

DRAFT

LAKE COUNTY

HIGHWAY ACCESS AND USE ORDINANCE

TECHNICAL REFERENCE MANUAL



Effective July 9, 2019

**Lake County Division
of Transportation**

Lake County, IL
600 W Winchester Road
Libertyville, IL 60048
Phone: 847-377-7400

www.lakecountyil.gov

TABLE OF CONTENTS

CHAPTER 1	Introduction	3
CHAPTER 2	Permit Process	4
2.1	Administrative Requirements (for all permit types)	4
2.2	Pre-application Meeting	5
2.3	Digital Submittals	5
2.4	Permit Requirements	5
2.4.1	Minimum Access Permit	7
2.4.2	Minor Access Permit	8
2.4.3	Major Access Permit	9
2.4.4	Designated Freeway Access Permit	11
2.4.5	Temporary Access Permit	12
2.4.6	Special Events Permit	13
2.4.7	Utility Permit or Facility Permit	14
2.4.8	Single Service Connection Permit	15
2.5	Permit Forms and Checklists	16
CHAPTER 3	Highway Classification	18
CHAPTER 4	Right-of-Way Dedication	22
4.1	Minimum Right-of-Way Width	22
4.2	Plat Approval Requirements	22
CHAPTER 5	Design Standards	24
5.1	Sight Distance Requirements	27
5.2	Access Design Requirements	27
5.2.1	Access Placement, Grade, and Length	27
5.2.2	Access Design Dimensions	27
5.2.3	Access Control	27
5.3	Highway Improvement Design Requirements	28
5.3.1	Through Lane Widths	28
5.3.2	Auxiliary Lane Requirements	28
5.3.3	Auxiliary Lane Storage Length	32
5.4	Limits of Required Highway Improvements	32
5.5	Pavement Design for Required Highway Improvements	32
5.6	Drainage Design	33
5.7	Signage and Pavement Markings	33
5.8	Existing Survey Monuments	33
CHAPTER 6	Engineering Study Requirements	34
6.1	Traffic Impact Study Requirements	34
6.1.1	Traffic Impact Study Format	34
6.1.2	Improvements Based on Traffic Impact Study	38
6.2	Traffic Signal Warrant Analysis	38
6.2.1	Warrants	38
6.2.2	Traffic Signal Costs	39
6.2.3	Intersection Design Study (IDS)	39
6.3	Sight Distance Study Analysis	39
6.4	Soil Surveys	39
6.5	Environmental Assessment	40
6.6	Drainage Study	40

CHAPTER 7	Utility and Facility Permit Requirements.....	41
7.1	Revisions	41
7.2	Location of Utilities and Facilities	41
7.3	Drainage and Access	41
7.4	Excavations, Trenches and Bore Pits.....	41
7.5	Open Cut of Pavements	42
7.6	Crossings	42
7.7	Berms and Earth Filling	43
7.8	Detention/Retention Facilities/Earth Excavation	43
7.9	Traffic Control Devices	43
7.10	Field Locate	43
7.11	Sidewalk and Bicycle Path Installation.....	44
CHAPTER 8	Access Permit Special Requirements.....	45
8.1	Emergency Access	45
8.2	Use of Temporary Access.....	45
8.3	Temporary Access Maintenance.....	45
CHAPTER 9	Engineering Plans, Specification, and Cost Estimates.....	46
9.1	Engineering Plan and Specification Requirements	46
9.2	Estimate of Cost	49
9.3	Location Map or Drawing Requirements	50
9.4	As-Built Drawing Requirements.....	50
CHAPTER 10	Performance and Maintenance Guarantee, and Insurance Requirements.....	51
10.1	Additional Insured Endorsements	51
10.2	General Insurance Conditions for all Required Policies.....	51
10.3	Workman's Compensation Insurance	51
10.4	Employer's Liability	51
10.5	Commercial General Liability Insurance	51
10.6	Automobile Liability	52
10.7	Minimum Limits of Liability.....	52
10.8	Self-Insurance	53
10.9	Sample Insurance, Bond and Guarantee Forms	54
CHAPTER 11	Fee Schedule.....	55

CHAPTER 1 Introduction

This manual has been developed as a companion to the Lake County Highway Access and Use Regulation 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, 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 Lake County Division of Transportation (LCDOT).

Lake County Division of Transportation staff can be contacted at:

Lake County Division of Transportation
600 W. Winchester Road
Libertyville, Illinois 60048
847-377-7400
FAX: 847-984-5888
hdpermits@lakecountyil.gov

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

<http://www.lakecountyil.gov/659/Permits>

CHAPTER 2 Permit Process

Access to Lake County Highway right-of-way is regulated by the LCDOT 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 LCDOT Permit Types

Permit Type	Access or Use
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
Designated Freeway Access	Any access to a designated freeway, as defined in the Ordinance
Temporary Access	Access road, driveway or entrance needed for less than 12 months
Special Event <i>(previously Temporary Highway Closure)</i>	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

2.1 Administrative Requirements (for all permit types)

All permit applications will be reviewed for completeness within 3 working days. 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. All submittals will be reviewed within the timeframes identified in Table 2.2, or as deemed a reasonable time period given manpower, workload and budgeting constraints.

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 LCDOT staff.

The Applicant for a 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 2.4. While the owner's engineer, consultant, or contractor may lead coordination with LCDOT 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 and Designated Freeway Access Permits. A pre-application meeting for other permit types is available at the request of the Applicant. The pre-application meeting for Major Access and Designated Freeway Access Permits will include LCDOT 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 (847) 377-7400 to schedule a pre-application meeting.

