location (if applicable)
- Centerline of driveway location by placing a field stake at the centerline of the driveway at the County Highway right-of-way

Step 2: Will County Division of Transportation performs

- Field inspection of access location to determine: sight distance, culvert location, mailbox turnout location, curb and gutter or gravel shoulder requirements.
- Review of submitted site plan for any additional permits that may be required, i.e. water main or sanitary sewer connections within the County Highway right-of-way.

If location of proposed access is unacceptable, or if additional permits are required, WCDOT will notify the Applicant of the required revisions. Applicant must revise and re-submit appropriate documents within 90 days or the permit application will be closed. If the location of the proposed access is acceptable, WCDOT will notify parcel owner and proceed to Step 3.

Step 3: Parcel owner submits

- Performance guarantee for a minimum of \$2,000.00. This may be in the form of a cashier’s check made payable to “Will County Treasurer”, surety bond, or irrevocable letter of credit. A cashier’s check will be deposited if it contains an expiration date.
- Proof of insurance provided by you or your contractor.
- All ROW dedication must be signed and recorded.

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the Minimum Access permit.
- The parcel owner shall begin construction within six (6) months of the date of issuance of the permit and be completed within eighteen (18) months.
- The parcel owner shall request inspections for culvert placement and at the completion of the restoration of the right-of-way.
Upon a satisfactory final inspection by the WCDOT, the performance guarantee is returned to the parcel owner.

2.4.3 Minor Access Permit

The Permit Department will use the following steps in reviewing requests for Minor Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Application fee: check made payable to “Will County Treasurer”
- Site plan indicating:
 - Proposed access location, including distance from nearest side or cross street
 - Existing culvert location and size within the County right-of-way
 - Well location (if applicable)
 - Septic field location (if applicable)
 - Detour/traffic control plan (if applicable)
- Centerline of driveway location by placing a field stake at the centerline of the driveway at the County Highway right-of-way
- Draft plat of dedication for WCDOT review.
- Engineering plans signed and sealed by a Licensed Professional Engineer in the State of Illinois. Engineering plans are likely to require revisions and resubmittals.

Step 2: Will County Division of Transportation performs

- Field inspection of access location to determine: sight distance, culvert location, mailbox turnout location, curb and gutter or gravel shoulder requirements.
- Review of submitted site plan for any additional permits that may be required i.e. water main or sanitary sewer connections within the County Highway right-of-way.

If location of proposed access is unacceptable, or if additional permits or engineering studies are required, WCDOT will notify the Applicant of the required documents. Applicant must submit appropriate documents within 90 days or the permit application will be closed. If the location of the proposed access is acceptable, WCDOT will notify parcel owner and proceed to Step 3.

Step 3: Parcel owner submits

- Performance guarantee for a minimum of \$2,000.00. This may be in the form of a cashier’s check made payable to “Will County Treasurer” or irrevocable letter of credit. A cashier’s check will be deposited if it contains an expiration date.
- Proof of insurance provided by you or your contractor.
- All ROW dedication must be signed and recorded.

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the Minor Access

permit.

- The parcel owner shall begin construction within six (6) months of the date of issuance of the permit and be completed within eighteen (18) months.
- The parcel owner shall request inspections for culvert placement and at the completion of the restoration of the right-of-way.
- Maintenance guarantee in the amount of 15% of the original Performance Guarantee for a 2-year period
- Upon a satisfactory final inspection by the WCDOT, the performance guarantee is returned to the parcel owner.

NOTE: Applicant/Permittee shall be responsible for the total cost of the access, including the review information, access plan preparation, all engineering studies, plat or dedication preparation, Performance and Maintenance Guarantees, insurance, right-of-way dedication, inspection and construction supervision, improvement construction materials, and application, permit and inspection fees.

2.4.4 Major Access Permit

The Permit Department will use the following steps in reviewing requests for Major Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Site plan indicating location of proposed access
- Request for right-of-way stationing and traffic data for pavement design indicating limits
- Request for pre-application meeting with three proposed times and dates

Step 2: Pre-application meeting

WCDOT staff will contact Applicant with final date and time of pre-application meeting, as well as any additional information which will be needed at the meeting. The expectation for the pre- application meeting is outlined in section 2.2 of this Technical Reference Manual.

Step 3: Applicant submits

Applicable engineering documents from the list below, as identified at the meeting:

- Photographs of the existing right-of-way at 100-foot intervals; all photographs must be taken along, not perpendicular to, the right-of-way
- Sight Distance Study (signed and sealed by a Licensed Professional Engineer in the State of Illinois)
- Traffic Impact Study (signed and sealed by a Licensed Professional Engineer in the State of Illinois)
- Traffic Signal Warrant Analysis (if requested)
- Geometric Plan
- Pavement Design (signed and sealed by a Licensed Professional Engineer in the State of Illinois)
- Drainage Study and Water Quality Plan (if requested)
- Erosion Control Plan
- Engineering plans signed and sealed by a Licensed Professional Engineer in the State of Illinois. Engineering plans are likely to require revisions and resubmittals.
- Cost estimate, signed and sealed, required prior to final plan approval
- Copy of on-site plans
- Plat of Subdivision and Dedication (prepared by a Licensed Professional Land Surveyor in the State of Illinois)

Step 4: Fee assessment

- WCDOT staff reviews engineering document submittal for completeness, requests additional information as needed
- WCDOT identifies permit fee and informs Applicant of initial and total anticipated fees
- Applicant submits application fee as a check made payable to "Will County Treasurer"

- Fee must be received prior to technical review of engineering documents

Step 5: Review and approval of engineering documents

WCDOT staff review and comment on the engineering documents, request additional information, or approve the engineering documents (comments, requests and approvals will be provided electronically). Applicant must submit revised or additional documents within 90 days or the permit application will be closed.

Step 6: Applicant submits

- Two final sets of approved access plans
- Any additional fees due at this time
- Copy of on-site plans approved by Village or County
- A letter from the Township, Village and/or State for any improvements under other jurisdictions
- Performance guarantee in the amount of 125% of the cost estimate
- Certificate of Insurance, naming the County and the Division of Transportation as additional insured, and evidence of worker's compensation and automobile insurance
- The name, professional license number, and telephone number of the Resident Engineer for this project. This person will be responsible for providing weekly construction reports in the IDOT MFT format.
- The Developer and Resident Engineer agreement
- A construction schedule
- Plat of Dedication, ready for recording
- A PDF of the approved offsite plans and onsite plans

Step 7: Permit issuance and construction

- At this time the access permit and all utility permits will be issued.
- Construction must begin within 6 months and be completed within 24 months.
- Final Plat of subdivision will be signed by the County Engineer
- When **ALL** construction work is completed, the Resident Engineer shall notify the Division, in writing, to request a final inspection. The Resident Engineer will be notified about any work needed and any follow-up inspections and fees.
- Any outstanding costs due to the WCDOT for work done shall now be paid.
- After a satisfactory inspection, access work is accepted by the WCDOT.

Step 8: Post-construction, Parcel Owner submits

- Electronic as-builts
- Maintenance guarantee in the amount of 15% of the original Performance Guarantee for a 2-year period
- Performance Guarantee shall be released after the above are received

Step 9: Maintenance inspection:

- Conducted after maintenance period is complete
- If all work is acceptable and any remaining outstanding costs are paid, final acceptance of the improvement is made, and the maintenance guarantee is released

NOTE: Applicant/Permittee shall be responsible for the total cost of the access, including the review information, access plan preparation, all engineering studies, plat or dedication preparation, Performance and Maintenance Guarantees, insurance, right-of-way dedication, inspection and construction supervision, improvement construction materials, and application, permit and inspection fees.

2.4.5 Designated Freeway Access Permit

The Permit Department will use the following steps in reviewing requests for Designated Freeway Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Site plan indicating location of proposed access
- Request for right-of-way stationing and traffic data for pavement design indicating limits
- Request for pre-application meeting (if required), with three proposed times and dates

Step 2: Pre-application Meeting

WCDOT staff will contact Applicant with final date and time of pre-application meeting (if required), as well as any additional information which will be needed at the meeting. The expectation for the pre-application meeting is outlined in section 2.2 of this Technical Reference Manual.

Step 3: Parcel owner submits

- Description of Project – a written request to the County Engineer stating that access to a County Highway designated as a freeway is being requested. The written request shall include a detailed description of the proposed use for which access is being requested and shall state the reason for initiating the request.
- Traffic Impact Study (if required) (signed and sealed by a Licensed Professional Engineer in the State of Illinois)
- Any other documents requested at the pre-application meeting

Step 4: Fee assessment

- WCDOT staff reviews submittal for completeness, requests additional information as needed
- WCDOT identifies permit fee and informs Applicant of initial and total anticipated fees
- Applicant submits application fee as a check made payable to “Will County Treasurer”
- Fee must be received prior to technical review of engineering documents

Step 5: County Engineer and Board review and action

- Access Control Officer reviews the submitted documents and prepares a report with a formal recommendation to the County Engineer
- County Engineer presents the report on the request for access to the Public Works and Transportation Committee
- The Public Works and Transportation Committee prepare a recommendation in the form of a resolution to the County Board
- The County board shall consider the recommendation of the Public Works and Transportation Committee and take formal action

Upon determination by the County Board, the County Engineer shall implement the decision of the County Board. If approved by the County Board, a Designated Freeway Access Permit shall be issued in compliance with the relevant access type.

2.4.6 Temporary Access Permit

The Permit Department will use the following steps in reviewing requests for Temporary Access.

Step 1: Applicant submits

- Application for Access to a County Highway form completed and signed
- Application fee: check made payable to “Will County Treasurer”
- Site plan or location sketch indicating:
 - Proposed access location, including distance from nearest side or cross street
 - Location of access on property and dimensions of access
 - Specifications for culvert size (a minimum 15-inch culvert with flared end sections must be used)
 - Specifications for surface type

Step 2: Will County Division of Transportation performs

- Review submitted documents to determine if proposed location and surface of Temporary Access is acceptable, perform a field investigation if necessary
- If the Temporary Access is associated with a Major Access permit application, verify all required information for the Major Access permit has been submitted (see below)
- Notify the Applicant of any required revisions and required performance guarantee form

Step 3: Applicant submits

- Any revised or additional documents requested
- Performance guarantee
- Proof of Insurance

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the temporary permit.
- The permit is valid for a period of 12 months from the issuance date, at which time the permit shall expire, unless another timeframe is specified on the permit.
- The access must be removed prior to or upon expiration of the permit
- Any requests for renewal are made on an individual basis and must be made in advance of the expiration of the access permit

Step 5: Final inspection:

- After the access has been removed and the right-of-way restored, a written request for inspection must be made to the WCDOT.
- Restoration work must be completed and accepted by WCDOT prior to the release of any monies held as a performance guarantee.

Temporary Access permits for utility and initial site work on property that will be served by a Major Access permit will be issued only at such time as a Major Access permit has been applied for and the location and extent of improvements required for the Major Access have been agreed to by the Access Control Officer.

2.4.7 Special Events Permit

The Permit Department will use the following steps in reviewing requests for use of County Highway right-of-way for a special event of public interest or filming.

Step 1: Applicant submits

- Application form for Special Event on a County Highway completed and signed. Must be submitted a minimum of 30 days prior to the planned event.
- Application fee: check made payable to “Will County Treasurer”
- Location map or course route map for the event
- Acceptance or approvals from other agencies having jurisdiction of non-County Highways on either the course route, detour, or closure.
- Proof of insurance

Step 2: Will County Division of Transportation performs

- Field inspection or review of detour route if required
- Review submitted site plan for any additional permits that may be required
- Review of proof of insurance

If the proposed closure is unacceptable, or if additional permits are required, WCDOT will notify the Applicant of the required revisions. Applicant must revise and re-submit appropriate documents within 90 days or the permit application will be closed.

Step 3: Permit issuance and event management

- Upon completion of the above, the WCDOT will issue the special event permit.
- The permittee, not the WCDOT, shall be responsible for advance notification of temporary closures, the detour route, traffic control, including signage and police/Sheriff presence or assistance if required. The WCDOT has the authority to require that the permittee have police or Sheriff’s presence during the highway closure.
- The permittee shall be responsible for cleaning and maintaining the right-of-way of the County Highway, including removal of all trash and debris at the conclusion of the event. Sewers, drains and pavement surface shall be kept free of debris, trash, and other extraneous materials. The permittee may be billed for costs of debris or trash removal if not completed at the conclusion of the event.

NOTES: Temporary closure of a Designated Freeway or County Highway with a higher ADT may require additional conditions of approval including, but not limited to, significant coordination with local and regional emergency service agencies, preparation of a detour plan, notification of media outlets, placement of changeable message signs on the route prior to the closure, etc.

2.4.8 Utility Permit or Facility Permit

The Permit Department will use the following steps in reviewing requests for installation of or maintenance on a utility or municipal facility in the County Highway right-of-way. Small cell wireless telecommunications installations shall follow the "Wireless Telecommunications Facilities Ordinance".

Step 1: Applicant submits

- Facility Permit - Application to Perform Work within a County Highway Right-of-Way completed and signed.
- Utility Permit - Application for Utility Placement within a County Highway Right-of-Way completed and signed.
- Application fee; check made payable to "Will County Treasurer"
- Photographs of the right-of-way within the improvement limits at 100-ft intervals. All photographs must be taken along, not perpendicular to, the County Highway right-of-way
- Engineering Plans for the installation or maintenance work

Step 2: Will County Division of Transportation performs

- Field inspection as needed
- Review of submitted engineering plans and studies
- Notification to Applicant of required revisions, request for additional information, or approval of the engineering plans and provides invoice

Step 3: Applicant submits

- Final set of approved engineering plans as .pdf file(s)
- Performance guarantee (forms supplied) in the amount of 110% of the cost estimate
 - Each pavement crossing requires an additional \$20,000.00, added to the Performance Guarantee amount
 - Performance guarantees are held for a period of 18 months for Utility work and one year for Facility work. There is no maintenance period.
- Certificate of Insurance, naming the County and the Division of Transportation as additional insured, and evidence of worker's compensation and automobile insurance.

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the utility/facility permit.
- Facility work must begin construction within six (6) months of the date of issuance of the permit and shall be completed in one year, from the date of the permit issuance
- Utility work must begin within three (3) months of the date of issuance of the permit, and shall be completed in eighteen (18) months from the date of issuance of the permit
- After the project is constructed and the right-of-way and highway restoration has been completed, the Permittee must request in writing a final

inspection.

- Upon a satisfactory final inspection by the WCDOT and receipt of the as-built plans, the performance guarantee is released.

2.4.9 Single Service Connection Permit

The Permit Department will use the following steps in reviewing requests for installation of a single service connection to a utility or facility for a single family residence.

Step 1: Applicant submits

- Utility Permit - Application for Utility Placement Within a County Highway Right-Of-Way completed and signed, check made payable to "Will County Treasurer"
- Photographs of the right-of-way within the improvement limits at 100' intervals; all photographs must be taken along, not perpendicular to, the County Highway right-of-way
- Engineering or site plans submitted.
If your proposed connection is located on the same side of the county highway as your residence, you may include the connection location on your site plan. If you need to bore under the county highway to perform the connection, an engineering plan of the county highway, signed and sealed by a licensed engineer in the State of Illinois, will be required.

Step 2: Will County Division of Transportation performs

- Field inspection as needed
- Review of submitted engineering or site plans
- Notification to Applicant of required revisions, request for additional information, or approval of the engineering plans and provides invoice

Step 3: Applicant submits

- Final sets of approved engineering as .pdf file(s)
- Performance guarantee:
 - If the connection crosses under the county highway the performance guarantee is \$20,000.00, in the form of a letter of credit or cashier's check.
 - If the connection is on the same side of the county highway as your residence, the performance guarantee is \$2,000.00.
 - Performance guarantees are held for a minimum period of 12 months.
- Proof of insurance provided by you or your contractor

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the single service permit.
- The permittee must begin construction within three (3) months of the date of issuance of the permit and shall be completed in one year, from the date of the permit issuance
- After the project is constructed and the right-of-way and highway restoration has been completed, the Permittee must request in writing a final inspection.
- Upon a satisfactory final inspection by the WCDOT, the performance guarantee is released.

2.4.10 Right-of-way Alteration Permit

The Permit Department will use the following steps in reviewing requests for installation of a single service connection to a utility or facility for a single family residence.

Step 1: Applicant submits

- Application to Perform Work within a County Highway Right-of-Way completed and signed
- Check made payable to “Will County Treasurer”
- Photographs of the right-of-way within the improvement limits at 100’ intervals; all photographs must be taken along, not perpendicular to, the County Highway right-of- way
- Engineering or site plans submitted (if required)

Step 2: Will County Division of Transportation performs

- Field inspection as needed
- Review of submitted engineering or site plans
- Notification to Applicant of required revisions, request for additional information, or approval of the engineering plans and provides invoice

Step 3: Applicant submits

- Final sets of approved engineering as .pdf file(s)
- Performance guarantee.
- Proof of insurance provided by applicant or contractor

Step 4: Permit issuance and construction

- Upon completion of the above, the WCDOT will issue the ROW alteration permit.
- The permittee must begin construction within three (3) months of the date of issuance of the permit and shall be completed in one year, from the date of the permit issuance
- After the project is constructed and the right-of-way and highway restoration has been completed, the Permittee must request in writing a final inspection.
- Upon a satisfactory final inspection by the WCDOT, the performance guarantee is released.

2.5 Permit Forms and Checklists

All applications and checklist forms can be found on the website and accessed through links below:

Application, Notification Forms or Worksheets

- Application for Access to a County Highway
- Change in Land-Use Form
- ROW Alteration Permit Application Form
- Utility Permit Application
- Special Event Permit Application
- Emergency Work Form
- Pavement Open Cut Request Form

Samples of the above forms are included in this manual for reference only. Applicants should use fillable forms from the website to ensure the most current version is submitted.

Checklists for Major Access Permits, Plats, and a Sample Resident Engineer Letter are provided as a reference to assist Applicants in preparation of submittal materials. Specific requirements for each permit should be discussed at a pre-application meeting.



Will County Division of Transportation

16841 W. LARAWAY ROAD
JOLIET, IL 60433
Phone: (815) 727-8476 Fax: (815) 727-9806
Email: highways@willcountyillinois.com

JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Access Permit Application

WCDOT Use Only: Permit Number: _____
Date Received: _____
Fee Paid: Initials: _____

Applicant/Owner Information

Contact Person: _____
Address: _____ E-mail address: _____
_____ Phone: _____

Additional Contact Information (Engineer, Attorney, Contractor)

Contact Person/Firm: _____
Address: _____ E-mail address: _____
_____ Phone: _____

Project Location

County Highway: _____
Property Access: _____ PIN(s): _____
_____ Side of County Highway: _____

Use of property to be served by proposed access and brief description of property:

Permit Type: (Check One)

For a description of access types and fees please consult the WCDOT Access ordinance and Technical Manual

- Agricultural-\$50 Minimum Use-\$300 Minor-\$450 Major-\$2500/\$4500
 Temporary Access-\$450

A check made payable to the Will County Division of Transportation shall be enclosed with this application.

Fee is non-refundable

Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____
Applicant Name: _____

Date: _____

General Conditions for Application for Access to a County Highway

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. This application for only one access unless specified.
4. The submittal of this application does not obligate the County Engineer to issue an access permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
5. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
6. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
7. The applicant is responsible for the total cost of the access. This includes engineering, construction and inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Change in Land Use Form

WCDOT Use Only: Additional permit required: Yes No

Date Received: _____

Initials: _____

Applicant/Owner Information

Contact Person: _____

Address: _____

E-mail address: _____

Phone: _____

Additional Contact Information (Engineer, Attorney, Contractor)

Contact Person/Firm: _____

Address: _____

E-mail address: _____

Phone: _____

Project Location

County Highway: _____

Property Access: _____

PIN(s): _____

Side of County Highway: _____

Proposed use of property being served by existing access:

Previous use /description of property using existing access:

Note: Any proposed access alterations, additional accesses, or work in the County Right-of-Way will require a WCDOT permit.

Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Change in Land Use to a County Highway

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. This application is for only one access unless specified.
4. The submittal of this application does not obligate the County Engineer to issue an access permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
5. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
6. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
7. The applicant is responsible for the total cost of the access. This includes engineering, construction and inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

ROW Alteration Permit Application

WCDOT Use Only: Permit Number: _____

Date Received: _____

Fee Paid: Initials: _____

Applicant/Owner Information

Contact Person /Company: _____

Address: _____

E-mail address: _____

Phone: _____

Engineer / Consultant / Person in Charge Contact Information

Contact Person/Firm: _____

Address: _____

E-mail address: _____

Phone: _____

Project Location

County Highway: _____

Proposed Start Date and length: _____

Property Address or Distance to Nearest Cross Street: _____

From: _____ To: _____

Brief Description of work: _____

Pavement open cut required? Yes No If yes, attach pavement open cut form

Lane closure required? Yes No Lane: _____

For a description of permit types and fees please consult the WCDOT ordinance and Technical Manual

A check made payable to the Will County Division of Transportation shall be made out for \$450 and enclosed with this application. **Fee is non-refundable**

Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Application for ROW Alteration Work Within County Right-of-Way

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. The Applicant shall supply, at their expense, such information as the Will County Division of Transportation may require to complete the review of the Proposed Work.
4. The Will County Division of Transportation is not responsible for providing room within the County Highway right-of-way for the Proposed Work and lack of sufficient room can be cause for not permitting the Proposed Work to be located within the County Highway right-of-way.
5. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Will County Division of Transportation to operate and maintain the County Highway right-of-way.
6. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which any administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
7. The Applicant is cautioned that the County Highway rights-of-way may be subject to approval or permission from the legal property owner. The Applicant is responsible for researching who the legal property owner is, contacting said property owner, and obtaining any required approvals or permissions.
8. The submittal of this application does not obligate the County Engineer to issue a permit if such work will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
9. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
10. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
11. The applicant is responsible for the total cost of the project. This includes engineering, construction and inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Utility Permit Application

WCDOT Use Only: Permit Number: _____

Date Received: _____

Fee Paid: Initials: _____

Applicant/Owner Information

Contact Person /Company: _____

Address: _____

E-mail address: _____

Phone: _____

Engineer / Consultant Contact Information

Contact Person/Firm: _____

Address: _____

E-mail address: _____

Phone: _____

Additional Contacts (Name and phone number):

Utility Reference #: _____

Person in Charge During Construction: _____

Concerning Restoration Work: _____

24 hr Emergency Number: _____

Project Location

County Highway: _____

Proposed Start Date and length: _____

Property Address or Distance to Nearest Cross Street: _____

From: _____ To: _____

Brief Description of work: _____

Pavement open cut required? Yes No If yes, attach pavement open cut form

Lane closure required? Yes No Lane: _____

Permit Type: (Check One)

For a description of permit types and fees please consult the WCDOT ordinance and Technical Manual

Utility-\$950

Single Service tap-on-\$150

A check made payable to the Will County Division of Transportation shall be enclosed with this application. **Fee is non-refundable**
Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Application for Utility Work Within County Right-of Way

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. The Applicant shall supply, at their expense, such information as the Will County Division of Transportation may require to complete the review of the Proposed Work.
4. The Will County Division of Transportation is not responsible for providing room within the County Highway right-of-way for the Proposed Work and lack of sufficient room can be cause for not permitting the Proposed Work to be located within the County Highway right-of-way.
5. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Will County Division of Transportation to operate and maintain the County Highway right-of-way.
6. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which any administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
7. The Applicant is cautioned that the County Highway rights-of-way may be subject to approval or permission from the legal property owner. The Applicant is responsible for researching who the legal property owner is, contacting said property owner, and obtaining any required approvals or permissions.
8. The submittal of this application does not obligate the County Engineer to issue a permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
9. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
10. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
11. The applicant is responsible for the total cost of the project. This includes engineering, construction and inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Special Event Permit Application

WCDOT Use Only: Permit Number: _____

Date Received: _____

Fee Paid: Initials: _____

Applicant/Owner Information

Contact Person /Company: _____

Address: _____

E-mail address: _____

Phone: _____

Agency Handling Traffic Control

Contact Person/Company: _____

Address: _____

E-mail address: _____

Phone: _____

Project Location

County Highway(s): _____

Proposed Start Date: _____

Length and Time: _____

From: _____

To: _____

Estimated Attendance: _____

Brief Description of event: _____

Lane closure required? Yes No Lane: _____

Note: Attach the Course Route Map with this application

For a description of permit types and fees please consult the WCDOT ordinance and Technical Manual

A check made payable to the Will County Division of Transportation shall be made out for \$50 and enclosed with this application. **Fee is non-refundable**

Note: This application is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Application for Special Event on a County Highway

1. This Application is **Not** a permit and in no way authorizes the applicant or contractor to construct/perform any work or hold an event within the County's Right-of-Way without the issuance of a highway permit.
2. In submitting this application, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. The Applicant shall supply, at their expense, such information as the Will County Division of Transportation may require to complete the review of the Proposed Work.
4. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Will County Division of Transportation to operate and maintain the County Highway right-of-way.
5. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which any administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
6. The Applicant is cautioned that the County Highway rights-of-way may be subject to approval or permission from the legal property owner. The Applicant is responsible for researching who the legal property owner is, contacting said property owner, and obtaining any required approvals or permissions.
7. The submittal of this application does not obligate the County Engineer to issue a permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
8. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
9. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
10. The applicant is responsible for the total cost of the event. This includes inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Emergency Work Form

(to be submitted within 24 hrs of emergency)

WCDOT Use Only: Additional permit required: Yes No

Date Received: _____

Initials: _____

Applicant/Owner Information

Contact Person /Company: _____

Address: _____

E-mail address: _____

Phone: _____

Engineer / Consultant Contact Information

Contact Person/Firm: _____

Address: _____ E-mail address: _____

Phone: _____

Additional Contacts (Name and phone number):

Utility Reference #: _____

Person in Charge During Construction: _____

Concerning Restoration Work: _____

24 hr Emergency Number: _____

Project Location

County Highway: _____

Start Date and length: _____

Property Address or Distance to Nearest Cross Street: _____

From: _____ To: _____

Brief Description of work: _____

Pavement open cut required? Yes No If yes, attach pavement open cut form

Lane closure required? Yes No Lane: _____

Additional permits and approvals may be required. The length of emergency work is 72 hrs or less. Temporary pavement may be used to re-open travel lanes. All complete pavement and ROW restoration shall take place within 1 week of completion of the emergency repair, unless otherwise directed by WCDOT.

Note: This form is subject to the General Conditions as printed on the reverse side of this form. The application is only valid with original signatures.

Applicant Signature: _____

Date: _____

Applicant Name: _____

General Conditions for Emergency Work Within County Right-of-Way

1. Emergency work may be performed on a utility within the County right-of-way prior to obtaining a permit to perform work necessary to remedy the emergency situation. WCDOT shall be notified immediately during normal business hours and the Will County Sheriff's Office shall be notified outside of normal business hours.
2. In submitting this form, the Applicant agrees to comply with the Will County, IL Code of Ordinance, as amended.
3. The County Engineer shall determine whether a permit is required. A permit is required for all pavement open cuts.
4. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Will County Division of Transportation to operate and maintain the County Highway right-of-way.
5. This Application does not relieve the Applicant from obtaining permission and authority from the Federal, State, County or Local Government or any political subdivision or administrative agency which any administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
6. The Applicant is cautioned that the County Highway rights-of-way may be subject to approval or permission from the legal property owner. The Applicant is responsible for researching who the legal property owner is, contacting said property owner, and obtaining any required approvals or permissions.
7. The submittal of this application does not obligate the County Engineer to issue a permit if such access facility will not comply with the provisions of the Will County, IL Code of Ordinances, as amended
8. Lack of immediate response to a submitted application form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
9. The Will County Division of Transportation, its employees and its agents, and the County of Will, its employees and its agents shall not be held responsible for costs or delays to the Applicant due to the processing time required by the Will County Division of Transportation to review submittals by the Applicant or his authorized agents.
10. The applicant is responsible for the total cost of the project. This includes engineering, construction and inspection costs as well as any costs the Will County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.



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JEFF L. RONALDSON, PE
DIRECTOR OF TRANSPORTATION/
COUNTY ENGINEER

Pavement Open Cut Request Form

(Must be submitted with permit application)

WCDOT Use Only: Permit Number: _____

Date Received: _____

Fee Paid: Initials: _____

Location of Open Cut

County Highway: _____

Proposed Start Date and length: _____

Utility Reference #: _____

Property Address or Distance to Nearest Cross Street: _____

Utility companies working within WCDOT ROW shall take all steps to avoid open cutting of pavements. No open cutting is allowed without prior permission from WCDOT.

If there is no alternative to open cutting, the Permittee must first submit this request form with payment before work can begin. Any open cut shall be kept to a minimum size.

1. Demonstrate to WCDOT that an open cut is the only option available to complete the desired work. Cost or convenience to the Permittee is not a justifiable reason.
2. A dimensioned traffic control plan showing all existing pavement, right-of-way, sidewalks, bike paths, curb and gutter, traffic signals and equipment, storm sewers, and lane configuration must be included highlighting the propped open cut location and size.
3. Open Cut charge

a. Basic Charge \$ 700.00

b. Sq Ft. of pavement opened x \$25.00 sq/ft \$ _____

c. Total Open Cut charge (a+b) \$ _____

4. After the requested permit has been issued WCDOT may require an onsite meeting with the Permittee, Permittee's contractor, and WCDOT staff to go over the proposed work, traffic control plan, timing, and any other concerns.
5. Any pavement opening must be patched the same day unless otherwise directed by WCDOT.
6. The pavement patching shall follow the WCDOT Utility Trench backfill standard.

Plan Submittal Checklist for Permit Projects

To be required for all Minor and Major Access permit projects

Project/Development: _____

County Highway: _____

Note: This Checklist has been created to assist in and maintain a uniform review of Construction Design Documents for projects done under permit with the County. This document has been created by the Permit Section Staff and County Engineer to be utilized as a guide during review. This document is based off the IDOT Local Roads Phase II checklist, Will County Department of Highways Permit Regulations and Access Control Regulations and in no way supersedes IDOT Design requirements or the WCDOT Regulations. During plan review, the staff will utilize this document as a guide; however, the staff will also rely on their own knowledge and expertise to ensure a thorough review.

Required Documents:

Name	Not required	Submitted	Date Submitted	Completed / Approved	Date Approved	Notes
Pre-Application Meeting	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Access Application + fee	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Variance Application	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Municipality Approval	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Photographs of ROW	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Sight Distance Study	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Traffic Signal Warrant Analysis	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Traffic Signal Agreement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Geometric Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Intersection Design Study	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Pavement Design	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Drainage Study	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Plat of Dedication	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Plat of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Engineering Plans	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Cost Estimate	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Surety / LOC	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Insurance	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
RE Letter	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Plan Submittal Checklist for Permit Projects
 To be required for all Minor and Major Access
 permit projects

Project/Development: _____
County Highway: _____

Cover Sheet:

Name	N/A	Compliance	Notes
1. Index of Sheets	<input type="checkbox"/>	<input type="checkbox"/>	
2. Show title information in the top center of sheet and include:			
a. County Highway number and common name	<input type="checkbox"/>	<input type="checkbox"/>	
b. Project description and Project Limits	<input type="checkbox"/>	<input type="checkbox"/>	
c. Location of improvement (municipality)	<input type="checkbox"/>	<input type="checkbox"/>	
d. Township, Range, and Section Number	<input type="checkbox"/>	<input type="checkbox"/>	
e. Will County	<input type="checkbox"/>	<input type="checkbox"/>	
3. Provide address, contact name, and phone numbers for all utilities and local agencies involved	<input type="checkbox"/>	<input type="checkbox"/>	
4. Provide a project layout map at bottom center of the sheet			
a. Location of project, and north arrow	<input type="checkbox"/>	<input type="checkbox"/>	
b. Beginning and end stations	<input type="checkbox"/>	<input type="checkbox"/>	
c. Prominent features	<input type="checkbox"/>	<input type="checkbox"/>	
d. Names of special features	<input type="checkbox"/>	<input type="checkbox"/>	
e. Route and street names	<input type="checkbox"/>	<input type="checkbox"/>	
f. Scale of location map	<input type="checkbox"/>	<input type="checkbox"/>	
g. Township and range numbers	<input type="checkbox"/>	<input type="checkbox"/>	
h. Equation stations	<input type="checkbox"/>	<input type="checkbox"/>	
5. Provide the project gross and net lengths immediately below the layout map. Only include the mainline distances.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ensure the design engineer's signature, date of license expiration, and professional stamp are shown.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Show the information for "JULIE" on the cover sheet	<input type="checkbox"/>	<input type="checkbox"/>	
8. Show the design traffic, road classification, etc., pavement design if required.	<input type="checkbox"/>	<input type="checkbox"/>	
9. List the posted speed limits	<input type="checkbox"/>	<input type="checkbox"/>	
10. Show all of the required signature blocks	<input type="checkbox"/>	<input type="checkbox"/>	
11. All IDOT section, project, job numbers.	<input type="checkbox"/>	<input type="checkbox"/>	

Index of Sheets, Highway Standards, Plan Notes, Commitment

Name	N/A	Compliance	Notes
1. Completely fill out the sheet index (On smaller projects this can be placed on the cover sheet)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Provide a list of all IDOT Highway Standards necessary to construct the project. Also, include revision number (On smaller projects this can be placed on the cover sheet)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Include all applicable general plan notes including WCDOT notes (see below)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Show legend with applicable items	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects
 To be required for all Minor and Major Access
 permit projects

Project/Development: _____
County Highway: _____

Summary of Quantities Sheet

Name	N/A	Compliance	Notes
1. Provide IDOT pay item descriptions for each item of work	<input type="checkbox"/>	<input type="checkbox"/>	
2. Use the appropriate pay unit	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fill out the total quantities column	<input type="checkbox"/>	<input type="checkbox"/>	
4. All quantities covered by special provision marked	<input type="checkbox"/>	<input type="checkbox"/>	
5. Quantities match estimate of cost and schedule of quantities	<input type="checkbox"/>	<input type="checkbox"/>	

Typical Section Sheet

Name	N/A	Compliance	Notes
1. Ensure that all applicable typical sections are provided (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Typical sections and applicable station limits match	<input type="checkbox"/>	<input type="checkbox"/>	
3. HMA Mix chart provided.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Ensure that all applicable typical sections are provided (existing and proposed)			
a. HMA Surface 1.5", Mix D, N50 (or 70 if ADT>10,000), Leveling binder - 3/4" & Var., HMA Base Course – 11.5" (min.), Aggregate Subgrade, 12"	<input type="checkbox"/>	<input type="checkbox"/>	
b. 1.5' Bit. shoulder (full depth) – slope to match adjacent thru lane	<input type="checkbox"/>	<input type="checkbox"/>	
c. 12' lanes and 16' median or 32' median for dual lefts on SRA	<input type="checkbox"/>	<input type="checkbox"/>	
d. 6.5' wide Agg. Shoulder – 8" Thick – 4% slope	<input type="checkbox"/>	<input type="checkbox"/>	
e. Pavement slope: 1.5% inside thru lanes and left turn lanes - 2% outside thru lanes on multilane facilities and all right turn lanes	<input type="checkbox"/>	<input type="checkbox"/>	
f. Sawcut pavement full depth – 6 inches in from asphalt edge - strip reflective crack control used	<input type="checkbox"/>	<input type="checkbox"/>	
g. B-6.24 curb and gutter with 10' desirable earth shelf at 5% slope [BDE 34-4.02 (2)]	<input type="checkbox"/>	<input type="checkbox"/>	
h. 4:1 front slope with 2' ditch bottom – 3:1 back slope minimum [BDE fig 34-4.C]	<input type="checkbox"/>	<input type="checkbox"/>	
i. 4" topsoil w/ Seeding Class 2A, fertilizer, erosion control blanket	<input type="checkbox"/>	<input type="checkbox"/>	
5. Typical section matches Summary of Quantities	<input type="checkbox"/>	<input type="checkbox"/>	
6. Reference the profile grade line if different from the centerline.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Notes specific to the typical sections	<input type="checkbox"/>	<input type="checkbox"/>	
8. Structural pavement design if different than the County minimums	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects
To be required for all Minor and Major Access permit projects

Project/Development: _____
County Highway: _____

Alignment, Tie, and Benchmark Sheet

Name	N/A	Compliance	Notes
1. All PC's, PT's, POT's, and PI's shown with Illinois State Plane East coordinates using NAD83-2007 with Grid to Ground Factor	<input type="checkbox"/>	<input type="checkbox"/>	
2. All above points shown with surface ties – tie locations are fully described	<input type="checkbox"/>	<input type="checkbox"/>	
3. Two benchmarks from “Benchmarks Horizontal and Vertical Control” book surveyed and shown on plans and minimum one local benchmark established	<input type="checkbox"/>	<input type="checkbox"/>	
4. When necessary for complex projects, include a geometric alignment figure. Include a coordinate layout sheet for all alignments, side roads, radius returns, and parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	

Stage of Construction and Traffic Control Sheet

[See section 700 of Standard Specifications for Road and Bridge Construction]

Name	N/A	Compliance	Notes
1. Correct IDOT Highway Standards are used and referenced	<input type="checkbox"/>	<input type="checkbox"/>	
2. When necessary, show plan view sheets			
a. Temporary roadway horizontal alignment	<input type="checkbox"/>	<input type="checkbox"/>	
b. Temporary pavement widths	<input type="checkbox"/>	<input type="checkbox"/>	
c. Temporary traffic lanes	<input type="checkbox"/>	<input type="checkbox"/>	
d. Proposed construction staging	<input type="checkbox"/>	<input type="checkbox"/>	
e. Location of signing for work zones	<input type="checkbox"/>	<input type="checkbox"/>	
f. Temporary pavement markings	<input type="checkbox"/>	<input type="checkbox"/>	
g. Roadside safety layout	<input type="checkbox"/>	<input type="checkbox"/>	
h. General note for construction, closures, time frames, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Portable/Changeable Electronic message boards shown to be used 3 days in advance and throughout project	<input type="checkbox"/>	<input type="checkbox"/>	
4. Detour route – coordinate with appropriate roadway jurisdictions.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Excavation and pavement widening on both sides of the pavement at any one location at the same time will not be permitted per Article 701.08 of the IDOT specs.	<input type="checkbox"/>	<input type="checkbox"/>	

Plan/Profile Sheet

Name	N/A	Compliance	Notes
1. Provide mainline plan and profile first followed by other plan and profile sheets as they appear along the centerline.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Notes are brief, clear, and consistent	<input type="checkbox"/>	<input type="checkbox"/>	
3. Existing facilities shown with a light, dashed line and proposed facilities with a solid, dark line	<input type="checkbox"/>	<input type="checkbox"/>	
4. Removal items (separate sheet(s) if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Note where centerline is not coincident with the survey line.	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects
 To be required for all Minor and Major Access
 permit projects