2.3 Digital Submittals

Utility and Facility Permit applications may be submitted to the LCDOT General Utility Permit email address of hdpermits@lakecountyil.gov 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

	Minimum Access Permit	Minor Access Permit	Major Access Permit	Designated Freeway Permit	Temporary Access Permit	Special Event Permit	Utility/Facility Permit ⁴	Single Service Connection Permit	
Review Time¹	10 Working Days	10 Working Days	15 Working Days	15 Working Days	15 Working Days	10 Working Days	15 Working Days	10 Working Days	
Pre-Application Meeting	Optional	Optional	Required	Required	Optional	Optional	Optional	Optional	
Engineering Professional	Optional	Optional	Required	Required	Optional	Optional	Optional (Minor/Aerial) Required (Major/Underground)	Optional	
Approving Agency	LCDOT	LCDOT	LCDOT	County Board	LCDOT	LCDOT	LCDOT	LCDOT	
Allowable Applicant/Permittee	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	
Initial Submittal									
Cover Letter	X	X	X	X	X	X	X	X	
Application Form(s)	X	X	X	X	X	X	X	X	
Application Fee²	\$150	\$450	\$1,500 / \$4,500	\$2,400 / \$5,400	\$600 (Minor/Construction) \$1,050 (Major)	\$50	\$850/per each utility or facility	\$100	
Site Plan or Plat	LCDOT Worksheet	X	X	X	X			X	
Centerline Staked	X	X							
Engineering Documents³									
Photographs of existing ROW			X	Engineering requirements will follow Major Access process once request for access is approved by Lake County Board	Engineering requirements will follow Major or Minor process based on type or use of temporary access		X	X	
Traffic Impact Study			X						
Traffic Signal Warrant Analysis			X						
Sight Distance Study			X						
Geometric Plan			X						
Pavement Design			X						
Drainage Study			X						
Water Quality Plan			if requested						
Erosion Control Plan			X						
Engineering Plans (includes Detour/Traffic Control plans)		X	X					Route Plan, Detour Plan (if required)	X
On-site Engineering Plan		X	X						
Plat of Subdivision/Dedication			X						
Cost Estimate			X				X (Facility only)		
ROW Dedication	Not required	Not required	Required	Required	Not required	Not required	Not required	Not required	
Construction to Begin	Within 6 months of permit issuance	Within 6 months of permit issuance	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	
Construction to be Complete	18 months from permit issuance	18 months from permit issuance	within 24 months of construction start	within 24 months of construction start	Within 12 months of permit issuance	Not Applicable	Within 18/12 months of permit issuance	Within 18 months of permit issuance	
ROW Access/Use Duration	Until change in use	Until change in use	Until change in use	Until change in use	12 months max	As specified on permit	Per maintenance agreement	Until change in use	
Required Inspections	Culvert Placement, Final Inspection	Culvert Placement, Final Inspection	Performance Inspection, Maintenance Inspection	Performance Inspection, Maintenance Inspection	Final Inspection	None	Final Inspection	Final Inspection	
Performance Guarantee	\$2,000	\$2,000	110% of Estimate	110% of Estimate	\$5000 or 110% of Estimate	Not required	110% of Estimate, plus crossing fee	\$2,000 / \$20,000 depending on location	
Maintenance Guarantee	Not required	Not required	15% of Performance Guarantee	15% of Performance Guarantee	Not required	Not required	Not required	Not required	
Proof of Insurance	Required	Required	Required	Required	Required	Required	Required	Required	
As-Built Plans	Not required	Not required	Required	Required	Not required	Not required	Required	Not required	

1. Review time may vary based on manpower, workload, and budgeting constraint. All submittals that require review by LCDOT Departments outside of the Permitting Department may require additional time.
 2. Additional fees apply. See Permit Schedule for details.
 3. 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.
 4. Small Cell Wireless facilities are governed by the "Wireless Telecommunications Facilities Ordinance".

2.4.1 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 “Lake 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: Lake 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, LCDOT 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, LCDOT 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 “Lake 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 and endorsement provided by you or your contractor.

Step 4: Permit issuance and construction

- Upon completion of the above, the LCDOT 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 LCDOT, the performance guarantee is returned to the parcel owner.

2.4.2 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 "Lake 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

Step 2: Lake 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, LCDOT 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, LCDOT 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 "Lake 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 and endorsement provided by you or your contractor.

Step 4: Permit issuance and construction

- Upon completion of the above, the LCDOT 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.
- Upon a satisfactory final inspection by the LCDOT, the performance guarantee is returned to the parcel owner.

2.4.3 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

LCDOT 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

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

Step 5: Review and approval of engineering documents

LCDOT 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
- Performance guarantee in the amount of 110% of the cost estimate
- Certificate of Insurance, naming the County and the Division of Transportation as additional insured, and evidence of worker's compensation 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
- Plat of Dedication, ready for recording, if not a subdivision of property
- 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 LCDOT for work done such as signing shall now be paid.
- After a satisfactory inspection, access work is accepted by the LCDOT.

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.

2.4.4 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 with three proposed times and dates

Step 2: Pre-application Meeting

LCDOT 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: 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 (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

- LCDOT staff reviews submittal for completeness, requests additional information as needed
- LCDOT identifies permit fee and informs Applicant of initial and total anticipated fees
- Applicant submits application fee as a check made payable to Lake 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, Planning and Transportation Committee
- The Public Works, Planning 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, Planning 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 Major Access Permit process as outlined in section 2.4.3.

2.4.5 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 “Lake 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: Lake 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 LCDOT 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 LCDOT.
- Restoration work must be completed and accepted by LCDOT 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.

2.4.6 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 "Lake County Treasurer"
- Location map or course route map for the event
- Proof of insurance

Step 2: Lake 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, LCDOT 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 LCDOT will issue the special event permit.
- The permittee, not the LCDOT, 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 LCDOT 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 High Mobility Access Classification 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.

2.4.7 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, transmitted electronically to hdpermits@lakecountyil.gov
- Utility Permit - Application for Utility Placement within a County Highway Right-of-Way completed and signed, transmitted electronically to hdpermits@lakecountyil.gov
- Application fee; check made payable to “Lake 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
- Application for Municipal Acceptance form for any facility that will be maintained by anyone other than LCDOT (i.e., sanitary, watermain, sidewalk, street lights, fiber optic cable, retaining walls). The owner of the facility must complete the acceptance form.
- Engineering Plans for the installation or maintenance work

Step 2: Lake 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)
- Permit and Inspection Fees per County invoicing
- 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. There is no maintenance period.
- Proof of insurance

Step 4: Permit issuance and construction

- Upon completion of the above, the LCDOT 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 LCDOT and receipt of the as-built plans, the performance guarantee is released.

2.4.8 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

- Facility Permit - Application to Perform Work within a County Highway Right-of-Way completed and signed, transmitted electronically to hdpermits@lakecountyil.gov
- Utility Permit - Application for Utility Placement Within a County Highway Right-Of-Way completed and signed, transmitted electronically to hdpermits@lakecountyil.gov
- Application fee; check made payable to "Lake 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
- Application for Municipal Acceptance form for any facility that will be maintained by anyone other than LCDOT (i.e., sanitary, watermain, sidewalk, street lights, fiber optic cable, retaining walls). The owner of the facility must complete the acceptance form.
- Engineering or site plans, submitted electronically to hdpermits@lakecountyil.gov. *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: Lake 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 18 months.
- Proof of insurance

Step 4: Permit issuance and construction

- Upon completion of the above, the LCDOT 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 eighteen months, 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 LCDOT, 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 or Notification Forms

- Application for Access to a County Highway
- Change In Land-Use Notification Form
- Application to Perform Work within a County Highway Right-of-Way (Utility/Facility)
- Application for Utility Placement within a County Highway Right-of-Way
- Application for Special Event on a County Highway (Temporary Closure of a County Highway)
- Emergency Repair Notification Form
- Pavement Open Cut Request Form

Acceptance Forms

- Local Agency (Municipal) Utility-Facility Acceptance
- Property Owner Acceptance
- Public Utility Acceptance

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 and Facility Permits 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.