Project/Development: _____
 County Highway: _____

6. Mainline stationing increasing from left to right (south to north or west to east) and stationing matches existing stationing of County Highway	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide tic marks along the centerline at 50' intervals and note the station on every even 100' intervals and at all intersections	<input type="checkbox"/>	<input type="checkbox"/>
8. Use match lines with baseline station labeled on the match line	<input type="checkbox"/>	<input type="checkbox"/>
9. Show coordinates for all control points such as PI's, POT's, etc.	<input type="checkbox"/>	<input type="checkbox"/>
10. 1"=20' horizontal scale used and 1"=5' or 2' vertical scale used	<input type="checkbox"/>	<input type="checkbox"/>
11. All PC's and PT's shown along the centerline	<input type="checkbox"/>	<input type="checkbox"/>
12. Horizontal and Vertical curve data & superelevation rates shown	<input type="checkbox"/>	<input type="checkbox"/>
13. Where deflection angles are used, show the angle to the nearest second of a degree. Include coordinates.	<input type="checkbox"/>	<input type="checkbox"/>
14. Pavement widths shown on each sheet and wherever there is a change	<input type="checkbox"/>	<input type="checkbox"/>
15. North arrow provided	<input type="checkbox"/>	<input type="checkbox"/>
16. Existing and proposed ROW and easements shown with all work within ROW	<input type="checkbox"/>	<input type="checkbox"/>
17. All existing access points along development frontage to be removed	<input type="checkbox"/>	<input type="checkbox"/>
18. All existing entrances to remain outside development frontage are reconstructed according to WCDOT detail, paved back to ROW unless an agricultural entrance, and culvert is relocated with 15"x30' minimum culvert-CSCP	<input type="checkbox"/>	<input type="checkbox"/>
19. All existing and proposed guardrail located correctly with Type 1, Special, Tangent end sections.	<input type="checkbox"/>	<input type="checkbox"/>
20. Existing and proposed profile shown	<input type="checkbox"/>	<input type="checkbox"/>
21. Existing ground shown to 0.1', proposed pavement to 0.01'	<input type="checkbox"/>	<input type="checkbox"/>
22. Tangent grades shown to nearest hundredth of a percent (i.e. 0.01%).	<input type="checkbox"/>	<input type="checkbox"/>
23. Existing roadway signs relocated to 6'-12' from traveled way-white edge line [MUTCD fig 2A-2, section 2A.16]	<input type="checkbox"/>	<input type="checkbox"/>
24. AR culverts are extended if needed – minimum 18" PCGSCP if replaced. [BDE 40-3.07(e)]	<input type="checkbox"/>	<input type="checkbox"/>
25. New/replaced side road culverts (Major/Minor Access) to be PCGSCP unless part of enclosed system which would then be RCP	<input type="checkbox"/>	<input type="checkbox"/>
26. Clear Zone is free of trees, power poles, etc. [BDE 38-3]	<input type="checkbox"/>	<input type="checkbox"/>
27. Power poles are relocated to new ROW line in widening area	<input type="checkbox"/>	<input type="checkbox"/>
28. Existing utilities are shown and relocated as necessary – no utilities to remain under pavement or curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>
29. New utilities are within 5' of proposed ROW or in easement outside ROW.	<input type="checkbox"/>	<input type="checkbox"/>
30. Butt joint provided outside widening limits	<input type="checkbox"/>	<input type="checkbox"/>

Plan Submittal Checklist for Permit Projects
 To be required for all Minor and Major Access
 permit projects

Project/Development: _____
 County Highway: _____

31. Station and offset information called out for:		
a. Beginning and end points of the project	<input type="checkbox"/>	<input type="checkbox"/>
b. Omissions from paving and station equations	<input type="checkbox"/>	<input type="checkbox"/>
c. Horizontal Curve Points	<input type="checkbox"/>	<input type="checkbox"/>
d. Beginning and end points of tapers	<input type="checkbox"/>	<input type="checkbox"/>
e. Construction limit locations	<input type="checkbox"/>	<input type="checkbox"/>
f. Right of way alignment breaks	<input type="checkbox"/>	<input type="checkbox"/>
g. Curb returns for entrances and intersections	<input type="checkbox"/>	<input type="checkbox"/>
h. Entrance centerlines	<input type="checkbox"/>	<input type="checkbox"/>
i. Special construction applications	<input type="checkbox"/>	<input type="checkbox"/>
j. Side street intersections	<input type="checkbox"/>	<input type="checkbox"/>
k. Permanent survey and right of way markers	<input type="checkbox"/>	<input type="checkbox"/>
l. Section lines	<input type="checkbox"/>	<input type="checkbox"/>
m. Other necessary locations	<input type="checkbox"/>	<input type="checkbox"/>
32. Sidewalks are ADA compliant		
33. Show the existing and proposed right of way		
34. Show all approved points of entry or exits		
35. For entrances and side road intersections, show the following		
a. Facility with applicable street name, route number, or entrance type	<input type="checkbox"/>	<input type="checkbox"/>
b. Existing surface material type	<input type="checkbox"/>	<input type="checkbox"/>
c. Width of the intersecting facility	<input type="checkbox"/>	<input type="checkbox"/>
d. For intersections with public roads, the angle of intersection from the side road centerline to the mainline centerline	<input type="checkbox"/>	<input type="checkbox"/>
e. Direction of ditch drainage	<input type="checkbox"/>	<input type="checkbox"/>
36. Properly label all additional improvements.		
37. Provide additional profiles for:		
a. Pavement edge	<input type="checkbox"/>	<input type="checkbox"/>
b. Side roads	<input type="checkbox"/>	<input type="checkbox"/>
c. Other special situations	<input type="checkbox"/>	<input type="checkbox"/>
38. Show locations of undercutting for unsuitable materials with cross hatching and show this excavation to the top of subgrade. Note the applicable stations and depth of excavation on the profile sheet.		
39. For bridges within the project, show elevations for:		
a. Abutments	<input type="checkbox"/>	<input type="checkbox"/>
b. Piers	<input type="checkbox"/>	<input type="checkbox"/>
c. Low vertical clearance points	<input type="checkbox"/>	<input type="checkbox"/>
d. High water level	<input type="checkbox"/>	<input type="checkbox"/>
e. Stream bed	<input type="checkbox"/>	<input type="checkbox"/>

Drainage and Utilities Information on Plan and Profile Sheet

Name	N/A	Compliance	Notes
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Plan Submittal Checklist for Permit Projects
 To be required for all Minor and Major Access
 permit projects

Project/Development: _____
 County Highway: _____

1. For culverts show:		
a. Centerline stations and offset for the ends	<input type="checkbox"/>	<input type="checkbox"/>
b. Culvert type	<input type="checkbox"/>	<input type="checkbox"/>
c. Pipe size and length	<input type="checkbox"/>	<input type="checkbox"/>
d. Skew angle	<input type="checkbox"/>	<input type="checkbox"/>
e. Upstream and downstream flow elevations	<input type="checkbox"/>	<input type="checkbox"/>
f. End section or headwall type and size	<input type="checkbox"/>	<input type="checkbox"/>
g. Applicable construction notes	<input type="checkbox"/>	<input type="checkbox"/>
2. Storm sewers, sanitary sewer, water main show type, pipe length and diameter, flow direction, gradient,	<input type="checkbox"/>	<input type="checkbox"/>
3. Manholes, catch basins, and inlets show station and offset, structure number, rim and invert elevations,	<input type="checkbox"/>	<input type="checkbox"/>
4. Manhole spacings are $\leq 350'$	<input type="checkbox"/>	<input type="checkbox"/>
5. Type 24 Frame and grate used for B-6.24.	<input type="checkbox"/>	<input type="checkbox"/>
6. Ditches:		
a. Grades $\geq 0.5\%$, but $< 3\%$	<input type="checkbox"/>	<input type="checkbox"/>
b. Centerline stationing	<input type="checkbox"/>	<input type="checkbox"/>
c. Beginning and ending elevations and stations	<input type="checkbox"/>	<input type="checkbox"/>
d. Elevations at gradient changes	<input type="checkbox"/>	<input type="checkbox"/>
7. All underground utilities are shown and those under new pavement or curb and gutter are being relocated.	<input type="checkbox"/>	<input type="checkbox"/>
8. 6" underdrains on low side of superelevations and extending a min. 50' in either direction on vertical sags.	<input type="checkbox"/>	<input type="checkbox"/>
9. Proposed berms and detention facilities abide by 506 5/9-115.1 of ILCS.	<input type="checkbox"/>	<input type="checkbox"/>
10. Compensatory storage (detention) provided for 4 lane cross section (6 lanes for SRA and Freeways).	<input type="checkbox"/>	<input type="checkbox"/>

Intersection / Entrance Grading and Detail Sheet

Name	N/A	Compliance	Notes
1. Scale is 1"=20'	<input type="checkbox"/>	<input type="checkbox"/>	
2. Meet minimum WCDOT's detail	<input type="checkbox"/>	<input type="checkbox"/>	
3. Shoulder type(s), width	<input type="checkbox"/>	<input type="checkbox"/>	
4. Curb type(s), transition location and length	<input type="checkbox"/>	<input type="checkbox"/>	
5. Location of depressed curb and ADA ramps	<input type="checkbox"/>	<input type="checkbox"/>	
6. Location of drainage structures	<input type="checkbox"/>	<input type="checkbox"/>	
7. Radius	<input type="checkbox"/>	<input type="checkbox"/>	
8. Two centered curb return labeled with radii and offset	<input type="checkbox"/>	<input type="checkbox"/>	
9. All radius center, PC, PT points labeled with station and offset.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Elevations			
a. Along both centerlines	<input type="checkbox"/>	<input type="checkbox"/>	
b. At the intersection of the centerlines	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects
To be required for all Minor and Major Access permit projects

Project/Development: _____
County Highway: _____

c. Edge of pavement (including EOP through the intersection showing the crown of the main road is maintained)	<input type="checkbox"/>	<input type="checkbox"/>
d. PC, PT, midpoint, low point, and high point of curb returns (quarter points if larger radii)	<input type="checkbox"/>	<input type="checkbox"/>
11. Pavement Jointing Plan for PCC	<input type="checkbox"/>	<input type="checkbox"/>

Pavement Marking Sheet

Name	N/A	Compliance	Notes
1. Scale is 1"=50'	<input type="checkbox"/>	<input type="checkbox"/>	
2. All pavement marking noted as thermoplastic for HMA, polyurea for PCC	<input type="checkbox"/>	<input type="checkbox"/>	
3. Reflective pavement markers shown with note to remove and adequately backfill (no cold patch) existing reflectors prior to overlay.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Reflectors along turn lanes (RT and LT solid white lines)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Dashed white line through intersection for dual left turns	<input type="checkbox"/>	<input type="checkbox"/>	
6. All stations, offsets and lane widths (12') marked	<input type="checkbox"/>	<input type="checkbox"/>	
7. All taper rates and storage lengths are shown and correct [BDE fig 36-3.I for storage and lane taper; fig 36-3.J for approach taper]	<input type="checkbox"/>	<input type="checkbox"/>	
8. Median shown as 16' – more for SRA or County Freeway (check with BDE)	<input type="checkbox"/>	<input type="checkbox"/>	
9. 12" yellow diagonal is 30' C-C and shown in correct direction	<input type="checkbox"/>	<input type="checkbox"/>	
10. 4" white edge line included [MUTCD 3B.06]	<input type="checkbox"/>	<input type="checkbox"/>	
11. White edge line along edge of pavement with curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>	
12. Yellow edge line along raised barrier median	<input type="checkbox"/>	<input type="checkbox"/>	
13. Include note: All raised reflective pavement markers used with skip dashes shall be centered in the gap between segments, and offset 4 inches from the centerline of the dash to match the existing markers on the County Highway	<input type="checkbox"/>	<input type="checkbox"/>	
14. Amber raised pavement reflectors are included on 40' centers around barrier medians as if the median was striped only.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Show all roadside signage: relocated and new signs using telspar steel posts, 36" sleeve, and 3" x 30" reflective strip matching the primary face. (hi-Prismatic)	<input type="checkbox"/>	<input type="checkbox"/>	

Erosion Control

Name	N/A	Compliance	Notes
1. Storm Water Pollution Prevention Plan (SWPPP) included	<input type="checkbox"/>	<input type="checkbox"/>	
2. Layout of erosion control methods: silt fence, inlet & pipe protection, ditch checks, siltation basins, etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects
To be required for all Minor and Major Access permit projects

Project/Development: _____
County Highway: _____

3. All disturbed ground within the County right-of-way shall be re-seeded (class 2A), fertilized, and excelsior blanket installed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Statement included on SWPPP that “The owner/developer accepts responsibility for the maintenance for the erosion control structures and measures within the County ROW”	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Signal plans

Name	N/A	Compliance	Notes
1. IDOT District One standards are included	<input type="checkbox"/>	<input type="checkbox"/>	
2. Econolite controller is specified –ASC/3 or latest.	<input type="checkbox"/>	<input type="checkbox"/>	
3. All signal heads are LED	<input type="checkbox"/>	<input type="checkbox"/>	
4. Interconnect provided if within ¼ mile of another signal or as determined by County Engineer.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Battery Back-up system provided using latest IDOT times of duration – include in schedule of quantities.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Overhead lighting – use combination poles in opposite corners of intersection	<input type="checkbox"/>	<input type="checkbox"/>	
7. Service Installation – use ground mounted service with a meter base.	<input type="checkbox"/>	<input type="checkbox"/>	

Cross Section Sheet

Name	N/A	Compliance	Notes
1. Horizontal scale is 1”=10’ and vertical is 1” =2’	<input type="checkbox"/>	<input type="checkbox"/>	
2. Cross sections every 50’	<input type="checkbox"/>	<input type="checkbox"/>	
3. Existing and proposed ROW/Easements shown with all work within ROW	<input type="checkbox"/>	<input type="checkbox"/>	
4. Side slopes are shown and 4:1 front and 3:1 back minimum	<input type="checkbox"/>	<input type="checkbox"/>	
5. 2’ ditch bottom maintained	<input type="checkbox"/>	<input type="checkbox"/>	
6. Existing facility and proposed widening with overlay is shown.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Separate cross sections for side streets, driveways, cross culverts, and all other drainage structures	<input type="checkbox"/>	<input type="checkbox"/>	
8. All underground utilities shown	<input type="checkbox"/>	<input type="checkbox"/>	
9. Sidewalk or bikepath is shown	<input type="checkbox"/>	<input type="checkbox"/>	
10. 10’ earth shelf at 5% maintained behind any curb and gutter [BDE 34-4.02 (2)]	<input type="checkbox"/>	<input type="checkbox"/>	
11. Driveway slopes are less than 8% [BLRS fig 41-2A]	<input type="checkbox"/>	<input type="checkbox"/>	

Detail Sheet

Name	N/A	Compliance	Notes
1. All applicable IDOT Highways standards are included (i.e. curb and gutter, traffic control, inlets) – latest revisions – may be omitted if listed on cover sheet	<input type="checkbox"/>	<input type="checkbox"/>	

Plan Submittal Checklist for Permit Projects

To be required for all Minor and Major Access permit projects

Project/Development: _____

County Highway: _____

2. IDOT district 1 TC-11 and 13 are included – striping & reflectors	<input type="checkbox"/>	<input type="checkbox"/>
3. Butt joint detail included.	<input type="checkbox"/>	<input type="checkbox"/>
4. Applicable County Access details are included.	<input type="checkbox"/>	<input type="checkbox"/>

Plan Submittal Checklist for Permit Projects

To be required for all Minor and Major Access permit projects

Project/Development: _____

County Highway: _____

WCDOT General Notes (to be included in plans):

- All existing raised reflective pavement markers shall be removed and adequately backfilled (no cold patch) prior to placing the asphalt leveling binder and surface course.
- All potholes and other areas needing patching in the existing pavement must be completed by the Applicant's contractor prior to placement of the leveling binder
- All County ROW monumentation (boundary corners) shall be according to Article 1.7.13 of the Permit Regulations utilizing the "WCDOT Monumentation Standard".
- Excavation and pavement widening on both sides of the pavement at any one location at the same time will not be permitted per Article 701.08 of the IDOT specs.
- Portable/Changeable Electronic message boards shall be used in advance of the project according to IDOT standards and shall be in place a minimum of 72 hours prior to commencing the work and remain throughout the roadway construction work.
- All construction materials within the County ROW must be IDOT certified. Documentation of material certification shall be submitted prior to WCDOT approval. All construction material needing inspection shall be done according to the latest IDOT Project and Procedures Guide.
- A proof roll of the subgrade is required prior to placing the aggregate sub-base and must be observed by a certified testing company. Notify the County prior to doing the proof roll.
- The Resident Engineer shall provide WCDOT a list of materials used and identify their associated IDOT certification, shall provide WCDOT with a copy of all material testing company results, shall sign and provide WCDOT on a weekly basis Weekly Field Reports utilizing the appropriate IDOT form, shall submit to WCDOT a certification letter that certifies compliance with the plans and specifications.
- Record drawings shall be prepared in accordance with WCDOT requirements and shall be submitted in electronic format.
- All construction to be according to I.D.O.T. Design and Standard Specifications, must adhere to the *Will County Department of Highways Permit Regulations and Access Control Regulations*, and shall follow the latest *Will County Storm Water Management Ordinance* and *Will County Water Resource Ordinance* at all times.
- All disturbed ground within the County right-of-way shall be re-seeded (class 2A), fertilized, and excelsior blanket installed to the satisfaction of the Will County Division of Transportation.
- Vertical headwalls, decorative signing, plantings, shrubbery, and trees are prohibited inside the County right-of-way.
- The Will County Division of Transportation must be notified a minimum of two (2) working days in advance of any construction within the County right-of-way.
- The Will County Division of Transportation shall not be held liable for any errors or omissions in these Engineering Plans and Specifications or for any additional work that may be needed due to errors or omissions in these Engineering Plans.
- The permittee shall be responsible for any additional work, and all cost thereof, required because of errors or omissions in these Engineering Plans and Specifications and for the correction of any construction, maintenance, or safety problems which become apparent during construction or through inspections made by the Developer's Engineer or the Will County Division of Transportation.

Will County Division of Transportation

Plat of Dedication Review Checklist

- *Plats shall conform with applicable portions of IDFP Section 1270.56 "Minimum Standards of Practice" and 765 ILCS 205 The Plat Act.*

N/A or
Req'd. Complete

-
- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Forward the owner's deed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Send plats for review by e-mail (.pdf format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. On top of the sheet show the title:
<p style="text-align: center;">Plat of Dedication
for the Will County Division of Transportation
County Highway name and number
Parcel Legal</p> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Label the parcels PIN(s), current deed recording number(s), and parcel address(s) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Label all subdivisions (with recording date and number), blocks, and lots |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Show necessary land lines with proper line types (section lines, lot lines, property lines, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Show adjacent property owner info (PINs, land lines, subdivisions info) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Label all roadway names on the plat including County Highway number (CH XX) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Label the existing and proposed right-of-way lines with dimensions to the section line |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Label previous roadway dedications (including subdivisions)
be labeled: "HERETOFORE DEDICATED PER DOC #" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Proposed dedications shall be labeled: "HEREBY DEDICATED TO THE COUNTY OF WILL". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. Label bearings and distances on all sides of the proposed right of way dedication |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. Indicate all found monumentation and the material and size |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 14. Show and label all easements in the proposed and existing WCDOT right-of-way with recording numbers |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15. Show all streams or bodies of water within 50' of the proposed right-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 16. Use land hooks to show common lines of ownership |

- 17. Show PLSS corners used to establish the proposed right-of-way
- 18. Label bearings and distances from proposed right of way to the PLSS corners along the section line.
- 19. Indicate PLSS corner Monument Record, type, size, and material found
- 20. Label on plat – Basis of Bearing: Illinois State Plane Coordinate System, NAD 83 East Zone, NGS ADJ. 2011 (GRID)
- 21. Label on plat – Basis of Coordinates: Illinois State Plane Coordinate System, NAD 83 East Zone, NGS ADJ. 2011 (GRID)
- 22. Label ILSPC for all PLSS corners used to establish the proposed right-of-way
- 23. Monument Records shall be prepared where no Monument Record exists or where the existing monument / ties are not found as described per Section 1270.APPENDIX A Rules for the Perpetuation of Monuments Under the Land Survey Monuments Act
- 24. Label ILSPC for all proposed right-of-way corners
- 25. Final right-of-way monumentation shall be set after construction and landscaping is complete. 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-lcap.com>). An approved equivalent maybe used. The Dome cap shall be stamped with "County of Will" and the PLS #
- 26. The surveyor shall e-mail the WCDOT reviewing surveyor after the right of way plat is recorded and the final right of way is monumented
- 27. Will County Division of Transportation signing block

STATE OF ILLINOIS)

COUNTY OF WILL)

Approved this _____ day of _____, AD 20_____, as to Right-of-Way

Dedication along County Highway _____, also known as_____.