600 W. Winchester Road
Libertyville, IL. 60048
Telephone: 847 377 7400

APPLICATION FOR ACCESS TO A COUNTY HIGHWAY *(Please print or type)*

APPLICANT (Name and address of property owner or holder of an option or contract to purchase):

Telephone Number: _____

In accordance with the provisions of the Lake County, IL Code of Ordinances, as amended, the above named applicant hereby makes application to the County Engineer of Lake County for access to a Highway that is part of the County Highway System of Lake County, Illinois. This access is described as follows:

1. **Name of County Highway:** _____

2. **Property Identification Number (PIN) or Tax Parcel ID Number:** _____

3. **Location of Proposed Access:**

Property Address: _____

Side of County Highway: North East South West

4. **Use of Property to be Served By Proposed Access** (explain use of land, such as single family dwelling, farming purposes, construction project, real estate office, shopping center, subdivision, etc.):

5. **Other Information**

a. Does the property to be served have frontage along another road or street? (If yes, explain): _____

b. Will or does the property to be served have other access? (If yes, explain): _____

c. Will the proposed access be removed or no longer be needed in the near future? (If yes, explain): _____

d. Comments (if needed): _____

6. **Additional Information** (if applicable)

a. Name, address and telephone number of agent for above property owner: _____

b. Name, address and telephone number of Design Engineer or firm: _____

c. Comments (if needed): _____

Amount of Enclosed Application Fee (non-refundable): _____

Minor Access Major Access Freeway Access Minimum Access Temporary Access

**NOTE: This Application is subject to the General Conditions as printed on the reverse side of this form.
The Application is only valid when an original signature is provided on page 2.**

GENERAL CONDITIONS FOR APPLICATION FOR ACCESS TO A COUNTY HIGHWAY

1. In submitting this application, the Applicant agrees to comply with the Lake County, IL Code of Ordinances, as amended.
2. This application shall be used for only one access. Any additional access will require a separate application form and fee.
3. 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 Lake County Highway Access and Use Ordinance, as amended.
4. 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.
5. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, 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 Lake County Division of Transportation to review submittals by the Applicant or his authorized agents.
6. The Applicant is responsible for the total cost of the access. This includes engineering, construction and inspection costs as well as any costs the Lake County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.
7. Application and Permit fees are non-refundable once processed.

(Signature of Property Owner or Developer)

(Printed name of above signature)

(Title)



600 W. Winchester Road
Libertyville, IL. 60048
Telephone: 847 377 7400

CHANGE IN USE NOTIFICATION (for existing access to a County Highway)

(Please print or type)

PROPERTY OWNER (Name and address of property owner or holder of an option or contract to purchase):

Telephone Number: _____

In accordance with the provisions of the Lake County, IL Code of Ordinances, as amended, the above named owner hereby notifies the County Engineer of Lake County of change in land use or land use density for a property with access to the Highway System of Lake County, Illinois. The owner requests continued use of the access as follows:

1. **Name of County Highway:** _____

2. **Property Identification Number (PIN) or Tax Parcel ID Number:** _____

3. **Location of Proposed Access:**

Property Address: _____

Side of County Highway: North East South West

4. **Proposed use of Property to be Served By Proposed Access** (explain use of land, such as single family dwelling, farming purposes, real estate office, shopping center, subdivision, etc.):

5. **Previous use of Property to be Served By Proposed Access** (include date of permit if known)

6. **Other Information**

a. Does the property to be served have frontage along another road or street? (If yes, explain): _____

b. Will or does the property to be served have other access? (If yes, explain): _____

c. Will any existing access be removed or no longer be needed in the near future? (If yes, explain): _____

d. Comments (if needed): _____

6. **Additional Information** (if applicable)

a. Name, address and telephone number of agent for above property owner: _____

b. Name, address and telephone number of Design Engineer or firm: _____

c. Comments (if needed): _____

Minor Access Major Access Freeway Access Minimum Access Temporary Access

NOTE: This Application is subject to the General Conditions as printed on the reverse side of this form. The Application is only valid when an original signature is provided on page 2.

GENERAL CONDITIONS FOR APPLICATION FOR ACCESS TO A COUNTY HIGHWAY

1. In submitting this application, the Applicant agrees to comply with the Lake County, IL Code of Ordinances, as amended.
2. This form shall be used for only one access. Any additional access will require a separate notification form.
3. The submittal of this notification does not obligate the County Engineer to approve continued use of the existing access if such access facility will not comply with the provisions of the Lake County Highway Access and Use Ordinance, as amended. Written response from LCDOT must be obtained which authorizes continued use of the existing access. If the access does not comply with the provisions of the Ordinance, a new access permit will be required.
4. Lack of immediate response to a submitted notification form or submitted preliminary information, engineering plans or other submittals shall not be construed as approval or acceptance of the submittal.
5. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, its employees and its agents shall not be held responsible for costs or delays to the Property Owner due to the processing time required by the Lake County Division of Transportation to review submittals by the Property Owner or his authorized agents.
6. The Property Owner is responsible for the total cost of the access. This includes engineering, construction and inspection costs as well as any costs the Lake County Division of Transportation may incur such as traffic control signage installations and emergency corrective actions.
7. Application and Permit fees are non-refundable once processed.

(Signature of Property Owner or Developer)

(Printed name of above signature)

(Title)



600 W. Winchester Road
Libertyville, IL. 60048
Telephone: 847 377 7400

APPLICATION TO PERFORM WORK WITHIN A COUNTY HIGHWAY RIGHT-OF-WAY

(Please print or type)

APPLICANT (Name and address): _____
 Telephone Number: _____

In accordance with the Lake County, IL Code of Ordinances, as amended, the above Applicant hereby makes application to the County Engineer of Lake County for permission to perform certain work herein described within the County Highway right-of-way. This proposed work is described as follows:

1. **Name of County Highway:** _____
2. **Property Identification Number (PIN) or Tax Parcel ID Number:** _____
3. **Location of Proposed Access**
 Property Address: _____
 Side of County Highway: North East South West
4. **Type of Proposed Work** (check all that apply):
 Storm sewer/culvert or sewer crossing Single service connection Street lighting
 Sanitary sewer line Sidewalk Open Cut
 Water main / water line Bike Path Other _____
5. **Reason for Proposed Work** (describe why work is needed such as improve drainage, village requirement, etc.):

6. **Construction or Installation of Proposed Work shall be by:** Applicant
 Contractor (name, address, telephone): _____

 Other (name, address, telephone): _____

7. **Name, address and telephone number of Agent for Applicant** (if applicable): _____
8. **Operational and Maintenance responsibilities for completed Proposed Work:** _____
9. **Comments** (if needed): _____
10. **Enclosed Application Fee** (based on # of boxes checked above, 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 when an original signature is provided on page 2.

GENERAL CONDITIONS FOR APPLICATION TO PERFORM WORK WITHIN A COUNTY HIGHWAY RIGHT-OF-WAY

1. In submitting this Application, the Applicant agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended, to make such changes and revisions to the Proposed Work as may be necessary to comply or more closely conform to those various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended.
2. The Applicant shall supply, at his expense, such information or submittals as the Lake County Division of Transportation may require to complete the review of the Proposed Work.
3. Lack of an immediate response to this application form or any information submitted for review and/or comment shall not be construed as approval or acceptance of the application or submittal.
4. The Lake 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 may 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 Lake 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 may 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 have been obtained for Public Road Purposes and any other use of the right-of-way is subject to approval or permission from the legal property owner. The Applicant shall be responsible for contacting the property owner and obtaining any required approval or permission.
8. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, 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 Lake County Division of Transportation to review information or submittals by the Applicant or his authorized agents.
9. The submittal of this Application by the Applicant does not obligate the County Engineer to issue a permit.
10. If the Proposed Work is permitted the Applicant and his successors and assigns shall be generally responsible for the following:
 - a. Obtaining any other permission or authority needed for the Proposed Work.
 - b. Having the Proposed Work completed, including any required restoration work.
 - c. Supplying any required bonding and/or insurance.
 - d. Not making any changes to the approved Proposed Work without prior permission.
 - e. Providing maintenance for the completed Proposed Work.
 - f. Making or having made any adjustments or changes to the completed Proposed Work due to maintenance or construction work of the Highway Authority.
 - g. Assuming liability for the Proposed Work during construction and after completion.
 - h. Removal of the completed Proposed Work if required in the future.
 - i. The costs involved by the above responsibilities and any other costs related to the Proposed Work.
 - j. Other items as specified in the Lake County,, IL Code of Ordinances, as amended.

(Signature of Applicant)

(Printed name of above signature)

(Title)



LakeCounty

Division of Transportation

600 W. Winchester Road, Libertyville, Illinois 60048

General Office 847/377-7400
Facsimile 847/984-5944
Maintenance 847/377-7498

APPLICATION FOR UTILITY PLACEMENT WITHIN A COUNTY HIGHWAY RIGHT-OF-WAY

(Please print or type)

Utility Ref#

APPLICANT:

Company Name:

Mailing Address:

Telephone:

Fax:

In accordance with the Lake County, IL Code of Ordinances, as amended, the above Applicant hereby makes application to the County Engineer of Lake County for permission to perform certain work herein described within the County Highway Right-of-Way. This proposed work is described as follows:

1. Name of County Highway:

LCDOT Station: From

To

2. Location: Quarter Section of Township Town/City
between the intersections of and

3. Project Information:

Project Name:

Developer (if applicable):

Nature of Project:

LCDOT Improvement

Business

Subdivision

Single-Family Home

Place of Worship

Other (Describe):

4. Proposed Work:

5. Proposed Starting Date:

Proposed Number of Working Days:

6. Check All That Apply:

Company Crews

Contractor

Other:

7. Is an Open Cut Required?

No

Yes

If yes, attach pavement open cut request form

8. Is a Lane Closure Required?

No

Yes

9. Contacts-Please provide Name and Phone Number

Concerning the Proposed Work:

During Construction Operations:

Concerning Restoration Work:

24 Hour Emergency Number:

In consideration of this application and the issuance of a Utility Permit, the Permittee agrees to comply with the Lake County, IL Code of Ordinances, as amended, and the terms of the issued permit including the Mandatory General Conditions for Utility Permits (on reverse side), Pavement Open Cut Request Form, Environmental Special Condition, Special Condition sheet (when added) and Engineering Plan. No changes or revisions to the work approved by the issued Permit will be allowed without first notifying and receiving permission from the Permit Office of the Lake County Division of Transportation.

For the APPLICANT:

Signature of Authorized Employee or Agent

Date

Title

**GENERAL CONDITIONS FOR APPLICATION FOR UTILITY PLACEMENT
WITHIN A COUNTY HIGHWAY RIGHT-OF-WAY**

1. In submitting this Application, the Applicant agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended, to make such changes and revisions to the Proposed Work as may be necessary to comply or more closely conform to those various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended.
2. The Applicant shall supply, at his expense, such information or submittals as the Lake County Division of Transportation may require to complete the review of the Proposed Work.
3. Lack of an immediate response to this application form or any information submitted for review and/or comment shall not be construed as approval or acceptance of the application or submittal.
4. The review of the Proposed Work by the Lake County Division of Transportation shall be based on the primary use of the County Highway right-of-way is to provide for the safe and efficient movement of vehicular traffic. All other uses of the right-of-way that do not support or provide for this primary use shall be subordinate.
5. The Lake 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.
6. The Proposed Work may not be permitted if it will create a hazard to the Public or interfere with the ability of the Lake County Division of Transportation to operate and maintain the County Highway right-of-way.
7. 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 may administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Work.
8. The Applicant is cautioned that the County Highway rights-of-way have been obtained for Public Road Purposes and any other use of the right-of-way is subject to approval or permission from the legal property owner. The Applicant shall be responsible for contacting the property owner and obtaining any required approval or permission.
9. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, 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 Lake County Division of Transportation to review information or submittals by the Applicant or his authorized agents.
10. The submittal of this Application by the Applicant does not obligate the County Engineer to issue a permit.
11. If the Proposed Work is permitted the Applicant and his successors and assigns shall be generally responsible for the following:
 - a. Obtaining any other permission or authority needed for the Proposed Work.
 - b. Having the Proposed Work completed, including any required restoration work.
 - c. Supplying any required bonding and/or insurance.
 - d. Not making any changes to the approved Proposed Work without prior permission.
 - e. Providing maintenance for the completed Proposed Work.
 - f. Making or having made any adjustments or changes to the completed Proposed Work due to maintenance or construction work of the Highway Authority.
 - g. Assuming liability for the Proposed Work during construction and after completion.
 - h. Removal of the completed Proposed Work if required in the future.
 - i. The costs involved by the above responsibilities and any other costs related to the Proposed Work.