Will County Engineer

Will County Division of Transportation

Subdivision Plat Checklist

- *Plats shall conform with IDFPR Section 1270.56 “Minimum Standards of Practice” and 765 ILCS 205 Plat Act.*
- *WCDOT Plats of Dedications shall be fee simple dedications per the Plat Act.*
- *The area(s) to be dedicated shall include existing dedications for roadway purposes (dedication easements)*

*N/A or
Req'd. Complete*

-
- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Forward the owner's deed |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Send plats for review by e-mail (.pdf format) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Show adjacent property owner info (PINs, land lines, subdivisions info) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Show necessary land lines with proper line types (section lines, lot lines, property lines, etc.). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Label all roadway names on the plat including County Highway number (CH XX) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Label the existing and proposed right-of-way lines with dimensions to the section line |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Label previous roadway dedications (including subdivisions) be labeled: "HERETOFORE DEDICATED PER DOC #" |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Proposed dedications shall be labeled: "HEREBY DEDICATED TO THE COUNTY OF WILL". |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Label bearings and distances on all sides of the proposed right of way dedication |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Indicate all found monumentation and the material and size |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Show and label all easements in the proposed and existing WCDOT right-of-way with recording numbers |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. Show edges of pavement in the existing / proposed WCDOT right-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. Show all existing access points to the property (driveways, field entrance etc.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 14. Show all streams or bodies of water within 50' of the proposed right-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15. Use land hooks to show common lines of ownership |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 16. Show PLSS corners used to establish the proposed right-of-way |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 17. Label bearings and distances from proposed right of way to the PLSS corners along the section line. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 18. Indicate PLSS corner Monument Record, type, size, and material found |

- 19. Label on plat – Basis of Bearing: Illinois State Plane Coordinate System, NAD 83 East Zone, NGS ADJ. 2011 (GRID)
- 20. Label on plat – Basis of Coordinates: Illinois State Plane Coordinate System, NAD 83 East Zone, NGS ADJ. 2011 (GRID)
- 21. Label ILSPC for all PLSS corners used to establish the proposed right-of-way
- 22. Label ILSPC for all proposed right-of-way
- 23. Monument Records shall be prepared where no Monument Record exists or where the existing monument / ties are not found as described per Section 1270.APPENDIX A Rules for the Perpetuation of Monuments Under the Land Survey Monuments Act
- 24. The Surveyor shall e-mail the WCDOT within 10 days after the right of way plat is recorded and the final right of way is monumented
- 25. Final right-of-way monumentation shall be set after construction and landscaping is complete. 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-lcap.com>). An approved equivalent maybe used. The Dome cap shall be stamped with "County of Will" and the PLS #

SAMPLE RESIDENT ENGINEER LETTER

(Company Letterhead)

(Date)

Will County Division of Transportation
Attn: Permit Staff / Access Control Officer
16841 W. Laraway Road
Joliet, IL 60433

(Project Name)
(Permit Number)
(County Highway Name)

The following information is offered in compliance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance requirements:

Company Name:
Resident Engineer Name:
State of Illinois P.E. Registration #:
Address:
Mobile Phone:
Email:

_____ will be the Resident Engineer for the above referenced project with regard to work on and within the County Highway and right-of-way. The Resident Engineer will make or cause to be made the necessary inspections to verify the work is being constructed according to plans and permit and will, upon completion of the work, certify in writing that the work was completed as specified in the approved plans and permit. The Resident Engineer will also make a written request to the Will County Division of Transportation for an inspection of the completed work on and within the County Highway and right-of-way.

Sincerely,

(Name)
(Title)

SAMPLE DEVELOPER AND RESIDENT ENGINEER AGREEMENT

(Date)

Will County Division of Transportation
Attn: Permit Staff / Access Control Officer
16841 W. Laraway Road
Joliet, IL 60433

(Project Name)
(Permit Number)
(County Highway Name)

I, [Name of Individual], on behalf of [Development Company], certify that I have secured a contract with [Resident Engineer Name] of [Engineering Company] to provide construction inspection services and to fulfill the Resident Engineer duties in accordance with Chapter 56 of the Will County Code of Ordinances.

I agree to ensure that the contractors working on behalf of my development shall notify the Resident Engineer regarding the times that work will be taking place in the right-of-way of the County Highway so that the Resident Engineer may be present to fulfill his/her duties as Resident Engineer.

I further agree that failure on my part to fulfill this obligation may result in the assessment of fines against my organization in accordance with Section 56.033 - Violations and Penalties of the Will County Code of Ordinances.

Dated this ____ day of _____

By: _____

Printed Name

[Developer Name & Address]

CHAPTER 3 Highway Classification

County Highway Access Classification identifies the intended level of mobility of each County Highway under WCDOT permitting authority. The assigned classification is based on current roadway function as well as County strategic and long range plans for the corridor.

Access Classification impacts permit requirements in the following ways:

1. Access to a roadway classified as a Designated Freeway requires approval of the County Board
2. Required right-of-way dedication width is increased if a roadway is classified as either a County Freeway or a Strategic Regional Arterial (SRA)
3. Design standards vary based on road function and classification
4. WCDOT will take into account access classification when considering requests related to access policies (i.e. spacing, number of access points, etc.)

In addition to Access Classification, context or surrounding land use of a roadway impacts appropriate standards for right-of-way dedication (future expansion) and design of required highway improvements. In order to consider context of the roadway in permit requests, WCDOT will also use Functional Classifications as defined in the IDOT Bureau of Local Roads and Streets (BLRS) Manual Chapter 27-3 (Arterial, Collector, Local), Types of Development Areas surrounding the roadway, as defined in BLRS Manual Chapter 27-4 (Rural, Suburban, Urban Central Business District, Urban Fringe Area/Outlying Business District), and Central Business Districts.

Access Classifications are defined in Section 56.045 of the Ordinance. The list of County Freeways and SRA routes are summarized in Table 3.1 following this page.

Table 3.1 Will County Highway Freeway and SRA Routes

Roadway Name	Access Classification	From	To	Documentation
CH4 - Cedar Road	SRA	Bruce Road	Route 7	
CH5 - Caton Farm Road	SRA	Entire County Section		
CH6 – Manhattan-Monee Road	Freeway	CH19 - Center Road	Route 50	Resolution 04-70
CH16 - Bell Road	SRA	Entire County Section		
CH17 – Manhattan-Arsenal Road	Freeway	Entire County Section		Resolution 04-71
CH19 – Center Road	Freeway	Entire County Section		Resolution 04-72
CH24 - Peotone-Beecher Road	SRA	Route 50	Route 1	
CH25 - Wilmington-Peotone Road	SRA	Entire County Section		
CH44 - River Road	SRA	Entire County Section		
CH52 – Gougar Road	Freeway	Entire County Section		Resolution 03-458
CH74 – Laraway Road	Freeway	Entire County Section		Resolution 04-357
CH88 – Weber Road	SRA	Entire County Section		
CH89 – 95 th Street	SRA	Entire County Section		

CHAPTER 4 Right-of-Way Dedication

4.1 Minimum Right-of-Way Width

Minimum required right-of-way dedication widths for each access classification have been defined to reflect anticipated future needs of each roadway type. Additional right-of-way width may be required on a case by case basis, at the discretion of the County Engineer. In fully developed Urban areas where right-of-way is restricted or obtaining required right-of-way would cause significant hardship on the local economy, a variance may be requested below the minimum required right-of-way dedication widths.

Table 3.1 Required Right-of-Way by Classification

Classification	Total Right-of-Way Width	Half Right-of-Way Width
SRA Routes	150 Feet	75 Feet
County Freeways	150 Feet	75 Feet
All Other County Highways	120 Feet	60 Feet

A minimum 50 foot corner clip shall be provided at intersecting right-of-way lines. This means the legs of the triangle formed by the two intersecting right-of-way lines shall be 50 feet each.

4.2 Plat Approval Requirements

When right-of-way dedication is required, the Preliminary Plat should be submitted to the WCDOT as early as possible. Failure of a permit applicant to submit a Preliminary Plat prior to municipal approval does not constitute grounds for a variance under the Ordinance.

The Final Plat of Subdivision may not be approved and may not be signed by the County Engineer until all access permitting issues have been resolved and the plat of dedication has been signed and recorded.

To obtain written approval for access to a County Highway, the final plat of subdivision shall include the following signature certificate:

- When dealing with a development consisting of a single lot adjacent to a County Highway, no approved access locations.

STATE OF ILLINOIS)

COUNTY OF WILL)

Approved this ____ day of _____, AD 20__, as to Right-of-Way Dedication along County Highway _____, also known as _____.

Will County Engineer

- When dealing with a development consisting of a single lot adjacent to a County Highway, which includes an approved entrance location, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

Approved this ____ day of _____, AD 20__, as to roadway access to County Highway _____, also known as _____.

Will County Engineer

- When dealing with a development consisting of multiple lots adjacent to a County Highway, including an approved entrance location, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

Direct Access to _____, County Highway ____ from Lot(s) _____ is prohibited.

Approved this ____ day of _____, AD 20__, as to roadway access to County Highway _____, also known as _____.

Will County Engineer

- When dealing with a development adjacent to a County Highway, which includes only an approved exclusive right in /right out only access entrance, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

Direct Access to _____, County Highway _____ from Lot(s) _____ is prohibited. Access shall be limited to one (1) right in / right out only access subject to final design approval from the Will County Division of Transportation.

Approved this ____ day of _____, AD 20__.

Will County Engineer

- When dealing with a development adjacent to a County Highway, which does not include an entrance, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

Direct Access to _____, County Highway _____ from Lot(s) _____ is prohibited.

Approved this ____ day of _____, AD 20__.

Will County Engineer

- When dealing with a development adjacent to a County Highway, which includes only an approved common access entrance, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

Direct Access to _____, County Highway _____ from Lot(s) _____ shall be limited to one (1) common access subject to final design approval from the Will County Division of Transportation.

Approved this ____ day of _____, AD 20__.

Will County Engineer

- When dealing with a development consisting of multiple lots adjacent to a County Highway, including an approved common entrance location, the following wording shall be used:

STATE OF ILLINOIS)

COUNTY OF WILL)

No more than one (1) entrance on County Highway _____, also known as _____ will be allowed. The entrance shall be located on the common lot line between lots ___ & ___ as shown on the plat.

Approved this ____ day of _____, AD 20__, as to roadway access to County Highway _____, also known as _____.

Will County Engineer

NOTE: The plat of dedication is always used to dedicate right-of-way and shall be signed and recorded by the applicant prior to the signing and recording of a plat of subdivision in order to be able to provide the document number on the plat of subdivision.

CHAPTER 5 Design Standards

The design of access-related improvements shall comply with the standards and specifications set forth in the Ordinance and as defined by WCDOT. Any deviations from these specifications must be filed as a variation unless otherwise specified. In the absence of specific guidance in this Technical Reference Manual, the policies of the following various IDOT and AASHTO manuals, most recent editions of, and any supplements thereto or any successor document or documents, shall govern.

IDOT Publications

1. Standard Specifications for Road and Bridge Construction
2. Supplemental Specifications and Recurring Special Provisions
3. Illinois Manual on Uniform Traffic Control Devices for Streets and Highways (IMUTCD)
4. Bureau of Design and Environment Manual (Bureaus of Design and Programming)
5. Bureau of Local Roads and Streets Manual (Bureau of Local Roads and Streets)
6. Coded Pay Item Book (Bureau of Design and Environment)
7. Highway Standards Manual

AASHTO Publication

1. A Policy on Geometric Design of Highways and Streets, current edition (AASHTO "Green Book")
2. Guide for the Development of Bicycle Facilities, current edition
3. Roadside Design Guide, current edition

ITE Publications

1. ITE Trip Generation, current edition: An ITE Informational Report
2. ITE Trip Generation Handbook, current edition: An ITE Recommended Practice

Will County Publications

1. Will County Division of Transportation Permit and Access Control Regulations Ordinance
2. Will County Zoning Ordinance
3. Countywide Will County Stormwater Management Ordinance
4. Will County Division of Transportation Plan Preparation Guidelines
5. WCDOT Standard Details
6. Will County Wireless Telecommunications Ordinance

General design standards for Access permits are summarized in the following tables.

Table 5.1 Design Standards Matrix - Agricultural Access

	Designated Freeway / SRA Routes	All other County Highways
Design Speed	N/A	N/A
Sight Distance Requirements	Per IDOT BDE Sec 36-6	Per IDOT BDE Sec 36-6
Access Design	See WCDOT standard	See WCDOT standard
Angle, Grade & Length	See Section 5.2.1	See Section 5.2.1
Throat Width	16-30 feet	16-30 feet
Maximum Flare Width <i>(along highway pavement)</i>	90 feet	90 feet
Maximum Return radii	30 feet	30 feet
Culvert minimum diameter	15 inches	15 inches
Culvert extension from driveway	Enough to maintain 3:1 side slopes	Enough to maintain 3:1 side slopes
Mailbox turnout design	Not allowed	Not allowed
Channelizing Islands/Medians	N/A	N/A
Pavement Markings	N/A	N/A
Signage	No signage on County ROW	No signage on County ROW
Highway Improvement Design	N/A	N/A
Through Lane Widths		
Right Turn Lanes		
Left Turn Lanes		
Storage + Turn Lane Taper		
Turn Lane Storage		
Minimum Length		
Turn Lane Approach Taper		
Pavement Markings		
Signage		
Pavement Slope		
Shoulders		
Maximum Earth Slope	3:1	3:1

* Table presents typical minimum requirements for designer reference. Variances from these may be allowed based on site-specific conditions with appropriate written justification. See Technical Reference Manual for additional details and designer guidance.

Table 5.2 Design Standards Matrix - Minimum Access

	Designated Freeway / SRA Routes	All other County Highways
Design Speed	Posted	Posted
Sight Distance Requirements	Per IDOT BDE Sec 36-6	Per IDOT BDE Sec 36-6
Access Design	See WCDOT standard	See WCDOT standard
Angle, Grade & Length	See Section 5.2.1	See Section 5.2.1
Throat Width	16-24 feet	16-24 feet
Maximum Flare Width <i>(along highway pavement)</i>	64 feet	64 feet
Maximum return radii	20 feet	20 feet
Culvert minimum diameter	15 inches	15 inches
Culvert extension from driveway	Enough to maintain 3:1 side slopes	Enough to maintain 3:1 side slopes
Mailbox turnout design	IDOT STANDARD 406201-0	IDOT STANDARD 406201-0
Channelizing Islands/Medians	N/A	N/A
Pavement Markings	N/A	N/A
Signage	No signage on County ROW	No signage on County ROW
Highway Improvement Design	N/A	N/A
Through Lane Widths		
Right Turn Lanes		
Left Turn Lanes		
Storage + Turn Lane Taper		
Turn Lane Storage		
Minimum Length		
Turn Lane Approach Taper		
Pavement Markings		
Signage		
Pavement Slope		
Shoulders		
Maximum Earth Slope	3:1	3:1

* Table presents typical minimum requirements for designer reference. Variances from these may be allowed based on site-specific conditions with appropriate written justification. See Technical Reference Manual for additional details and designer guidance.

Table 5.3 Design Standards Matrix - Minor Access

	Designated Freeway / SRA Routes	All other County Highways
Design Speed	Posted	Posted
Sight Distance Requirements	Per IDOT BDE Sec 36-6	Per IDOT BDE Sec 36-6
Access Design	See WCDOT standard	See WCDOT standard
Angle, Grade & Length	See Section 5.2.1	See Section 5.2.1
Throat Width	16-24 feet (undivided)	16-24 feet (undivided)
Maximum Flare Width <i>(along highway pavement)</i>	84 feet (undivided)	84 feet (undivided)
Maximum return radii	30 feet	30 feet
Culvert minimum diameter	15 inches	15 inches
Culvert extension from driveway	Enough to maintain 3:1 side slopes	Enough to maintain 3:1 side slopes
Mailbox turnout design	IDOT STANDARD 406201-0	IDOT STANDARD 406201-0
Channelizing Islands/Medians	Per IDOT BLRS/BDE Manuals and Standards	Per IDOT BLRS/BDE Manuals and Standards
Pavement Markings	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Signage	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Highway Improvement Design		
Through Lane Widths	12 feet	12 feet
Right Turn Lanes	See Table 5.6 or 5.7	See Table 5.6 or 5.7
Left Turn Lanes	Required	See Table 5.8, 5.9, or 5.10
Storage + Turn Lane Taper	Per IDOT BDE Fig 36-3.I	Per IDOT BDE Fig 36-3.I
Turn Lane Storage Minimum Length	125 feet	115 feet
Turn Lane Approach Taper	Per IDOT BDE Fig 36-3.J	Per IDOT BDE Fig 36-3.J
Pavement Markings	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Signage	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Pavement Slope	1.5% inside thru lanes, 2% outside thru lanes on multilane and right turn lanes	1.5% inside thru lanes, 2% outside thru lanes on multilane and right turn lanes
Shoulders	1.5' Bit. (full depth), 6.5' Agg. (8"). 4% Agg slope	1.5' Bit. (full depth), 6.5' Agg. (8"). 4% Agg slope
Maximum Earth Slope	4:1	4:1

* Table presents typical minimum requirements for designer reference. Variances from these may be allowed based on site-specific conditions with appropriate written justification. See Technical Reference Manual for additional details and designer guidance.

Table 5.4 Design Standards Matrix - Major Access

	Designated Freeway / SRA Routes	All other County Highways
Design Speed	Posted	Posted
Sight Distance Requirements	Per IDOT BDE Sec 36-6	Per IDOT BDE Sec 36-6
Access Design	See WCDOT standard	See WCDOT standard
Angle, Grade & Length	See Section 5.2.1	See Section 5.2.1
Throat Width	16-24 feet (undivided)	16-24 feet (undivided)
Maximum Flare Width <i>(along highway pavement)</i>	84 feet (undivided)	84 feet (undivided)
Minimum return radii	30 feet	30 feet
Culvert minimum diameter	15 inches	15 inches
Culvert extension from driveway	Enough to maintain 3:1 side slopes	Enough to maintain 3:1 side slopes
Mailbox turnout design	N/A	N/A
Channelizing Islands/Medians	Per IDOT BLRS/BDE Manuals and Standards	Per IDOT BLRS/BDE Manuals and Standards
Pavement Markings	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Signage	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Highway Improvement Design		
Through Lane Widths	12 feet	12 feet
Right Turn Lanes	Required	Required
Left Turn Lanes	Required	Required
Storage + Turn Lane Taper	Per IDOT BDE Fig 36-3.I	Per IDOT BDE Fig 36-3.I
Turn Lane Storage Minimum Length	125 feet	115 feet
Turn Lane Approach Taper	Per IDOT BDE Fig 36-3.J	Per IDOT BDE Fig 36-3.J
Pavement Markings	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Signage	Per WCDOT & IMUTCD Standards	Per WCDOT & IMUTCD Standards
Pavement Slope	1.5% inside thru lanes, 2% outside thru lanes on multilane and right turn lanes	1.5% inside thru lanes, 2% outside thru lanes on multilane and right turn lanes
Shoulders	1.5' Bit. (full depth), 6.5' Agg. (8"). 4% Agg slope	1.5' Bit. (full depth), 6.5' Agg. (8"). 4% Agg slope
Maximum Earth Slope	4:1	4:1

Table presents typical minimum requirements for designer reference. Variances from these may be allowed based on site-specific conditions with appropriate written justification. See Technical Reference Manual for additional details and designer guidance.