FOR LCDOT USE ONLY	
Application Number	



600 W. Winchester Road
 Libertyville, IL 60048
 Telephone: (847) 377-7400
 Fax: (847) 984-5944
 Email: hdpermits@lakecountyl.gov

**APPLICATION FOR A SPECIAL EVENT ON A COUNTY HIGHWAY
 TEMPORARY CLOSURE OF A COUNTY HIGHWAY**

(This Form Must Be Submitted A Minimum Of 30 Days Prior To The Planned Event)

(Please print or type)

APPLICANT:

Name/Company: _____
 Mailing Address: _____
 Telephone: _____ Fax Number: _____
 E-mail Address: _____

In accordance with the Lake County, IL Code of Ordinances, as amended, the above Applicant hereby makes application to the County Engineer of Lake County for permission to temporarily close a section of County Highway for a special event of public interest. This proposed closure is described as follows:

1. **Name of County Highway:** _____
 (If multiple County Highways are needed for the same event separate applications and fees are required for each County Highway)
2. **Limits of Closure:** _____
 (From street to street)
3. **Type of Closure:**
 Full Closure Partial Closure Other _____
Description: _____
4. **Type of Special Event** (check all that apply):
 Parade Race (walking/running) Race (bicycling)
 Street Festival Filming (movie, television, etc.) Other _____
5. **Name of Event** _____
 Date(s) of Event: _____ Time Limit of Closure: _____
6. **Estimated Attendance:** _____
 Estimated Participants: _____
7. **Agent for Applicant** (if applicable):
 Name & Company _____
 Mailing Address: _____
 Telephone Number: _____ Fax Number: _____
 E-mail Address: _____
8. **Person in Charge** (contact person for the day of the event and 24-hour emergency contact):
 Name & Company: _____
 Mailing Address: _____
 Telephone Number: _____ Mobile Number: _____
 E-mail Address: _____
9. **Police Department** (police department handling the traffic control and closure of the County Highway):
 Name & Dept: _____
 Mailing Address: _____
 Telephone Number: _____ Fax Number: _____
 E-mail Address: _____
10. **Enclosed Application Fee** (all fees non-refundable): _____

NOTES: Attach Course Route Map Or Location Map For The Special Event With This Application.
 This Application Is Subject To The General Conditions As Printed On Page 2.
THIS APPLICATION IS ONLY VALID WHEN AN ORIGINAL SIGNATURE IS PROVIDED ON PAGE 2.

GENERAL CONDITIONS FOR APPLICATION TO REQUEST TEMPORARY CLOSURE OF A COUNTY HIGHWAY

1. In submitting this Application, the Applicant agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended, to make such changes and revisions to the Proposed Special Event as may be necessary to comply or more closely conform to those various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal, and to the Lake County, IL Code of Ordinances, as amended.
2. The Applicant shall supply, at his expense, such information or submittals as the Lake County Division of Transportation may require to complete the review of the Proposed Temporary Highway Closure.
3. Lack of an immediate response to this application form or any information submitted for review and/or comment shall not be construed as approval or acceptance of the application or submittal.
4. The Proposed Temporary Highway Closure may not be permitted if it will create a hazard to the Public or interfere with the ability of the Lake 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 may administer any statutes, regulations, ordinances or administrative orders that pertain to the Proposed Special Event.
6. The Applicant is cautioned that the County Highway rights-of-way have been obtained for Public Road Purposes and any other use of the right-of-way is subject to approval or permission from the legal property owner. The Applicant shall be responsible for contacting the property owner and obtaining any required approval or permission.
7. The Lake County Division of Transportation, its employees and its agents, and the County of Lake, 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 Lake County Division of Transportation to review information or submittals by the Applicant or his authorized agents.
8. The submittal of this Application by the Applicant does not obligate the County Engineer to issue a permit.
9. Application and Permit fees are non-refundable once processed.
10. If the Proposed Temporary Highway Closure is permitted the Applicant and his successors and assigns shall be generally responsible for the following:
 - a. Obtaining any other permission or authority needed for the Proposed Special Event.
 - b. Supplying acceptable proof of insurance.
 - c. Posting advance notification of the Proposed Temporary Highway Closure to the motoring public.
 - d. Providing the required traffic control including signage and police/Sheriff presence or assistance if required.
 - e. Allowing safe passage of emergency vehicles through the Proposed Temporary Highway Closure.
 - f. Cleaning and maintaining the County Highway right-of-way during and immediately after the Proposed Special Event. This includes keeping the pavement surface free of mud, gravel, debris, trash, and other extraneous materials.
 - g. Other items as specified in the Lake County Highway Access and Use Ordinance.

SIGNATURE BLOCK

_____ (Signature of Applicant)
_____ (Printed name of above signature)
_____ (Title)

FOR LCDOT USE ONLY

Application Number

Utility Reference Number



600 W. Winchester Road
Libertyville, IL 60048
Telephone: 847 377 7400
Fax: 847 984 5944
Email: hdpermits@lakecountyil.gov

EMERGENCY REPAIR NOTIFICATION FORM

FOR WORK WITHIN A COUNTY HIGHWAY RIGHT-OF-WAY(SUBMIT WITHIN 24-HOURS OF EMERGENCY)

(Please print or type)

APPLICANT (Name and address):

Telephone Number: Fax Number:

E-mail Address:

Hereby requests permission from the County Engineer of Lake County to excavate within the County Highway Right-of-Way in order to make repairs to an existing utility/facility. This repair work and existing utility/facility are described as follows:

1. Name of County Highway:

2. Type of Utility/Facility to be repaired: FACILITY UTILITY
(Check one of the boxes) (water main, sanitary sewer) (electric, gas, telephone, cable)

3. Location and extent of Repair Work (distance and direction from cross street, which side of County Highway, distance from pavement edge, size and depth of excavation, start and completion dates, etc.):

4. Pavement Opening: None required Required (Open Cut Permit and Charges Required)
(explain type of opening such as traffic lane, turning lane, paved shoulder, driveway, side road):

5. Contact Person (name, company, 24-hour telephone number):

6. Excavation and Repair Work to be done by (name, address, telephone number):

7. Comments:

NOTE: SEE PAGE 2 OF THIS FORM FOR EMERGENCY REPAIR WORK GENERAL CONDITIONS.

The above Applicant hereby agrees to complete the repair work as quickly as possible and to restore the damaged and/or disturbed portions of the County Highway Right-of-Way as required by the LCDOT. It is further understood that the LCDOT reserves the right to require the Utility/Facility Owner to obtain the appropriate permit(s) and pay associated application/permit fees under the Lake County, IL Code of Ordinances.

Signature of authorized employee or agent for applicant

Printed Name

Date

Note: This Emergency Repair Notification Form is subject to the General Conditions as printed on Page 2 of this form.

GENERAL CONDITIONS FOR EMERGENCY REPAIR WORK

1. In submitting this Emergency Repair Notification Form, the Utility/Facility Owner (as Applicant) agrees to comply with the Lake County, IL Code of Ordinances and the various policies, conditions and requirements of the Lake County Division of Transportation (LCDOT), whether written or verbal.
2. Emergency repair work may be performed on a utility or facility located within a right-of-way of a County Highway prior to obtaining a permit to perform the work necessary to remedy the emergency situation. LCDOT shall be notified immediately during business hours and the Lake County Sheriff's Office shall be notified outside of normal business hours.
3. This Emergency Repair Notification Form shall be submitted to the LCDOT within 24-hours of the discovery of the emergency. A permit application for the emergency work shall be received by the LCDOT no later than one week after the emergency had been identified. The County Engineer shall determine whether a permit is required for the work performed. A permit is required for all pavement open cuts.
4. The duration of the emergency repair work is 72 hours or less. Temporary pavement may be required as part of the emergency repair work. All permanent restoration to pavement, shoulders and right-of-way that was disturbed as the result of the emergency work shall be completed within one week of the completion of the emergency repair if weather conditions are suitable.
5. The Applicant shall indemnify, defend and hold harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments, and demands arising from and relating to this repair work regardless of any limitations of insurance coverage.
6. The Applicant shall pay all damages, judgments, costs and expenses including attorney's fees and court costs in connection with or resulting from the emergency repair work regardless of any limitations of insurance coverage.
7. This Emergency Repair Notification Form does not release the Applicant from compliance with the provisions of any existing statutes, regulations, ordinances or administrative orders of the Federal, State, County or Local Government or any political subdivision or administrative agency thereof relating to the emergency repair work.
8. The Applicant shall not, at any time or in any circumstances, create any hazards to the General Public during the emergency repair work and/or restoration of the County Highway right-of-way, the Applicant shall meet the following requirements: a) Vehicle traffic using the County Highway (including vehicle traffic to and from adjacent properties) shall be maintained; b) All regulatory signing and warning devices shall at all times be kept in view of the motoring public; c) Construction equipment and materials shall be stored off the right-of-way and there shall be no parking or storage of vehicles, materials or equipment within the right-of-way at any time; d) Excavation shall be kept to a minimum and closed up or fenced off at the close of each working day; e) Roadway pavements shall not be damaged by construction equipment and shall be kept clean of debris at all times; f) Drainage shall be maintained; g) The LCDOT shall be notified about any tile lines found; h) The disturbed areas of the County Highway right-of-way shall be promptly restored to a condition equal or better than existed or as directed by the LCDOT.
9. The Applicant shall be responsible for the total cost of the repair work, traffic control, clean-up, and County Highway right-of-way restoration. The Owner shall be responsible for any costs incurred by the Lake County Division of Transportation to enforce the provisions of the Lake County, IL Code of Ordinances.
10. The Applicant shall be responsible for repairing or the cost of repairing damage to any highway appurtenances and/or any equipment of any other Utility/Facility Owner located within the County Highway right-of-way caused by the emergency repair work.
11. The applicable portions of the current "Manual of Uniform Traffic Control Devices for Streets and Highways," "Standard Specifications for Road and Bridge Construction," and the "Highway Standards" manual as published by the Illinois Department of Transportation shall apply to this repair work, traffic control, clean-up, and restoration.
12. The Snow and Ice Removal Operations of the LCDOT shall have precedence over all emergency repair work.
13. The Applicant shall be responsible for maintenance of the disturbed areas of the County Highway right-of-way, until such time as the restoration has been completed.

FOR LCDOT OR UTILITY COMPANY USE ONLY	
LCDOT Application/Utility Ref #	



600 W. Winchester Road
 Libertyville, IL 60048
 Telephone: (847) 377-7400
 Fax: (847) 984-5944
 hdpermits@lakecountyil.gov

PAVEMENT OPEN CUT REQUEST FORM

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION FOR LAKE COUNTY DOT UTILITY/FACILITY PERMIT

(Please print or type)

Applicant: _____
County Highway: _____

Applicants working within LCDOT's rights-of-way shall take all steps necessary to avoid open cutting the pavement. No open cutting is allowed without prior permission of LCDOT.

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

1. The Permittee shall demonstrate that an open cut in a County Highway is the only option available to complete the desired work. Cost or convenience to the Permittee is not a justifiable reason to permit an open cut of a County Highway.
2. A dimensioned engineering plan, prepared at a 1"=20' scale, showing all existing pavement, right-of-way, sidewalks, bike paths, guardrail, trees, curb and gutter, traffic signals, traffic signal loops, storm sewer structures, existing lane configuration, location of the proposed open cut, and proposed traffic control, including taper rates and signing, for the open cut area.
3. To determine the open cut charge, complete the following open cut estimate:

a. Basic Charge	\$ 700
b. Sq Ft of pavement opened × \$25.00 per Sq Ft	\$ _____
c. Inspection Fee	\$ 350
d. Total Open Cut Charge (Items A+B+C)	\$ _____
4. After the requested permit has been issued, the Permittee shall be required to hold an onsite meeting with the Permittee's contractor or workforce and the LCDOT's Manager of Highway Operations to go over the proposed work, traffic control, and the timing of any needed lane closures.
5. Any pavement opened must be permanently patched the same day.
6. The patching requirements are as follows:
 - a. **The open cut pavement shall be replaced with flowable fill within 12 inches of the finished grade. The remaining 12 inches shall be Hot Mix Asphalt Binder Course, IL 19.0 N70, 10 inches and Hot Mix Asphalt Surface, Mix D, N70, 2 inches. The flowable-fill must setup within 1 hour.**
 - b. **No open cuts shall be permitted between November 15th and April 15th.**
 - c. **Please contact the LCDOT Permits Department at (847) 377-7400 to schedule the open cut.**



600 W. Winchester Road
 Libertyville, IL 60048
 Telephone: 847 377 7400

LOCAL AGENCY UTILITY/FACILITY ACCEPTANCE ON A COUNTY HIGHWAY

(Please print or type)

APPLICANT (Name and address): _____
 _____ Telephone Number: _____

being a Local Agency in the State of Illinois, County of Lake, hereby requests permission from the County Engineer of Lake County to locate and maintain the below described Local Agency Utility/Facility within the right-of-way limits of a County Highway in accordance with the Lake County, IL Code of Ordinances, as amended.