Table 5.5 Design Standards Matrix - Temporary Access

	Designated Freeway / SRA Routes	All other County Highways
Design Speed	Posted	Posted
Sight Distance Requirements	Per IDOT BDE Sec 36-6	Per IDOT BDE Sec 36-6
Access Design	See WCDOT standard	See WCDOT standard
Angle, Grade & Length	See Section 5.2.1	See Section 5.2.1
Throat Width	16-24 feet	16-24 feet
Maximum Flare Width <i>(along highway pavement)</i>	36 feet	36 feet
Minimum return radii	30 feet	30 feet
Culvert minimum diameter	15 inches	15 inches
Culvert extension from driveway	Enough to maintain 3:1 side slopes	Enough to maintain 3:1 side slopes
Mailbox turnout design	N/A	N/A
Channelizing Islands/Medians	N/A	N/A
Pavement Markings	N/A	N/A
Signage	N/A	N/A
Highway Improvement Design	N/A	N/A
Through Lane Widths		
Right Turn Lanes		
Left Turn Lanes		
Storage + Turn Lane Taper		
Turn Lane Storage		
Minimum Length		
Turn Lane Approach Taper		
Pavement Markings		
Signage		
Crown (typical)		
Shoulders		
Maximum Earth Slope	4:1	4:1

* Table presents typical minimum requirements for designer reference. Variances from these may be allowed based on site-specific conditions with appropriate written justification. See Technical Reference Manual for additional details and designer guidance.

5.1 Sight Distance Requirements

An access point should be located at the point of maximum sight distance along a property frontage. Placement of an access in a horizontal curve along a highway or just below the high point of a crest vertical curve on a highway should be avoided.

The access must meet minimum safety requirements in accordance with the AASHTO Green Book (current edition) guidelines. Any movement for which sight distance is inadequate shall be prohibited by use of signs, pavement markings, raised medians, and other restrictive design features as required by the WCDOT.

Access to a property shall be denied when minimum safe sight distance cannot be attained. When access is denied, access may be allowed, at the owner's expense, in one of the following ways:

1. Negotiating with adjacent property owners to acquire access to the subject property through easements.
2. Constructing a frontage road serving the subject property and connecting with the highway where safe access can be provided.
3. Redesign or reconstruction of the existing highway to correct sight distance deficiency.
4. Additional roadway easement or right-of-way may be necessary and shall be dedicated or obtained by the owner to obtain adequate Intersection Sight Distance.

5.2 Access Design Requirements

Design of the access driveway or street intersection should follow WCDOT Design Standards, minimum requirements in Tables 5.1 through 5.5, and the below specifications.

5.2.1 Access Placement, Grade, and Length

All accesses shall be constructed perpendicular to the existing roadway. The grade for any access shall slope down from the highway pavement to the ultimate right-of-way line at a minimum rate of two percent (2%), except in a super-elevated section of highway where the grade shall match the super-elevation. No Major Access shall be located on horizontal curves where the super-elevation of the pavement exceeds three percent (3%).

The onsite storage bay for the proposed access shall be of sufficient length to store exiting or entering vehicles clear of the parking and on-site circulation area and off of the abutting highway.

5.2.2 Access Design Dimensions

The access driveway or roadway shall be designed as close as possible to the WCDOT Standard and meet minimum and maximum dimensions identified in Tables 5.1 through 5.5. For large developments such as regional shopping centers, industrial complexes and large office developments, the Access Control Officer shall determine on a site-specific basis the maximum throat and flare widths for driveways.

5.2.3 Access Control

At high-volume access locations, it may be desirable to control particular maneuvers. This shall be achieved through regulatory signage and by installing channelizing islands and/or medians.

Instances where turning movements may be restricted include:

1. Where numerous low-volume access points exist and the spacing between them does not permit adequate left-turn tapers and storage bays for inbound vehicles without blocking adjacent access points.
2. At access points close to an intersection where inbound or outbound left turns would have to be made within areas where traffic is queued during any period of the day.
3. Where other conditions, such as sight distance, prevent left turns in or left turns out from being made safely.
4. Where a particular parcel is provided with more than one access point and volumes do not justify left-turn access into and/or from both access points, restrictions may be required at one or both access points.
5. When a parcel has access provided by both a signalized access point and an unsignalized access point, left turns in and left turns out may be prohibited at the unsignalized location.
6. When the median opening for left-turning vehicles would be too close to another median opening, left turns may be prohibited at one of the access points.

Channelizing islands and medians at access locations shall be designed to the same standards as islands and dividers installed at street intersections. Access medians shall be between 4 to 18 feet wide and shall begin at the edge of shoulder or 4 to 10 feet from the face of curb.

Signage at access locations shall be designed in accordance with MUTCD standards.

5.2.4 Mailboxes and Mailbox Turnabouts

All mailboxes must be of a break away design. No brick mailboxes are allowed. Mailbox turn outs shall follow the IDOT standard 406201-0.

5.2.5 Access Material

All access except agricultural accesses and some temporary accesses shall be required to have a bituminous surface on an approved base material.

5.2.6 Existing Site Accesses

For all access projects, existing accesses along the frontage of the property must be removed.

5.3 Highway Improvement Design Requirements

Where widening or improvement to the County Highway is required to mitigate impacts of the proposed access location, design of the improvements to the County Highway should follow WCDOT Design Standards, minimum requirements in Tables 5.1 through 5.5, and the below specifications.

Roadway widening for left turn lane improvements shall be symmetrical about the existing

centerline of the road unless otherwise specified by the County Engineer.

5.3.1 Through Lane Widths

The required lane width for the improvement will be based on the widths of the adjacent lanes and planned lane usage. At improvements of intersections with existing widths different from the required lane widths, the improvement will include adjusting the pavement width to accommodate the required lane widths. Note the minimum lane width is 12 feet.

5.3.2 Auxiliary Lane Requirements

The use of auxiliary lanes (both right and left turn lanes) can significantly improve safety and optimize traffic operations on County Highways. This is especially true on high volume and high speed roadways. Due to the high mobility characteristics of SRA and County Freeways, right and left turn lanes shall be required for any proposed major access.

For all other County Highways, Table 5.6 and 5.7 provide guidance for when a right turn lane will be required, and Table 5.8, 5.9 and 5.10 provide guidance for when a left turn lane will be required. Peak-Hour volumes to be used with these tables shall be projected to the date of the ultimate buildout of the development. In addition to the volume and speed characteristics, a right or left turn lane may be required in the following circumstances:

- At any intersection where a capacity analysis determines a right or left turn lane is necessary to meet level of service criteria.
- For uniformity of intersection design along the highway if other intersections have turn lanes.
- At any intersection where the crash experiences, existing traffic operations, sight distance restrictions or engineering judgement indicates a significant conflict related to right or left turning vehicles.

Each access request will be evaluated on a case by case basis considering the characteristics of the roadway (speed, volume, capacity, frequency of intersections, etc.) as well as the available right-of-way and service provided by the access to determine if a turn lane is warranted.

The Access Management Manual, 2nd ed., 2014 and Access Management Application Guidelines, 2016, published by the Transportation Research Board (TRB) provide frequently used recommendations and warrants for right and left turn lanes. Variations from Tables 5.6-5.10 will be considered provided the proposed design is supported by appropriate design guidelines, or research. Appropriate guidelines include IDOT, AASHTO, ITE and NCHRP publications. Documentation of the supporting guidelines, research, or analysis shall be submitted with the capacity analysis or traffic impact study.

Table 5.6 Right-Turn Lane Guidelines for Two-Lane Highways

Approach Lane Volume (vph)	Minimum Right-turn Volume Warranting Exclusive Lane (vph)				
	By Posted Speed Limit				
	35 mph	40 mph	45 mph	50 mph	55 mph
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 5.7 Right-Turn Lane Guidelines for Four-Lane Highways

Approach Lane Volume (vph)	Minimum Right-turn Volume Warranting Exclusive Lane (vph)				
	By Posted Speed Limit				
	35 mph	40 mph	45 mph	50 mph	55 mph
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	30	20	15	10
1600	15	15	15	10	5
2000	10	10	10	10	5

Table 5.8 Left Turn Lane Guidelines for Rural Two-Lane Highways

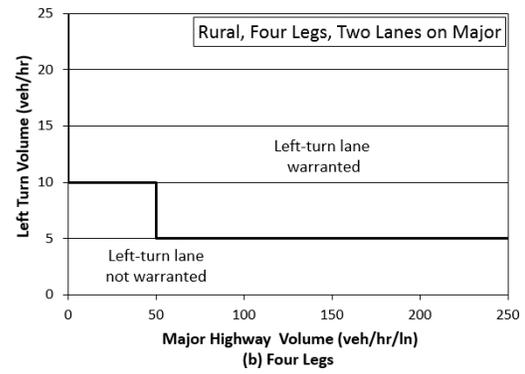
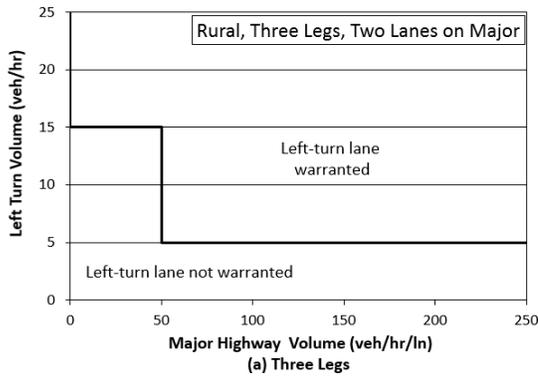


Table 5.9 Left Turn Lane Guidelines for Rural Four-Lane Highways

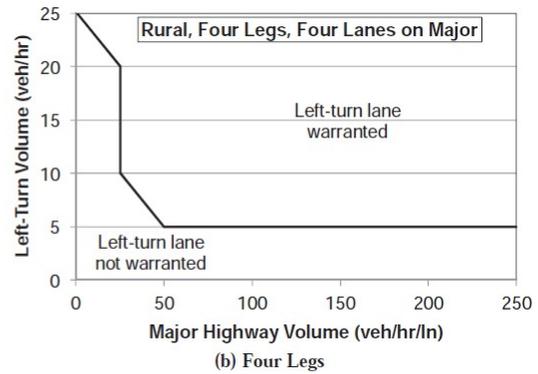
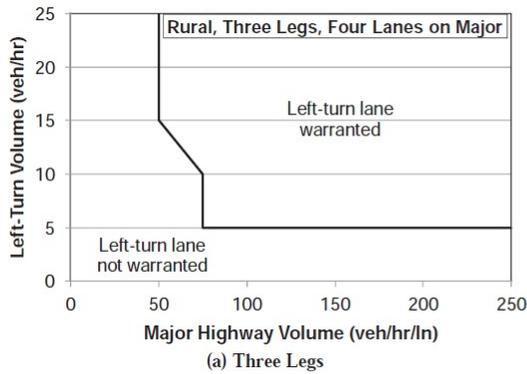
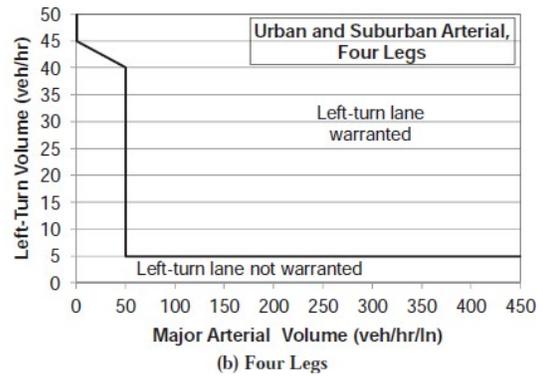
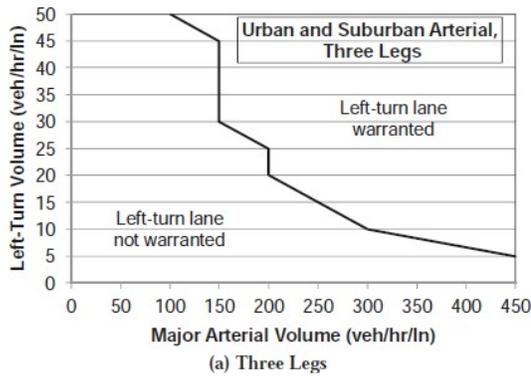


Table 5.10 Left Turn Lane Guidelines for Urban and Suburban Arterials



Source: NCHRP Report 745: Left Turn Accommodations at Unsignalized Intersections, TRB 2013

5.3.3 Auxiliary Lane Storage Length

Storage length shall be determined by a capacity analysis. The minimum length of the turn lane storage shall be equal to the Stop Condition, as outlined in Figure 36-3.1 in the IDOT Bureau of Design and Environmental Manual (BDE), minus the Length of Taper. For Right Turn Lanes the speed reduction to 15 mph length may be used in lieu of the Stop Condition length, if approved by WCDOT. Furthermore storage length shall not be less than 125' for SRA or County Freeways and 115' for all other County Highways.

5.3.4 Auxiliary Lane Widths

When an exclusive left turn lane is to be used for an access, channelizing islands shall be used for delineation. The minimum width of the channelizing island for SRA/ Freeways shall be 6 feet with 12 foot lanes. For all other county highways the minimum width of the channelizing island shall be 4 feet with 12 foot lanes.

5.4 Limits of Required Highway Improvements

If the limits of construction on a County Highway for widening and/or improvement for an access falls within 500 feet (or at the discretion of the County Engineer) of an existing widened section of County Highway, the widening and improvement required for the access shall be extended to connect with and meet the existing widened section of County Highway to maintain continuity and lane alignment.

All accesses not part of the development but under the limit of the improvements shall be reconstructed.

5.5 Improvement to existing Adjacent Side Roads

The existing traffic operations on the County Highway shall not be negatively impacted as a result of the proposed access and related traffic. The Permittee shall be responsible for making any required improvements to existing adjacent intersections to ensure that the level of service letter grade does not decrease and that the volume to capacity ratio (v/c) does not significantly degrade as a result of a proposed development.

The following shall be analyzed for the proposed access facility and adjacent impacted intersections:

1. Intersection level of service (existing + site + background) shall remain the same as existing conditions.
2. Volume to capacity ratios for through lane groups and critical lane groups shall not exceed 0.85 (or 10% of the existing v/c ratio, not to exceed 1.0, whichever is greater).
3. If the existing through lane group and/or critical lane group is operating below level of service "C", allowable delays for those lane groups shall not increase more than 10%.

Limits of the improvement shall be discussed at the pre-application meeting, and shall be determined by the WCDOT.

- For influenced side roads the minimum improvements will be construction of left turn lanes in each direction along the county highway, this is regardless if access to the county highway is allowed. If at an intersection of two county highways this means left turn lanes on both county highways.

- For all major accesses on County Freeway and SRA routes right turn lanes will be required from the county highway to the side road.

5.6 Pavement Design for Required Highway Improvements

Pavement construction, rehabilitation or resurfacing for required highway improvements associated with an access permit shall be designed in accordance with current WCDOT standards. Guidance on typical crown, shoulder and earth slope standards is provided in Table 5.3 and 5.4.

When portions of existing highways are required to be widened the following requirements shall be met and indicated on the design plans:

1. If during the design phase, the pavement investigation indicates that the existing pavement structure is less than 8 inches in total thickness, the Applicant shall notify and work with WCDOT to determine whether or not existing pavement structure will be adequate for the improvement being done or if corrective measures will be required.
2. All potholes and other areas needing patching in the existing pavement must be completed by the Applicant's contractor prior to placement of leveling binder.
3. The existing edge of pavement to be widened shall be sawcut full depth to obtain a clean vertical face. The existing paved shoulder, including the white edgeline, must be removed.
4. When the widening will alter through traffic travel paths, the existing pavement within the job limits shall be milled and resurfaced with a minimum thickness of 2.25 inches consisting of 0.75 inches polymerized leveling binder and 1.50 inches Hot-Mix Asphalt Surface Course of the mix design specified, to obliterate existing wheel paths and pavement markings.
5. Strip Reflective Crack Control Treatment shall be installed over the joint of widened pavement.
6. When the highway to be improved is on the WCDOT Five-Year Highway Improvement Program as requiring an improvement, the treatment of the existing pavement shall be in accordance with the program recommendations.

For areas of pavement resurfacing, milled pavement shall be resurfaced within ten (10) calendar days.

5.7 Drainage Design

Access pavement shall drain away from the County Highway. The access shall be designed to prevent water from ponding on the access pavement, on the County Highway, or Highway right-of-way. Access-related improvements shall not impede or adversely alter area drainage.

Culvert pipes in excess of 100 feet in length shall be made of concrete storm sewer pipe. Those equal to or less than 100 feet may be of corrugated metal, subject to approval by the WCDOT. All storm sewer culvert pipe ends must include a flared end section. All flared end sections 24 inches or greater must be grated.

All culverts that cross a County Highway shall be pre-coated galvanized corrugated steel culvert pipe. The minimum size shall be 18 inches in diameter.

6 inch pipe underdrains will be required in vertical sags and on the low side of super-elevations. End sections will be required at all outlets. A flexible marker 3 foot high shall be installed within 6 inches of the outlet to indicate its location.

All mainline curb shall be B-6.24, all drainage frames in curb and gutter shall be Type 24 frames

No private storm sewer systems shall be located within the right-of-way. Detention basins, berms, or detention outlet facilities shall not be allowed within the right-of-way of a County Highway. Proposed structure for public utilities or facilities must be identified on the plan and profile sheet by structure type, size, frame, grate or lid type, and all invert elevations. They must also include a station and offset from the centerline of survey. Proposed public utilities or facilities shall be located and designed in accordance with the Utility and Facility policies and requirements in the Ordinance and this Technical Reference Manual.

5.8 Signage and Pavement Markings

Pavement markings and raised pavement markers, in accordance with published IMUTCD and WCDOT standards shall be installed by the Permittee.

Raised reflective pavement markers shall be offset 4 inches from the centerline of the dash to match existing markers on the County Highway.

The white edge line shall be placed for both uncurbed and curbed sections.

Note that milling or water blasting pavement markings is not allowed. All temporary pavement markings on the surface course shall be temporary tape.

Standard signs and signage, as specified in the IMUTCD, shall be installed by the Applicant for all access improvements/permitted work requiring signage. The type, size, and location of all traffic control signage shall be determined by the Applicant's engineer and approved by WCDOT. The Permittee shall be responsible for all costs associated with traffic control signage required for an access improvement.

Any signage or pavement marking not approved by the WCDOT shall not be placed in the right-of-way of a County Highway.

5.9 Existing Survey Monuments

Existing right-of-way markers and survey monuments within the right-of-way of the County Highway that are affected by a permit project shall be replaced according to current WCDOT standards

CHAPTER 6 Engineering Study Requirements

This chapter outlines the requirements for the Traffic Impact Study, traffic signal warrant analysis, sight distance study, soil surveys, environmental assessments and drainage study. All documents must be signed and sealed by a licensed Professional Engineer.

6.1 Traffic Impact Study Requirements

All applications for a Major Access permit shall include the submittal of a traffic impact study. In addition, any proposed variation from the provisions of the Ordinance or this Technical Reference Manual will require the submittal of a traffic impact study.

The owner shall be responsible for the costs of preparing a Traffic Impact Study and any revisions thereto. The Traffic Impact Study shall be prepared by a licensed Professional Engineer whose principal practice is traffic engineering. The Traffic Impact Study shall bear the name, signature and seal of the Professional Engineer who prepared the study. The WCDOT shall review the study, data sources, methods and findings. Revisions to the Traffic Impact Study may be required. All revisions shall be made prior to submitting a final report to the WCDOT. The WCDOT shall approve the final Traffic Impact Study prior to acceptance.