This Local Agency Utility/Facility is described as follows:

1. **Name of County Highway:** _____

2. **Location** (distance from nearest intersection, which side of road, etc.): _____

3. **Type of Local Agency Utility/Facility** (watermain, sidewalk, etc.): _____

4. **Utility/Facility to be constructed by:** Local Agency Crews (contact person): _____
 Contractor (name, address, telephone): _____

 Developer (name, address, telephone): _____

 Other (name, address, telephone): _____

5. **Comments** (if needed): _____

**NOTE: This Acceptance is subject to the General Conditions as printed on the reverse side of this form.
 The Application is only valid when an original signature is provided on page 2.**

**GENERAL CONDITIONS FOR LOCAL AGENCY UTILITY/FACILITY ACCEPTANCE
ON A COUNTY HIGHWAY**

1. In submitting this Acceptance, the Local Agency agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal and the Lake County, IL Code of Ordinances, as amended.
2. The Local Agency shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the Lake County Division of Transportation.
3. Lack of an immediate response to this application form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the Lake County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
4. The review of the Local Agency Utility/Facility shall be based on the primary use of the County Highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use.
5. The Lake County Division of Transportation shall not be responsible for providing room within the County Highway right-of-way for the Local Agency Utility/Facility.
6. This Acceptance does not relieve the Local Agency from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County Governments or any political subdivision or administrative agencies that may apply to the Local Agency Utility/Facility.
7. The Local Agency shall obtain permission from the legal property owner of the County Highway right-of-way where the Local Agency Utility/Facility will be located.
8. Unless otherwise stated in the issued Highway Permit, the Local Agency and its successors and assigns shall be responsible for the following:
 - a. The operation and maintenance of the Local Agency Facility within the County Highway right-of-way. Such operation and maintenance shall include keeping the Local Agency Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance such as cleaning ice and snow from sidewalks or bike paths or additional mowing of adjacent turf areas, making changes or revisions to the Local Agency Facility needed because of the maintenance operations of the Lake County Division of Transportation or use of the County Highway right-of-way by the General Public and restoring portions of the County Highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the Local Agency Facility without a Highway Permit being issued.
 - b. Any additional costs to the County of Lake and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the Local Agency Facility within the County Highway right-of-way. Such costs can include adjustments needed to the Local Agency Facility to accommodate said road improvements and/or maintenance work and/or damage to County Property and/or equipment.
 - c. For indemnifying, defending and holding harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments and demands arising from and relating to the location and/or use of the Local Agency Facility within the County Highway right-of-way regardless of any limitations of insurance coverage.
 - d. Other items as specified in the Lake County Highway, IL Code of Ordinances, as amended.
9. If a separate application is made by an Applicant other than the Local Agency to construct the Utility/Facility, then the Local Agency, by submitting this Acceptance form, hereby acknowledges that it will become the successor or assign of this Applicant for the said Utility/Facility.

ATTEST:

FOR THE LOCAL AGENCY:

Local Agency Clerk

By: _____
Local Agency President

Date: _____



600 W. Winchester Road
Libertyville, IL 60048
Telephone: 847 377 7400

PROPERTY OWNER UTILITY/FACILITY ACCEPTANCE ON A COUNTY HIGHWAY

(Please print or type)

APPLICANT (Name and address): _____
_____ Telephone Number: _____

being a Property Owner in the State of Illinois, County of Lake, hereby requests permission from the County Engineer of Lake County to locate and maintain the below described private Utility/Facility within the right-of-way limits of a County Highway in accordance with the Lake County, IL Code of Ordinances, as amended.

This private Utility/Facility is described as follows:

1. **Name of County Highway:** _____

2. **Location** (distance from nearest intersection, which side of road, etc.): _____

3. **Type of Utility/Facility** (water service, sanitary service, etc...): _____

4. **Utility/Facility to be constructed by:** _____

Contractor (name, address, telephone): _____

Developer (name, address, telephone): _____

Other (name, address, telephone): _____

5. **Comments** (if needed): _____

**NOTE: This Acceptance is subject to the General Conditions as printed on the reverse side of this form.
The Application is only valid when an original signature is provided on page 2.**

GENERAL CONDITIONS FOR PROPERTY OWNER UTILITY/FACILITY ACCEPTANCE
ON A COUNTY HIGHWAY

1. In submitting this Acceptance, the Property Owner agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal and the Lake County, IL Code of Ordinances, as amended.
2. The Property Owner shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the Lake County Division of Transportation.
3. Lack of an immediate response to this application form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the Lake County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
4. The review of the private Utility/Facility shall be based on the primary use of the County Highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use.
5. The Lake County Division of Transportation shall not be responsible for providing room within the County Highway right-of-way for the private Utility/Facility.
6. This Acceptance does not relieve the Property Owner from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County Governments or any political subdivision or administrative agencies that may apply to the private Utility/Facility.
7. The Property Owner shall obtain permission from the legal property owner of the County Highway right-of-way where the private Utility/Facility will be located.
8. Unless otherwise stated in the issued Highway Permit, the Property Owner and its successors and assigns shall be responsible for the following:
 - a. The operation and maintenance of the private Utility/Facility within the County Highway right-of-way. Such operation and maintenance shall include keeping the private Utility/Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance such as cleaning ice and snow from sidewalks or bike paths or additional mowing of adjacent turf areas, making changes or revisions to the private Utility/Facility needed because of the maintenance operations of the Lake County Division of Transportation or use of the County Highway right-of-way by the General Public and restoring portions of the County Highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the private Utility/Facility without a Highway Permit being issued.
 - b. Any additional costs to the County of Lake and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the private Utility/Facility within the County Highway right-of-way. Such costs can include adjustments needed to the private Utility/Facility to accommodate said road improvements and/or maintenance work and/or damage to County Property and/or equipment.
 - c. For indemnifying, defending and holding harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments and demands arising from and relating to the location and/or use of the private Utility/Facility within the County Highway right-of-way regardless of any limitations of insurance coverage.
 - d. Other items as specified in the Lake County Highway, IL Code of Ordinances, as amended.
9. If a separate application is made by an Applicant other than the Property Owner to construct the Utility/Facility, then the Property Owner, by submitting this Acceptance form, hereby acknowledges that it will become the successor or assign of this Applicant for the said Utility/Facility.