6.1.1 Traffic Impact Study Format

a. Introduction

The study shall include a brief description of the size of the property or development, the location, the political jurisdiction in which the development is located (including an area location map), the principal highways and roads in the site vicinity, the boundary or limits of the study area, and any other general information that would assist in the review of the development's traffic impact.

b. Land-Uses

Existing and proposed land-uses of the development shall be described. All land uses shall be defined. If several alternative land-uses are being proposed, the land-use that generates the most trips will govern.

c. Study Area

Traffic volumes (average daily traffic volumes and weekday AM/PM peak hour), road geometrics, intersection geometrics, and traffic control devices shall be shown or described in the site vicinity. The influence area shall be determined by the traffic generated from the site, the trip distribution of the traffic, and the trip assignment of the traffic generated by the development over the surrounding area road network. In general, the road network to be studied shall be to the next signalized intersection in each direction from the proposed access location. If no signalized intersections exist within 1 mile of the proposed access location, then the next adjacent intersections within 0.5 mile shall be analyzed. Variations to this standard study area should be discussed at the pre-application meeting and a larger study area may be required based on a site specific evaluation.

d. Peak-Hour Trip Generation Rates and Volumes

A summary table shall be prepared listing each type of proposed land-use,

the size or area for each type of land-use, the average trip generation rates (both average daily traffic volumes and weekday AM/PM peak hour of the adjacent street traffic) for each type of land-use, and total number of trips generated. The trip generation rates, both average daily traffic volumes and AM/PM peaks, shall be calculated from the latest data available contained in the Institute of Transportation Engineers' ITE Trip Generation Manual. Copies of pertinent equations or rates shall be included in an appendix to expedite review. The ITE Land Use Code must be included in the trip generation rates summary table.

The following are recommended guidelines on using the rates or equations provided in ITE Trip Generation based on ITE guidance:

Use regression equation when:

- Regression equation is provided
- Independent variable is within the range of data
- Data plot has at least 20 points
- $R^2 \geq 0.75$
- Equation falls within data cluster in plot
- Standard deviation > 110 percent of weighted average rate

Use weighted average rate when:

- At least 3 data points are available;
- Independent variable is within the range of data;
- Standard deviation \leq 110 percent of weighted average rate;
- $R^2 < 0.75$ or no equation provided; and
- Weighted average rate falls within data cluster in plot.

In the event that suitable and accurate data for the proposed land use(s) is not available from the ITE Manual, other estimates may be provided, subject to approval by WCDOT. In general at least two trip generation studies shall be submitted for review. The entire study, including traffic counts, summaries, analysis and results must be submitted for review.

Mode Split: The ITE rates are based on numerous surveys taken at developments where there is no significant transit or pedestrian activity, and therefore represent 100 percent auto usage. This is an appropriate assumption for many of the developments that will be reviewed. There will be occasions, however, when some of the trips to and from the project would likely be made by another mode of transportation (e.g. transit, bicycle or walking). These trips would normally occur in populated areas where such services or facilities are available. Any assumptions regarding non-auto trips will be reviewed for reasonableness and must be well supported by documentation of the availability of transit service (board and alighting data for routes or stops), surveys of current travel behavior (census data) and/or similar relevant data.

Given the unique characteristics of certain land use types, the WCDOT may require average daily traffic volumes (24 hour traffic counts) and AM/PM peak hour traffic counts on other than a typical weekday. The existing trip generation of a proposed land use in operation out of county and out of state may be considered by the WCDOT if there are no comparable land uses within the County.

The Traffic Impact Study must be submitted within 6 months of the date the data was collected.

e. Trip Distribution

Both a figure and table shall be presented to show the directional distribution of site-generated traffic approaching and departing the site on the area road network. Different trip distribution allocations based on differing land use (residential vs. retail) may be applicable and should be used. An explanation of the rationale behind the trip distribution shall also be included.

f. Trip Assignment

The technical analysis, methods, and assumptions used in the assignment shall be clearly stated. The trip distribution and subsequent assignment shall represent the most logically traveled routes.

The trip assignment shall be developed based on the trip generation estimates and trip distribution estimate. Delay at intersections shall be taken into account in the trip assignment to ensure that the assignment represents an accurate estimate of intersection/driveway usage based on anticipated delays associated with accessing the County Highway and other heavily traveled routes (e.g. equilibrium assignment) A rationale of the assignment shall be provided to corroborate the assignment.

g. Existing and Projected Traffic Volumes

The following traffic volumes for access locations, intersections, and the area road network within the area of influence shall be provided in a graphic map format.

1. Existing AM/PM peak hour traffic volumes
2. Existing total daily volumes within the site vicinity (ADT)
3. AM/PM peak hour site generated traffic volumes
4. Total daily site generated traffic volumes (ADT)
5. AM/PM existing plus site generated traffic volumes
6. Total daily existing plus site generated traffic volumes (ADT)
7. AM/PM 20-year project traffic volumes
8. Total daily 20-year projected traffic volumes (ADT)
9. Should the peak hour trip generation rate not occur on a weekday, a weekend peak hour must be provided, i.e. restaurant, shopping center, place of worship, and other land uses as determined by the WCDOT.

All maps of traffic volumes shall show both entering and exiting traffic at the proposed access points, as well as all turning movement volumes and through traffic at critical intersections. Projected volumes are those expected at ultimate buildout of the development. Background growth shall use the latest CMAP projections or calculated as 3% per year, non-compounded, whichever is greater. Pass-by trips may be considered in accordance with the ITE Trip Generation Handbook.

h. Capacity Analyses

Capacity analyses shall be conducted at proposed access points and impacted intersections within the traffic study area. These analyses shall follow the techniques described in the most recent edition of the Highway Capacity Manual.

Analyses of projected conditions shall include the effects of any committed developments other than the proposed development within the influence area. In designing an access or operation of impacted intersections, consideration must be paid to the existing and projected levels of service and the adequacy of storage for projected queue lengths. Summary tables of both Level-of-Service (LOS), queue lengths (95th percentile back of queue) shall be provided for both through movements, turning movements, and the intersection as a whole. Turn lane storage length should accommodate the 95th percentile back of que. Printed summaries of the analysis shall be included in the appendix. Any modification of default values in the analysis software must be identified and described. The rationale in modifying default values must be provided.

i. Traffic Control Measures

The type and extent of existing and proposed traffic control measures shall be in conformance with the County standards. These may include, but are not limited to, signage, signalization, and pavement markings. If the County does not have a standard, current IDOT or IMUTCD standards will apply. Any proposed traffic signal control must follow the most current standards and must be compatible with existing traffic signals and ITS hardware and software.

j. Additional Highway Access

A request for additional accesses other than that allowed in the Ordinance will be considered on a case by case basis. Consideration in the analysis shall be paid to the standards set forth in this Technical Reference Manual the operation of the County Highway to which access is being requested; other forms of access including restricted access, indirect access and access to other streets or roads; signalized versus unsignalized access locations, and any other factors on which a determination can be made concerning the number of access points.

k. Required Highway Improvements

The need for additional turn lanes shall be analyzed and included in the TIS. The policy of WCDOT is that existing traffic operations shall not be negatively impacted as a result of the proposed access and related traffic. This shall be analyzed in the TIS as follows for proposed access facilities and adjacent impacted intersection:

1. Intersection Level-of-Service (existing + site + background) shall remain the same as existing conditions.
2. Volume-to-Capacity ratios for through lane groups and critical lane groups shall not exceed 0.85 (or the existing v/c for that lane group) whichever is greater.)
3. If the existing through lane group and/or critical lane group is operating below LOS "C", allowable delays for that lane group shall not increase more than 10%.

Proposed Traffic Signals: In addition to the above requirements for Required Highway Improvements:

1. Intersection LOS must be “C” or better (existing + site + background).
2. All through movements on County highways shall be a LOS of “C” or better
3. If the signal is to be part of an interconnected or adaptive system, an appropriate traffic signal system analysis must be performed. Through-arterial 90th percentile green-band (existing + site) must not decrease more than 15%. Both HCM-based and simulation-based capacity and queuing analysis shall be submitted.

Proposed Modifications to Existing Traffic Signals: In addition to the requirements above:

1. Intersection LOS must be “C” or better (existing + site + background).
2. Through movement lane group LOS shall not decrease.
3. If the signal is to be part of an interconnected or adaptive system, an appropriate traffic signal system analysis must be performed. Through-arterial 90th percentile green-band (existing + site) must not decrease more than 15%. Both HCM-based and simulation-based capacity and queuing analysis shall be submitted.

k. Conclusions and Recommendations

A clear, concise description of the findings shall be presented. These findings shall include all improvements for the proposed access location, intersections, and the area road network as required per the Ordinance. The recommendations shall be limited to the improvements as required under the Ordinance or this Technical Reference Manual.

6.1.2 Improvements Based on Traffic Impact Study

All highway improvements recommended in the findings of the Traffic Impact Study that are a direct result of the proposed development shall be constructed or caused to be constructed by the owner. The total costs for these improvements shall be borne solely by the owner.

6.2 Traffic Signal Warrant Analysis

6.2.1 Warrants

Traffic signals shall only be installed if the warrants established by the IMUTCD are met. A Traffic Signal Warrant Analysis shall be prepared to determine if signalization warrants are met. In addition to the provisions required in Section 6.1.1, the Traffic Signal Warrant Analysis shall clearly demonstrate that the traffic signal will not impede coordinated traffic flow, result in undue delay, or impair traffic operations or safety.

A traffic signal may be installed, as part of the permitted access-related improvements, if the projected traffic generated by development would meet the warrants established by the IMUTCD. This must be documented as part of a Traffic Signal Warrant Analysis.

Satisfying traffic signal warrants does not guarantee that a traffic signal may be installed. The County Engineer shall make the final determination if traffic signals are to be installed.

A new traffic signal should not be located any closer to an existing traffic signal than one-quarter (1/4) mile.

6.2.2 Traffic Signal Costs

All costs associated with a traffic signal installation shall be the sole responsibility of the permittee. Prior to the issuance of an access permit with a traffic signal, the County shall prepare a formal joint agreement with the Local Agency. The joint agreement shall delineate the responsibilities of the County and the responsibilities of the Local Agency. The responsibilities of the Local Agency shall include, but not be limited to, paying, or causing to be paid, all perpetual costs for the energy and maintenance of a traffic signal; paying, or causing to be paid, all costs for any future upgrading, revisions, modifications, and/or modernizations; providing the County with indemnification; and meeting other provisions related to the traffic signal maintenance. The ownership of a traffic signal shall rest with the County. If a traffic signal is required to be a part of an interconnected traffic signal system, the permittee shall also be responsible for all costs associated with the interconnection as part of the traffic signal installation.

6.2.3 Intersection Design Study (IDS)

An IDS shall be required for any of the following: any new traffic signal, when auxiliary lanes are added to an existing signalized intersection, and for an existing signalized intersection when less than one-half (1/2) mile from a new traffic signal. An IDS shall be prepared as outlined in IDOT's Bureau of Design and Environment Manual.

An IDS shall also be required for any existing signalized intersection when a new signal is to be interconnected to the existing traffic signals.

6.3 Sight Distance Study Analysis

A Sight Distance Study is required for all Major Access locations and in those instances when the Access Control Officer determines any access location may not meet sight distance requirements. When a Sight Distance Study is required, the study shall include the following:

1. The study shall be prepared on a 22 inch by 34 inch sheet size
2. The stationing of the sight distance study shall be the same as the original construction plans for those highways the WCDOT originally constructed or as provided.
3. The study must be prepared on a plan and profile sheet at a horizontal scale of 1 inch = 50 feet.
4. The location of the driver's eye shall be 15 feet from the proposed pavement edge and shall be 3.5 feet above the pavement edge at the proposed access location.
5. Based upon the intersection sight distance, the location of the object height (approaching vehicle) must be shown on the plan view. The location of the object height (approaching vehicle) shall be 3.5 feet above the center of the traffic lane and must be shown on the profile view.
6. The intersection sight distance must be shown on both the plan and profile views.

The sight distance study shall show all appurtenances within the sight triangle such as, but not limited to trees, large signs and utility poles.

6.4 Soil Surveys

For a Major access, soil surveys shall be conducted in accordance with the IDOT Geotechnical Manual, prior to the completion of the final engineering plans and specifications to determine the existence of unsatisfactory subgrade materials or the need for remedial underground drainage. Soil surveys shall be required when widening an existing pavement by six (6) feet or more. The results of the soil survey shall be submitted to the WCDOT for review.

6.5 Environmental Assessment

The owner shall provide any and all environmental subsurface investigation reports that were conducted for all properties adjacent to the County Highway right-of-way. In those instances where WCDOT has valid concerns that environmental conditions exist and remediation may be needed, the Access Control Officer may require that an environmental assessment be conducted. All environmental conditions shall be remediated prior to the dedication and acceptance of any right-of-way that is required by the Ordinance.

6.6 Drainage Study

Drainage for access-related, utility or facility improvements shall be designed in accordance with the requirements of the IDOT Bureau of Local Roads and Streets Design Manual and the Will County Watershed Development Ordinance and the "Guide to the Hydraulic Design of Bridges and Culverts on Local Systems" and any amendments thereto or successor document or documents. A drainage study shall be submitted for WCDOT review and shall include, but not be limited to, the following:

1. U.S.G.S. Topographic Map delineating the site and the boundaries and area of all watershed and subwatershed areas affecting the site.
2. Drainage plan of the site delineating existing and proposed watershed and subwatershed areas; proposed drainage facilities; and design volumes and velocities of all structures, systems, and ditches.
3. Computations supporting the design of all proposed facilities, including, but not limited to, drainage areas, runoff coefficients, frequencies, volumes, velocities, methods of design, and others, as required.
4. A field tile survey of the property and limits of improvement

The design of the on-site detention facilities shall include detention required for the highway widening impervious areas of any access -related improvements.

CHAPTER 7 Utility and Facility Permit Requirements

The construction, maintenance and restoration methods and procedures, materials used, construction and maintenance signing, and traffic control for all utility and facility work shall conform to and be in compliance with all Will County Division of Transportation standards and requirements set forth in the most recent editions, successor documents to and any supplements or revisions to “The Illinois Manual on Uniform Traffic Control Devices for Streets and Highways,” “Standard Specifications for Road and Bridge Construction,” “Supplemental Specifications and Recurring Special Provisions,” “the Bureau of Local Roads and Streets Manual,” and the “Highway Standards” manual as published by or adopted by the Illinois Department of Transportation and any supplements thereto.

7.1 Revisions

The WCDOT may require revisions to the work permitted under this Ordinance due to unforeseen field conditions, errors or omissions in the plans, drawings, sketches and/or highway maintenance or safety problems which become apparent during construction, use or maintenance of the utility or facility, or by inspection made by the County Engineer or his authorized agents and representatives. These revisions must be made on the plan sheets and submitted and approved by the County Engineer prior to their implementation.

7.2 Location of Utilities and Facilities

The location, either above ground level, at ground level or below ground level, of a utility or facility shall be as determined by the WCDOT.

All underground utilities shall meet or exceed the minimum cover requirements applicable to American National Standard Institute (ANSI) Standard. All overhead lines shall meet or exceed the vertical clearance criteria in the National Electric Safety Code (NESC).

The location of the utility or facility shall be no closer than thirty-six (36) feet from the centerline of the right-of-way except storm sewer unless the Applicant can demonstrate good and sufficient cause to locate closer than thirty-six (36) feet from the centerline of the right-of-way. Convenience and costs shall not be grounds for good and sufficient cause. Storm sewer systems shall be located outside the pavement and curbline.

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

No utility or facility may be located within five (5) feet of the back of any curb or within any clear zone as established in Figure 38-3.A of the IDOT Bureau of Design and Environment Manual unless approved by the County Engineer. Any new or relocated utility poles must be located within one foot of the right-of-way line. Any new or relocated fire hydrants should be located as near to the ROW line as possible and must be located outside of the clear zone.

7.3 Drainage and Access

Disturbed drainage facilities and drainageways shall be re-established at the end of each workday and upon completion of the permitted work. No drainage facility or drainageway shall be blocked or altered in any manner or form.

Convenient access shall be maintained for those abutting properties which take access to a County Highway. In the event the access is to be disrupted, the occupants of the abutting properties shall be given three (3) days advance written notice and access shall be maintained or re-established as soon

as possible.

7.4 Excavations, Trenches and Bore Pits

Any excavated materials shall be piled on the near approach traffic side of the excavation, trench, or bore pit, but excavated material shall not be placed on the pavement or gravel shoulder. Open excavations, trenches or bore pits remaining after working hours shall not exceed fifty (50) feet in length and shall be properly protected and marked. No open pit shall be open longer than 48 hours. Should the pit remain open after forty-eight (48) hours, it may be filled in by the WCDOT Maintenance Department at the permittee's expense.

Bore pits shall be located no closer than ten (10) feet to the highway pavement, back of curb or shoulder break, whichever is further. If casing pipes are used, voids in the casing pipe shall be filled and the ends sealed.

The areas disturbed by excavation work shall be kept to a minimum and proper erosion control measures and water quality measures shall be used per the approved engineering plans. Rough grading work shall begin after backfilling operations have been completed. This rough grading shall include re-establishing the highway shoulders, ditchlines and sideslopes so the drainage of the right-of-way is maintained. For larger projects, rough grading work shall be done as the areas of the project are backfilled. Settlement of rough graded areas shall immediately be filled in to prevent hazards or damage to the right-of-way.

7.5 Open Cut of Pavements

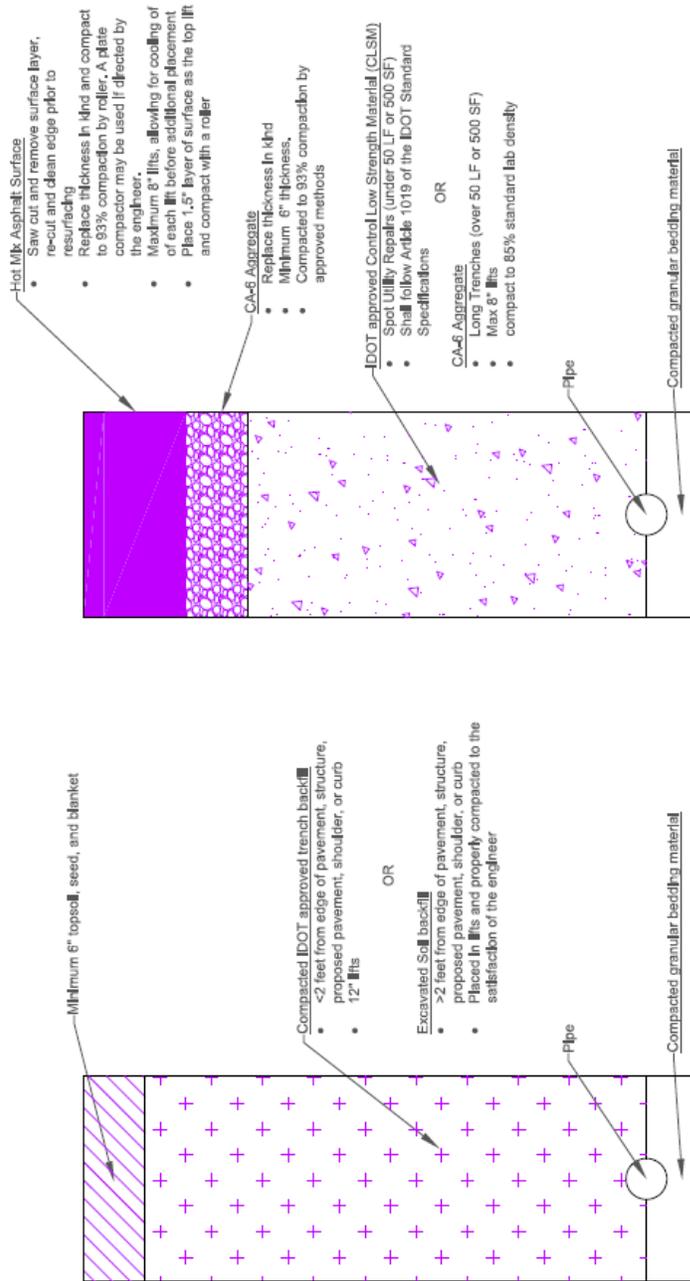
Open cuts of the roadway pavement, disturbance of or removal of any curb and gutter, or impacting any other roadway facility for the placement, location or construction of a utility or facility are prohibited except that open cuts may be permitted when existing utilities or facilities are underneath the existing pavement provided there is no other alternative to service or to maintain the utility or facility.

The County Engineer may authorize an open cut and the issued permit shall set forth the terms and conditions of the open cut which shall include, among other terms and conditions, payment of the open cut charge. No open cuts shall be permitted between November 15 and April 15 unless the Applicant can demonstrate good and sufficient cause. Convenience and cost shall not be grounds for good and sufficient cause. Unforeseen emergencies may constitute good and sufficient cause for an open cut of an existing pavement between November 15 and April 15.

All backfilling shall be done according to the WCDOT Utility Trench Backfill Standard.

Non-Paved Areas

Paved Areas



Notes:

1. All work shall conform to IDOT's "Standard Specifications for Road & Bridge Construction" (latest edition) and "Supplemental Specifications and Recurring Special Provisions" (latest edition)
2. Replace all raised reflective pavement markers, striping, letters, symbols, detector loops, wires, and other appurtenances in kind
3. The Engineer may select the backfill requirement based on site conditions
4. All out of service facilities in the ROW shall be removed

Drawn by: KJC

WILL COUNTY DIVISION OF TRANSPORTATION	Backfill Detail for all Utilities	
	DATE	REVISIONS
	3/21/19	

7.6 Crossings

All crossings of County Highways for any underground utility or facility shall be at right angles or as near thereto as practicable.

Watermain and sanitary sewer lines shall be a minimum of ten (10) feet below the road centerline.

All pavement crossings should be enclosed in a casing pipe made of steel, HDPE, PVC or ductile iron, which will extend a minimum of ten (10) feet beyond the edge of pavement, back of curb, or shoulder break, whichever is further. Each crossing requires a specified amount added to the performance guarantee, to ensure the integrity of the highway pavement. Said amount shall be determined by the County Engineer.

The material selected for the crossing must allow for trenchless installation (i.e. boring, directional drilling) which minimizes impact to the pavement, both during installation and for future maintenance. The WCDOT may determine on a case by case basis whether the casing pipe can be omitted or a material other than those listed above can be used for a casing pipe provided good and sufficient reasons are presented to the County Engineer in writing by the owner of the utility or facility. However, cost savings shall not be the sole reason for a request to omit the casing pipe or use a material other than steel, HDPE, PVC or ductile iron for the casing pipe. Casing pipe for a proposed utility or facility crossing may be installed by a party other than the utility or facility owner to be located inside the casing provided said utility or facility owner has signed the appropriate Acceptance Form acknowledging responsibility, ownership and maintenance of said casing pipe and that the appropriate permit has been issued.

Casing pipe or utilities installed with non-metallic materials such as PVC or HDPE shall be installed with an accompanying metallic tape to facilitate locating.

7.7 Berms and Earth Filling

No permanent berm or berming, in whole or in part, shall be allowed on or within the right-of-way of a County Highway.

No permanent earth filling of any type or nature shall be allowed on or within the right-of-way of a County Highway.

No berm or earth filling located outside the right-of-way of a County Highway shall alter or change in any manner or form any existing drainageways that will adversely affect the existing drainage of a County Highway.

The toe of any berm or earth filling shall not be located within ten (10) feet of the right-of-way line of a County Highway without receipt of a permit.

The toe of any berm or earth filling designed to detain water shall not be located nearer to the right-of-way of a County Highway than ten (10) feet plus one and one-half (1½) times the depth of the earth excavation, detention or retention basin as measured from the bottom of the basin to the top of berm without receipt of a permit.

In cases of additional ROW dedication the proposed ROW line shall be used for reference.

7.8 Detention/Retention Facilities/Earth Excavation

No detention or retention basins shall be allowed on or within the right-of-way of a County Highway unless said detention or retention basins are constructed as a highway appurtenance to a County Highway.

No earth excavation, detention or retention basin shall be located at a distance closer than ten (10) feet plus one and one half (1½) times the depth of the earth excavation, detention or retention basin from the right-of-way line of a County Highway without receipt of a permit.

In cases of additional ROW dedication the proposed ROW line shall be used for reference.

7.9 Traffic Control Devices

All work in proximity of WCDOT traffic signals shall be field located to avoid conflicts. WCDOT must be notified more than 72 hours prior to work.

Any existing traffic control device removed due to construction and restoration work shall be reset as that area is restored. Regulatory and warning devices shall at all times be kept in clear and unobstructed view of the public using the right-of-way. The permittee shall be responsible for the cost of any damaged or lost devices and for the cost of resetting any devices.

7.10 Field Locate

A field locate by field staking the location of the proposed utility or facility may be required prior to engineering plan approval

7.11 Sidewalk and Bicycle Path Installation

Sidewalks and bike paths shall be located outside of the right-of-way whenever practical. If allowed in the right-of-way sidewalks shall be located within one (1) foot of the right-of-way line, bicycle paths shall be located within two (2) feet of the right-of-way line or in accordance with IDOT standards. Bicycle paths shall also be in accordance with the AASHTO "Guide for the Development of Bicycle Facilities, latest edition" and applicable WCDOT standards. Accessible ramps in compliance with the Americans with Disabilities Act (ADA) shall be provided at all intersections per the IDOT standards. No County storm sewer appurtenances shall be located underneath the sidewalk or bicycle path. Any requests for allowing County storm sewer appurtenances to remain under the proposed sidewalk or bicycle path will be considered on a case by case basis. The County Highway stationing shall be used for all references to the sidewalk or bicycle path.

All bike path and sidewalk crossings shall be located to the nearest intersection. Mid-block crossings are not allowed. If a mid-block crossing is approved by variance then it shall follow all ADA requirements and be properly marked according to the MUTCD with proper signage and pavement markings.

CHAPTER 8 Access Permit Special Requirements

8.1 Emergency Access

Requests for a gated access facility for the sole use of emergency response providers will be reviewed and approved under the Minimum Access process. Due to the unique nature of this type of access, special conditions and additional information may be required at the request of WCDOT.

The Applicant for an emergency access must be a municipality, township or fire district. Emergency access driveways shall be gated with a locking mechanism and shall be designed to discourage use by unauthorized vehicles. The gates and other related appurtenances shall be located outside of the County Highway right-of-way. This access shall be removed at the request of the County Engineer, at no cost to the County, if its intended use is violated or deemed no longer necessary.

This access shall not be installed in place of proper internal circulation or removing / relocating lots in the development. The access shall follow all relevant fire codes.

8.2 Use of Temporary Access

The Temporary Access shall not be used to access, construct or occupy any home(s) or building(s) within a development unless specifically authorized in writing by the Access Control Officer. The Temporary Access shall not be used to access and occupy any home or building within a development in lieu of the internal access being constructed.

8.3 Temporary Access Maintenance

The permittee is responsible for installation and continued maintenance of a temporary access. Failure to maintain the Temporary Access to the satisfaction of the WCDOT may result in revocation of the permit and removal of the access. Maintenance of the Temporary Access includes keeping the County Highway pavements free of mud, dirt, dust or debris may result in revocation of the permit and removal of the access.

All Temporary Access locations shall be removed by the expiration date indicated on the permit and all disturbed areas of the highway right-of-way restored to a pre-construction condition or better, unless the Temporary Access is replaced with a Major Access. In the event the WCDOT determines that the permittee is using the Temporary Access for purposes, or for a period of time, not in conformance with the Ordinance or conditions that were part of the permit, the WCDOT may require removal of the Temporary Access. Failure by the permittee to remove a permitted Temporary Access after the expiration date of the permit, or upon notice by the WCDOT that the access is not in conformance with the permit, is a violation of the Ordinance and may result in assessment of fines.

CHAPTER 9 Engineering Plans, Specification, and Cost Estimates

9.1 Engineering Plan and Specification Requirements

Engineering plans and specifications for both access-related and utility or facility permits shall include the following:

1. The engineering plans shall be prepared on a 22 inch by 34 inch sheet size.
2. Cover Sheet:
 - a. The following information should be displayed on the cover sheet: index of sheets; a location map; the stationing and length of the improvement; the name, address, and telephone number of the engineer who prepared the plans; the seal of the preparing engineer with the engineer's signature affixed over the seal; the name of the development or project; the name and address of the owner; the date of plans and subsequent revision dates; legend; general notes and specifications; summary of quantities (work items shall conform to the pay items established by the IDOT and used by the WCDOT as contained in the Standard Specifications and Coded Pay Item books); and any other general information required.
 - b. The following note shall be placed on the cover sheet of the final plans:
"The review and approval of these final engineering plans and specifications by the Will County Division of Transportation does not constitute a release from or grant of variation from the standards and specifications required in the Will County Division of Transportation Permit and Access Control Regulations Ordinance, latest edition. The permittee, the permittee's designated representatives, and/or all successors and assigns shall be solely responsible for all work and improvements within the limits of the County Highway right-of-way. Unless otherwise specified, approved in writing by the Will County Engineer, and on file with the Will County Division of Transportation, all work and materials necessary to perform work within the limits of the County Highway right-of-way shall be in conformance with the provisions and requirements of the Will County Division of Transportation Permit and Access Control Regulations Ordinance, latest edition."
3. The following General Notes shall be added to the coversheet or typical section sheet of the engineering plans:
 - The construction, including materials used, of this improvement shall be in accordance with the applicable portions of the most recent editions of the "Standard Specifications for Road and Bridge Construction," "Supplemental Specifications and Recurring Special Provisions," and the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways," including all amendments and successor documents to the aforementioned documents as published or adopted by the Illinois Department of Transportation and/or WCDOT unless otherwise stated in these engineering plans.
 - The construction of the improvements shall also be in accordance with the "Will County Division of Transportation Permit and Access Control Regulations Ordinance," latest edition.
 - The Will County Division of Transportation shall not be held liable for any errors or omissions in these engineering plans or for any additional work, which may be needed

due to errors or omissions in these engineering plans.

- The permittee shall be responsible for any additional work, and all costs thereof, required because of errors or omissions in these engineering plans and for the correction of any construction, maintenance, or safety problems, which become apparent during construction or by inspections made by the Resident Engineer or the Will County Division of Transportation.
- Pavement Smoothness for Bituminous Pavements:
 1. The following smoothness requirements shall apply to the surface course:
 - For mainline traffic lanes the pavement surface shall not vary more than 3/16 inch in a 16-foot distance as measured along the wheel path.
 - For turning lanes, including by-pass lanes, the pavement surface shall not vary more than 3/16 inch in a 16-foot distance as measured along the wheel path.
 2. In order to satisfy the above smoothness requirements for a pavement overlay, the existing pavement may need leveling binder or cold milling in order to provide a proper base for the bituminous binder course. The Resident Engineer shall determine if leveling binder or cold milling will be necessary.
 3. The Will County Division of Transportation shall require, at its discretion, the testing of the pavement for smoothness. For any such testing, the bituminous contractor shall provide construction signing and two flaggers. A representative of the bituminous contractor and the Resident Engineer (or representative) shall be present during testing. Any pavement areas that do not pass the above smoothness requirements shall be removed by the grinding method to a 2 inch minimum depth and resurfaced with Hot-Mix Asphalt Surface Course of the mix design specified.

FOR ACCESS PERMITS ONLY

- The Resident Engineer shall be responsible for establishing the proper lines and grades for all construction work including earthwork, paving, curbing and drainage. The Resident Engineer shall also be responsible for all other engineering work including inspections and any testing required by the Will County Division of Transportation. An inspector, as provided or approved by the Resident Engineer, shall be present during critical phases of the construction work.
- The Resident Engineer shall note any changes from these engineering plans and shall notify the Permit Department of the Will County Division of Transportation about any changes that deviate from the intent of the engineering plans such as changes in drainage, geometric plan, or grading work.

FOR UTILITY OR FACILITY PERMITS ONLY

- The person in charge shall note any changes from these engineering plans and shall notify the Permit Department of the Will County Division of Transportation about any changes that deviate from the intent of the engineering plans.

4. Complete detailed construction plans shall be prepared on plan and profile sheets at a horizontal scale of 1 inch equals 20 feet and a vertical scale of 1 inch equals 5 feet. The stationing of the engineering plans shall be the same as the original construction plans for those highways the WCDOT originally constructed or as provided. The following items must be shown on the plan and profile sheets:

- pavement widths and lane use (existing and proposed)
- drainage (existing and proposed)
- right-of-way and property lines (existing and proposed)
- survey monuments
- utilities and facilities (existing and proposed)
- adjustment to utilities and facilities
- topography i.e. driveways, intersections, shoulders, trees, bush lines, fences, berms, detention ponds adjacent to the right-of-way line
- elevations and grades, drainage systems, culverts and inverts (existing and proposed)
- ditch flow lines

The plan and profile sheets shall show all existing trees within the right-of-way along with their diameter. Trees within the right-of-way to remain shall be protected. Trees to be removed as a result of work in the right-of-way for the access improvements shall be labeled for removal and replacement trees may be planted on the development site in accordance with the tree requirements of the municipality in which the project develops for all trees 6" (six inches) in diameter or greater. The municipality must submit a Municipal Acceptance Form for any trees planted within the County Highway right-of-way as per the Ordinance.

5. Cross section sheets are required for all engineering plans. The cross sections shall be taken at 50-foot intervals and additional cross sections taken at the centerline of the proposed access, all existing cross road culverts, intersecting streets, and all single family driveways. The cross sections shall be shown at a scale of 1 inch equals 5 feet vertically and 1 inch equals 5 feet or 1 inch equals 10 feet horizontally. Half cross sections are required from the centerline to the right-of-way on the side in which work is being done, for work impacting only one side. The following items must be shown on the cross sections:
 - existing County Highway pavement
 - existing shoulder, ditches, ditch slopes and drainage
 - existing topography, utility poles, trees, fences
 - proposed pavement widening and shoulders, ditches and drainage
 - existing and proposed right-of-way lines
 - utilities and facilities (existing and proposed)
 - inverts of storm sewers, culverts and ditch lines
 - slope rates for proposed slopes
6. The pavement marking sheet is required when the intersection improvement requires changes to the existing pavement markings. Existing pavement markings shall be shown 300 feet beyond the end of the proposed pavement markings. The pavement marking detail shall be at a scale of 1 inch equals 50 feet. The sheet shall also include the pavement marking specifications for thermoplastic for HMA pavements, Modified Urethane for PCC pavements and the summary of quantities. If existing pavement markings are grooved, proposed pavement markings shall be grooved.
7. For access permits, a site plan of the entire development drawn at a scale of 1 inch equals 100 feet showing the layout of the site, the drainage of the site, the grading of the site and utilities on the site is required.
8. A detailed traffic control plan (if applicable) to be implemented during construction, including

but not limited to road closure, temporary runaround and detouring traffic. Portable/Changeable Electronic message boards should be used.

9. A detour plan prepared in accordance with WCDOT Detour Procedures and Guidelines (if applicable) which includes the detour route with the location of all appropriate signs, a “typical intersection at point of detour” detail, and a schedule of quantities for all signs. If the proposed detour requires use of IDOT or other agency roadways, approval from the IDOT Detour Committee or appropriate jurisdictional agency is required.
10. A detour information signs sheet (if applicable) which includes the WCDOT Detour General Notes, details of pre-detour information signs used for advance notification, installation locations by intersections, and general layout at intersections for the pre-detour information signs.
11. Traffic Signal Plan sheets should be included when traffic signal equipment will be impacted by the work, including cable plan and sequence, interconnect plan and schematic, fiber splicing schematic and cabinet detail sheets.
12. A traffic control details sheet with the following items should be included: copies of the current Illinois Department of Transportation construction signing standards from the Highway Standards Manual and/or Part VI of the Manual of Uniform Traffic Control Devices and/or Will County Traffic Control Devices that apply to the project's construction.
13. Traffic signal sheets shall be in accordance with the WCDOT Traffic Signal Design Guidelines.
14. A detail sheet or multiple detail sheets including the WCDOT and IDOT Highway Standards should be included. Details shall be provided for all applicable items including, but not limited to, drainage structures and curb and gutter. Details should be placed on sheets such that they can be read at 11x17 print size.
15. An erosion control plan as per the Watershed Development Ordinance requirements.

Any revisions to engineering plans required by the WCDOT shall be made prior to acceptance of final engineering plans and specifications. Upon completion of all revisions, the County Engineer shall approve the final engineering plans, specifications, and estimate of cost.

9.2 Estimate of Cost

A detailed estimate of cost, if required, shall be prepared by a licensed Professional Engineer. The estimate of cost shall be based on unit prices for individual work items. Work items shall conform to the pay items established by IDOT and as used by the WCDOT as contained in the Standard Specifications and Coded Pay Item books. For utility or facility work, each crossing under the County Highway requires a specified amount added to the cost estimate, to ensure the integrity of the highway pavement; said amount shall be determined by the County Engineer. All changes and revisions shall be made as required by the WCDOT prior to acceptance and approval by the WCDOT. Construction Engineering Supervision shall be ten percent (10%) of the total estimate of cost. Traffic Control shall be 5% of the total estimate of cost or a minimum amount as set by the County Engineer.

9.3 Location Map or Drawing Requirements

Aerial utility work shall require a map or drawing that contains County Highway stationing. The drawing shall show, but not be limited to, the right-of-way, location and station of existing utility poles, proposed alignment of the installation, and it shall identify the beginning and ending station of the project.

Single service connection or disconnection work shall require a drawing that contains County Highway stationing. The drawing shall show, but not be limited to, the right-of-way, County highway pavement and shoulders, proposed alignment of the installation or removal, and distance to the nearest cross street.

9.4 As-Built Drawing Requirements

The following items shall be noted and/or included on all as-built plans and must be certified by the engineer of record as being correct and complete prior to final field inspection for approval of performance guarantee release.

Utility or Underground Improvements

- All manholes, vaults, pedestals, utility poles or other similar facilities on main lines must be numbered and their locations tied to two above ground permanent structures. As-built elevations must be provided for all highway crossings of watermain and sanitary sewer lines.
- All ducts, pipes, cables or other raceways must be identified by diameter, material type, and color and any bends or tees must be tied to two permanent above ground structures. The actual as-built elevations at key locations (bends, crossings, etc.) shall be shown as well as any points where the elevations change.
- All service lines must be identified by diameter, material type and color, and location of connection to the main and exit from right of way from two building corners or other permanent above-ground structures.

All Other Improvements

- Property corners are not acceptable as permanent structures for improvement location measurements.
- Extension of building lines are not acceptable for location measurements.
- All recorded easements shall be shown and copies of all recorded easements shall be submitted.
- Any changes to the permitted lines and elevations of all facilities must be shown on the as-built drawings. This includes driveways, pavement, sidewalks, drainage structure locations, light poles, traffic signals, or any other permanent structure.
- Drawings may be submitted as legible, professionally scanned copies of full size project plans that have all changes, additions, and deletions tagged by clouds or similar easy to see markings in red ink. As an alternate electronic CAD files may also be submitted with and changes, additions, and deletions tagged by clouds or similar easy to see markings.

CHAPTER 10 Performance and Maintenance Guarantee, and Insurance Requirements

The Will County Division of Transportation Permit and Access Control Regulations Ordinance outlines the requirements for performance and maintenance guarantees and the requirement of the Will County Division of Transportation to obtain a Certificate of Insurance prior to the issuance of a permit for work within the County Highway right-of-way.

Along with the submittal of the Performance Guarantee shall be a letter designating the Professional Engineer who will serve as the Resident Engineer if required. Prior to the release of any guarantee, certification by the Resident Engineer or the Person in Charge of the project's completion is required.

10.1 Additional Insured Endorsements

Will County shall be designated as an additional insured in the Commercial General Liability, Employer's Liability and Automobile Liability Policies, as follows: "The County of Will and its Board of Commissioners, Elected Officials, Appointed Officials, Officers, Representatives, Agents, Employees and assigns." The Additional Insured endorsement must be approved by the County Engineer, or a person designated by the County Engineer. The endorsement must demonstrate that the endorsement has been bound by the insurance company. The coverage provided by the additional insured endorsement shall be primary without right of contribution by any coverage carried by the County of Will and its Board of Commissioners, Elected Officials, Appointed Officials, Officers, Representatives, Agents, Employees and assigns.

10.2 General Insurance Conditions for all Required Policies

The permittee and its contractors shall purchase all forms of insurance from a company licensed in the State of Illinois, with an A.M. Best's Rating of at least A-Class VIII. The insurance will protect the permittee from claims which may result from the permittee's operations under the permit and for which the permittee may be legally liable, whether by the permittee, contractor, subcontractor, anyone directly or indirectly employed by, or for anyone for whose acts any of them may be liable. The insurance policies shall contain a waiver of subrogation in favor of the County of Will, as follows: "The County of Will and its Board of Commissioners, Elected Officials, Appointed Officials, Officers, Representatives, Agents, Employees and assigns."

Any deductible and/or self-insured retention shall be the responsibility of the permittee.

10.3 Workman's Compensation Insurance

The Certificate of Insurance shall include Workman's Compensation, or satisfactory evidence that this liability is otherwise in accordance with Section 4. (a) of the "Workman's Compensation Act of the State of Illinois". This coverage shall be maintained until all work under the terms of the permit has been completed and accepted. Maintenance of the insurance or other protection is part of the permit until final acceptance by the WCDOT. Failure to maintain such insurance which results in lack of protection under the "Workman's Compensation Act" will result in the revocation of the permit.

10.4 Employer's Liability

The Certificate of Insurance shall include "Employer's Liability Insurance" to respond to claims because of bodily injury, occupational sickness or disease or death of the permittee's employees. This coverage shall be maintained until all work under the terms of the permit has been completed and accepted.

10.5 Commercial General Liability Insurance

The permittee shall maintain commercial general liability (C.G.L.) insurance on an occurrence basis. The Will County Risk Management Department may determine what forms are acceptable. Coverage shall include premises/operations insurance, contractual liability insurance, products and completed operations insurance, independent contractor's coverage, and broad form property damage. The policy should respond to claims for damages because of "Bodily Injury" including death, "Property Damage," "Ongoing Operations," "Completed Operations" "Personal Injury" and "Advertising Injury."

This coverage shall be maintained until all work under the terms of the permit has been completed and accepted. In addition, the permittee shall continue to carry "Complete Operations" liability insurance for at least twenty-four (24) months after the construction is complete. The permittee shall furnish the WCDOT evidence of such insurance at completion of construction and again one year after its acceptance by the WCDOT.

The Will County Division of Transportation and its officers, agents and employees; Will County and its officers, agents and employees shall be named as additional insureds. This insurance shall be written on an occurrence basis. The policy shall contain the standard Separation of Insureds condition and shall be endorsed to allow the General Aggregate Limit under LIMITS OF INSURANCE of the policy to apply separately to each project and each location.

10.6 Automobile Liability

The permittee shall maintain business auto liability insurance. The policy should respond to claims for damages because of bodily injury, death of a person or property damage arising out of the ownership, maintenance, or use of a motor vehicle. The policy shall contain the standard Severability of Interests provisions. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed. This coverage shall be maintained until all work under the terms of the permit has been completed and accepted.

10.7 Minimum Limits of Liability

The Permittee's general liability insurance automobile liability insurance and employer's liability insurance shall have the minimum limits of insurance:

General Liability Insurance:

Access Permits:

- | | |
|------------------------|--|
| 1. Agricultural Access | Proof of insurance |
| 2. Minimum Access | Proof of insurance |
| 3. Minor Access | Proof of insurance |
| 4. Major Access | Projects which exceed \$50,000 in construction cost: \$500,000
Projects which exceed \$1M in construction cost: \$2,000,000 |
| 5. Temporary access | Proof of insurance |

Right-of-way Use Permits:

- | | |
|------------------------------|--------------------|
| 1. Special Event | Proof of insurance |
| 2. Utility | \$2,000,000 |
| 3. Single service connection | Proof of insurance |
| 4. Right-of-way alteration | Proof of Insurance |

Employer's Liability Insurance:

Bodily Injury by Accident (Each Accident)	\$1,000,000
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Bodily Injury by Disease (Each Employee)	\$1,000,000
Bodily Injury by Disease (Policy Limit)	\$1,000,000

Automobile Liability Insurance:

Bodily Injury, Property Damage and Covered Pollution Cost or Expense (Each Occurrence Limit)	\$1,000,000
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10.8 Self-Insurance

Any self-insured organization seeking a permit under the Ordinance must meet or exceed the requirements of the Illinois Department of Insurance and the Illinois statute(s) for self-insurers. Qualified legal counsel must provide a provision to be inserted within any self-insured documents and/or trust, which provides that the protection afforded the Will County Division of Transportation, its officers, agents and employees and Will County, its officers, agents and employees will be the equivalent of the insurance protection required of those organizations which do purchase the required insurance coverages.

WCDOT is not obligated to accept self-insurance by an organization in lieu of any or all of the insurance policies or coverages delineated above. The decision to accept or reject an organization's self-insurance shall be made solely and exclusively by the County Engineer at the County Engineer's discretion.

10.9 Bond and Guarantee Forms

The following sample forms have been provided for reference:

- Permit Performance Bond
- Permit Maintenance Guarantee (Letter of Credit)
- Permit Performance Guarantee (Letter of Credit)

FORM DOT HIGHWAY LETTER OF CREDIT

(FINANCIAL HOUSE LETTERHEAD)

Irrevocable Letter of Credit No. _____ Re: [Project Name]
WCDOT Permit No. _____ Amount: _____ Expiration Date: _____

Treasurer, County of Will

Attention: Will County Division of Transportation
County Engineer
16841 W. Laraway Road
Joliet, IL 60433

Gentlemen:

We hereby establish our irrevocable credit in the amount of _____ (\$ _____) in favor of the Treasurer, County of Will, Illinois, on behalf of _____ (applicant name) d/b/a _____ (name). We understand that this irrevocable credit is to be used to insure that all improvements and other related work proposed by, or on behalf of (applicant name) _____ for _____ (location), comply with the engineering plans as approved by the Will County Division of Transportation and with the terms of the highway permit throughout the term of the project, and to insure the completion of all improvements and other related work as required by the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Permit No. _____.

This irrevocable credit established by us shall be in force until _____ and shall remain in effect without regard to any default in payment of sums owed by the owner and/or applicant and without regard to other claims which we may have against the owner and/or applicant.

This irrevocable credit shall in no event expire until 60 days after written notification of such expiration has been given by the issuing bank to the County Engineer by way of certified mail.

This Letter of Credit may be drawn upon by the Will County Engineer at any time in the event that the above-described improvements are not being satisfactorily implemented in accordance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, and the highway permit. This Letter of Credit may also be drawn upon in the event that the above-described improvements have not been completed

EXHIBIT "A"
FORM DEMAND LETTER

(DOT Letterhead)

(Date)

To: [Financial Institution Name and Address]

Attention: [Financial Institution Officer]

Re: [Financial Institution Name]

Irrevocable Letter of Credit No. _____

Expiration Date: _____

(Project name)

WC DOT Permit No. _____

"Drawn on (Financial Institution Name)
Letter of Credit No. _____"

Dear Sir or Madam:

This is a demand for payment, drawn on (financial institution name) Letter of Credit No. _____ of \$ _____ United States Dollars.

This demand is made in compliance with the conditions specified in the credit, to wit:

[T]his irrevocable credit is to be used to insure that all improvements and other related work proposed by, or on behalf of (applicant name), for (location), comply with the engineering plans as approved by the Will County Division of Transportation and with the terms of the highway permit throughout the term of the project, and to insure the completion of all improvements and other related work as required by the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Permit No. _____.

* * *

[The] Letter of Credit may be drawn upon by the Will County Engineer at any time in the event that the above-described improvements are not being satisfactorily implemented in accordance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance and the highway permit. This Letter of Credit may also be drawn upon in the event that the above-described improvements have not been completed within the times set out in the time schedule provided in Section 56.172 of the Will County Highway Access and Use Ordinance,

Chapter 56 of the Will County Code of Ordinances, and the highway permit.

The aforementioned improvements and other related work are not being satisfactorily implemented and/or have not been completed within the time set out in the aforementioned time schedule.

Pursuant to the terms of the Letter of Credit, this demand for payment shall be honored no later than the close of the seventh banking day following receipt of this demand for payment.

The draft shall be payable to "Treasurer, County of Will" and delivered to the County Engineer, Will County Division of Transportation, 16841 W. Laraway Road, Joliet, IL 60433

Sincerely,

County Engineer, County of Will
Will County Division of Transportation

EXHIBIT "B"
FORM SIGHT DRAFT

[NAME OF FINANCIAL HOUSE]
IRREVOCABLE LETTER OF CREDIT NO.

SIGHT DRAFT

DRAWN ON [NAME OF FINANCIAL HOUSE] LETTER OF CREDIT NO. _____.

\$ _____.

[DRAW DATE]

AT SIGHT PAY TO THE ORDER OF TREASURER, COUNTY OF WILL,
ILLINOIS [DOLLAR AMOUNT OF DRAW] AND _____/100 UNITED STATES
DOLLARS
(US\$ _____).

COUNTY ENGINEER, COUNTY OF WILL
WILL COUNTY DIVISION OF
TRANSPORTATION

[print name of County Engineer]

TO: [FINANCIAL HOUSE NAME AND ADDRESS]

FORM DOT HIGHWAY MAINTENANCE LETTER OF CREDIT

(FINANCIAL HOUSE LETTERHEAD)

Irrevocable Letter of Credit No. _____ Re: [Project Name]
WCDOT Permit No. _____ Amount: _____ Expiration Date: _____

Treasurer, County of Will

Attention: Will County Division of Transportation
County Engineer
16841 W. Laraway Road
Joliet, IL 60433

Gentlemen:

We hereby establish our irrevocable credit in the amount of _____ (\$ _____) in favor of the Treasurer, County of Will, Illinois, on behalf of _____ (applicant name) d/b/a _____ (name). We understand that _____ (applicant name) d/b/a (name) _____ has completed the improvement work within the right- of-way of County Highway # _____, locally known as _____, and that this irrevocable credit is to be used to insure that all improvements and other related work completed per Highway Permit No. _____ are maintained in a satisfactory condition as determined by the Will County Division of Transportation.

This irrevocable credit established by us shall be in force until _____ and shall remain in effect without regard to any default in payment of sums owed by the owner and/or applicant and without regard to other claims which we may have against the owner and/or applicant.

This irrevocable credit shall in no event expire until 60 days after written notification of such expiration has been given by the issuing bank to the County Engineer by way of certified mail.

This Letter of Credit may be drawn upon by the Will County Engineer at any time in the event that the above-described improvements are not being satisfactorily maintained in accordance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, and the highway permit. A written statement, signed by the County Engineer, in substantially the same form as that attached hereto as Exhibit "A", stating that the improvements and other related work are not being satisfactorily maintained shall be deemed a sufficient request to draw on this Letter of Credit.

All drafts hereunder must be marked, "Drawn on _____ (name of financial house) Letter of Credit No. _____" and shall be substantially in the form attached

hereto as Exhibit "B". All drafts must be drawn on or before the expiration date of _____.

EXCEPT AS EXPRESSLY PROVIDED OTHERWISE IN THIS LETTER OF CREDIT, THIS LETTER OF CREDIT IS SUBJECT TO THE "UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS 2007 REVISION, INTERNATIONAL CHAMBER OF COMMERCE BROCHURE NO. 600" (THE "UNIFORM RULES"). IN THE EVENT OF A CONFLICT BETWEEN THIS LETTER OF CREDIT AND THE UNIFORM RULES, THIS LETTER OF CREDIT SHALL CONTROL.

We hereby agree that drafts drawn under and in compliance with the terms of this Letter of Credit shall be honored no later than the close of the seventh banking day following presentment. If, within seven banking days after any draft drawn under this Letter of Credit is presented to us in conformance with the terms of this Letter of Credit, we fail to honor same, we agree to pay all reasonable attorneys' fees, court costs and other expenses incurred by the County of Will in enforcing the terms hereof.

Very truly yours,

Signature of Bank Officer

Printed Name of Bank Officer

Officer's Title

EXHIBIT "A"
FORM DEMAND LETTER

(DOT Letterhead)

(Date)

To: [Financial Institution Name and Address]
Attention: [Financial Institution Officer]

Re: [Financial Institution Name]
Irrevocable Letter of Credit No. _____
Expiration Date: _____

(Project name)
WCDOT Permit No. _____

"Drawn on (Financial Institution Name)
Letter of Credit No. _____"

Dear Sir or Madam:

This is a demand for payment, drawn on (financial institution name) Letter of Credit No. _____ of \$ _____ United States Dollars.

This demand is made in compliance with the conditions specified in the credit, to wit:

We understand that _____ (applicant name)
_____ d/b/a (name) _____ has
completed the improvement work within the right-of-way of County
Highway #__, locally known as _____, and
that this irrevocable credit is to be used to insure that all improvements
and other related work completed per Highway Permit No. _____ are
maintained in a satisfactory condition as determined by the Will County
Division of Transportation.

* * *

[The] Letter of Credit may be drawn upon by the Will County Engineer at any time in the event that the above-described improvements are not being satisfactorily maintained in accordance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, and the highway permit.

The aforementioned improvements and other related work are not being satisfactorily maintained.

Pursuant to the terms of the Letter of Credit, this demand for payment shall be

honored no later than the close of the seventh banking day following receipt of this demand for payment.

The draft shall be payable to "Treasurer, County of Will" and delivered to the County Engineer, Will County Division of Transportation, 16841 W. Laraway Road, Joliet, IL 60433

Sincerely,

County Engineer, County of Will
Will County Division of Transportation

**EXHIBIT "B"
FORM SIGHT DRAFT**

[NAME OF FINANCIAL HOUSE]
IRREVOCABLE LETTER OF CREDIT NO.

SIGHT DRAFT

DRAWN ON [NAME OF FINANCIAL HOUSE] LETTER OF CREDIT NO. _____.

\$ _____.

[DRAW DATE]

AT SIGHT PAY TO THE ORDER OF TREASURER, COUNTY OF WILL,
ILLINOIS [DOLLAR AMOUNT OF DRAW] AND ____/100 UNITED STATES
DOLLARS
(US\$ _____).

COUNTY ENGINEER, COUNTY OF WILL
WILL COUNTY DIVISION OF
TRANSPORTATION

[print name of County Engineer]

TO: [FINANCIAL HOUSE NAME AND ADDRESS]

(Surety Company Letterhead)

Highway Performance Bond # _____

Attention: Will County Division of Transportation
County Engineer
16841 W. Laraway Road
Joliet, IL 60433

Beneficiary: Will County Treasurer

Re: _____ (Project Name)

WC DOT Permit No: _____

Amount: \$ _____

Maturity Date: _____

BE IT KNOWN BY ALL AND BY THESE PRESENTS, that we [full name and address] as Principal and [full name and address] as Surety are held and firmly bound unto the People of the County of Will ("the County") in the penal sum of _____ Dollars () for the payment of which sum, well and truly to be made, bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents, said amount to include payment of actual costs and damages and for attorneys' fees, architectural fees, design fees, engineering fees, accounting fees, testing fees, consulting fees, administrative costs, court costs, interest and any other fees and expenses resulting from or incurred by reason of Principal's failure to promptly and faithfully perform and complete the work more fully described below, and to include attorneys' fees, court costs and administrative and other expenses necessarily paid or incurred in successfully enforcing performance of the obligation of Surety under this bond.

WHEREAS, THE PRINCIPAL hereby does covenant and agree to insure the completion of all improvements and other related work (the "Improvements") as required by and in conformance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, the approved engineering plans and specifications for that project, and highway Permit No. _____.

NOW THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that if said PRINCIPAL, heirs, representatives or assigns shall truly and promptly complete the improvements in accordance with the Will County Division of Transportation Permit and Access Control Regulations Ordinance, Chapter 56 of the Will County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Permit No. _____, on or before _____ (two years from the date hereof) and shall indemnify and save harmless the County against all claims for damages on account of the prosecution of said Improvements, and also against all costs and expenses which may be incurred by the County on account of such claims, then the above obligation is to be null and void and of no further force and effect, otherwise to remain in full force and effect for the purpose of the doing of and of the having performed and/or causing to be performed the matters and things herein before set forth.

In the event the PRINCIPAL fails to construct the Improvements in accordance with, or in the manner specified in the Will County Division of Transportation Permit and Access Control Regulations Ordinance,

Chapter 56 of the Will County Code of Ordinances, the approved engineering plans and specifications, or Highway Permit No. _____, the County shall notify the Principal that the Improvements are unacceptable. The PRINCIPAL shall commence corrective measures within seven (7) calendar days after notification by the County that the Improvements are unacceptable and complete such corrective measures within a reasonable time, not to exceed fifteen (15) calendar days from the time County notifies PRINCIPAL that the Improvements are unacceptable. If PRINCIPAL fails to commence corrective measures within such seven (7) calendar day period, or complete such corrective measures within such fifteen (15) calendar day period, Surety shall be responsible for commencement and completion of such corrective measures within a reasonable time, not to exceed thirty (30) calendar days from the time the County notifies the Surety of PRINCIPAL's failure to commence or complete such work, as the case may be. In the event Surety fails to commence and complete such corrective measures within thirty (30) calendar days from the date of notice, County shall have the right to commence corrective measures, in which case Surety shall pay County all costs incurred by County in undertaking corrective measures within seven (7) calendar days of the date of billing. Moreover, notwithstanding anything to the contrary in this paragraph, in the event the county determines in its sole discretion that an imminent threat to the health, safety, or welfare of the public or other emergency exists, the County may immediately commence corrective work notifying the PRINCIPAL as soon thereafter as practical. If PRINCIPAL does not remit payment to the County for such emergency corrective work within fifteen (15) calendar days of the date of billing, Surety shall remit payment to the County within seven (7) calendar days of the date of notification by the County that such emergency corrective work has been completed.

Signed, sealed and dated this _____ day of _____, 20, ____

ATTEST:

PRINCIPAL:

BY: _____

BY: _____

TITLE: _____

TITLE: _____

ATTEST:

SURETY:

BY: _____

BY: _____

TITLE: _____

TITLE: _____

CHAPTER 11 Fee Schedule

SCHEDULE OF FEES: Will County Division of Transportation

ACCESS PERMIT FEES

AGRICULTURAL, MINIMUM, AND MINOR ACCESS PERMITS

The following fees shall be required for each Minimum or Minor Access and shall be submitted along with the access application:

- Application Fee for Agricultural Access Permits.....\$50.00
- Application Fee for Minimum Access Permits \$300.00
- Application Fee for Minor Access Permits \$450.00

All fees are non-refundable.

MAJOR ACCESS PERMIT

The following fees shall be required for each Major Access and are payable upon submittal of the first engineering plan for review:

- Application Fee (no highway improvement required) \$2,500.00
- Application Fee (highway improvement required) \$4,500.00

All fees are non-refundable.

DESIGNATED FREEWAY ACCESS PERMIT

The fee shall be based on the access type i.e. minimum, minor, or major.

All fees are non-refundable.

TEMPORARY ACCESS PERMIT

Temporary Access:

- Application Fee for Temporary Access \$450.00

All fees are non-refundable.

Additional Notes:

- An extension of any permit will incur a fee of \$100 regardless of the length of extension.
- Typically, a Permit will be required for sidewalks, street lighting, bike paths, watermains/water lines, sanitary sewer lines, storm sewer lines, culvert crossings, and any other municipally-owned utility or facility.
- No fee will be charged if the work is performed on a municipally-owned facility and the work is performed with municipal hired contractors or municipal employees.
- All fees are non-refundable.