(Signature of Applicant)

(Printed Name of Above Signature)

Date: _____



600 W. Winchester Road
Libertyville, IL 60048
Telephone: 847 377 7400

PUBLIC UTILITY/FACILITY ACCEPTANCE ON A COUNTY HIGHWAY

(Please print or type)

APPLICANT (Name and address): _____
_____ Telephone Number: _____

being a public utility in the State of Illinois, County of Lake, hereby requests permission from the County Engineer of Lake County to locate and maintain the below described Public Utility/Facility within the right-of-way limits of a County Highway in accordance with the Lake County, IL Code of Ordinances, as amended.

This Public Utility/Facility is described as follows:

1. **Name of County Highway:** _____
2. **Location** (distance from nearest intersection, which side of road, etc.): _____

3. **Type of Public Utility/Facility** (watermain, sidewalk, etc.): _____

4. **Utility/Facility to be constructed by:** Public Utility Crews (contact person): _____
 Contractor (name, address, telephone): _____

 Developer (name, address, telephone): _____

 Other (name, address, telephone): _____

5. **Comments** (if needed): _____

**NOTE: This Acceptance is subject to the General Conditions as printed on the reverse side of this form.
The Application is only valid when an original signature is provided on page 2.**

**GENERAL CONDITIONS FOR PUBLIC UTILITY/FACILITY ACCEPTANCE
ON A COUNTY HIGHWAY**

1. In submitting this Acceptance, the Public Utility agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal and the Lake County, IL Code of Ordinances, as amended.
2. The Public Utility shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the Lake County Division of Transportation.
3. Lack of an immediate response to this application form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the Lake County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
4. The review of the Public Utility/Facility shall be based on the primary use of the County Highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use.
5. The Lake County Division of Transportation shall not be responsible for providing room within the County Highway right-of-way for the Public Utility/Facility.
6. This Acceptance does not relieve the Public Utility from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County Governments or any political subdivision or administrative agencies that may apply to the Public Utility/Facility.
7. The Public Utility shall obtain permission from the legal property owner of the County Highway right-of-way where the Public Utility/Facility will be located.
8. Unless otherwise stated in the issued Highway Permit, the Public Utility and its successors and assigns shall be responsible for the following:
 - a. The operation and maintenance of the Public Facility within the County Highway right-of-way. Such operation and maintenance shall include keeping the Public Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance such as cleaning ice and snow from sidewalks or bike paths or additional mowing of adjacent turf areas, making changes or revisions to the Public Facility needed because of the maintenance operations of the Lake County Division of Transportation or use of the County Highway right-of-way by the General Public and restoring portions of the County Highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the Public Facility without a Highway Permit being issued.
 - b. Any additional costs to the County of Lake and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the Public Facility within the County Highway right-of-way. Such costs can include adjustments needed to the Public Facility to accommodate said road improvements and/or maintenance work and/or damage to County Property and/or equipment.
 - c. For indemnifying, defending and holding harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments and demands arising from and relating to the location and/or use of the Public Facility within the County Highway right-of-way regardless of any limitations of insurance coverage.
 - d. Other items as specified in the Lake County, IL Code of Ordinances, as amended.
9. If a separate application is made by an Applicant other than the Public Utility to construct the Utility/Facility, then the Public Utility, by submitting this Acceptance form, hereby acknowledges that it will become the successor or assign of this Applicant for the said Utility/Facility.

ATTEST:

FOR THE PUBLIC UTILITY:

By: _____

Public Mayor/President

Date: _____

Public Clerk

Major Access Permit Checklist

The following checked items must be provided to the LCDOT permit department for review and approval. Additional information may be requested during your permit process. The format for the preparation of these items may be found in Chapter 90 of the Lake County Code of Ordinances. http://www.amlegal.com/nxt/gateway.dll?f=templates&fn=default.htm&vid=amlegal:lakecounty_il

Not Required	Submitted	Completed	Date Completed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Pre-Application Meeting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Access Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Variance Application & Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Facility Application & Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Municipal Acceptance Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Photographs of the Right-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sight Distance Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Traffic Impact Study or Waiver Request
<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 with Public Entity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Geometric Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Major Access Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Pavement Design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Drainage Study/Water Quality Plan
<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"/>	_____	Performance Guarantee (Letter of Credit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Certificate of Insurance & Endorsement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Permit & Inspection Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Developer/Resident Engineer Agreement Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Resident Engineer Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	On-site Engineering Plan (approved by Village)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Electric Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Telephone Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cable Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Gas Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	As-built Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Performance Guarantee Inspection Request Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Maintenance Guarantee (Letter of Credit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Maintenance Guarantee Inspection Request Letter

Facility Permit Checklist

The following checked items must be provided to the LCDOT permit department for review and approval. Additional information may be requested during your permit process. The format for the preparation of these items may be found in the Lake County,, IL Code of Ordinances. The ordinance may be found online at: www.lakecountyil.gov/Transportation/Publications/Ordinances.htm

Not Required	Submitted	Completed	Date Completed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Pre-Application Meeting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Facility Application & Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Municipal Acceptance Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Photographs of the Right-of-Way
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Drainage Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Water Quality Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Engineering Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Performance Guarantee (Letter of Credit)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Certificate of Insurance & Endorsement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Permit & Inspection Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Person in Charge Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Electric Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Telephone Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Cable Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Gas Utility Application (N/A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	As-built Plans (Electronic and Hard Copy)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	Performance Guarantee Inspection Request Letter

SAMPLE RESIDENT ENGINEER LETTER

(COMPANY LETTERHEAD)

(Date)

(Project Name)

(County Highway Name)

The following information is offered in compliance with the Lake County Access and Use Ordinance requirements:

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

_____ 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 Lake County Division of Transportation for an inspection of the completed work on and within the County Highway and right-of-way.

Please feel free to contact me if you have any questions regarding this notification.

Sincerely,

(Name)

(Title)

SAMPLE DEVELOPER AND RESIDENT ENGINEER AGREEMENT

**Major Access Permit
No.
[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 90 of the Lake 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 30.333 - Violations and Penalties of the Lake County Code of Ordinances.

Dated this ____ day of _____

By:

Printed Name

[Developer Name & Address]

CHAPTER 3 Highway Classification

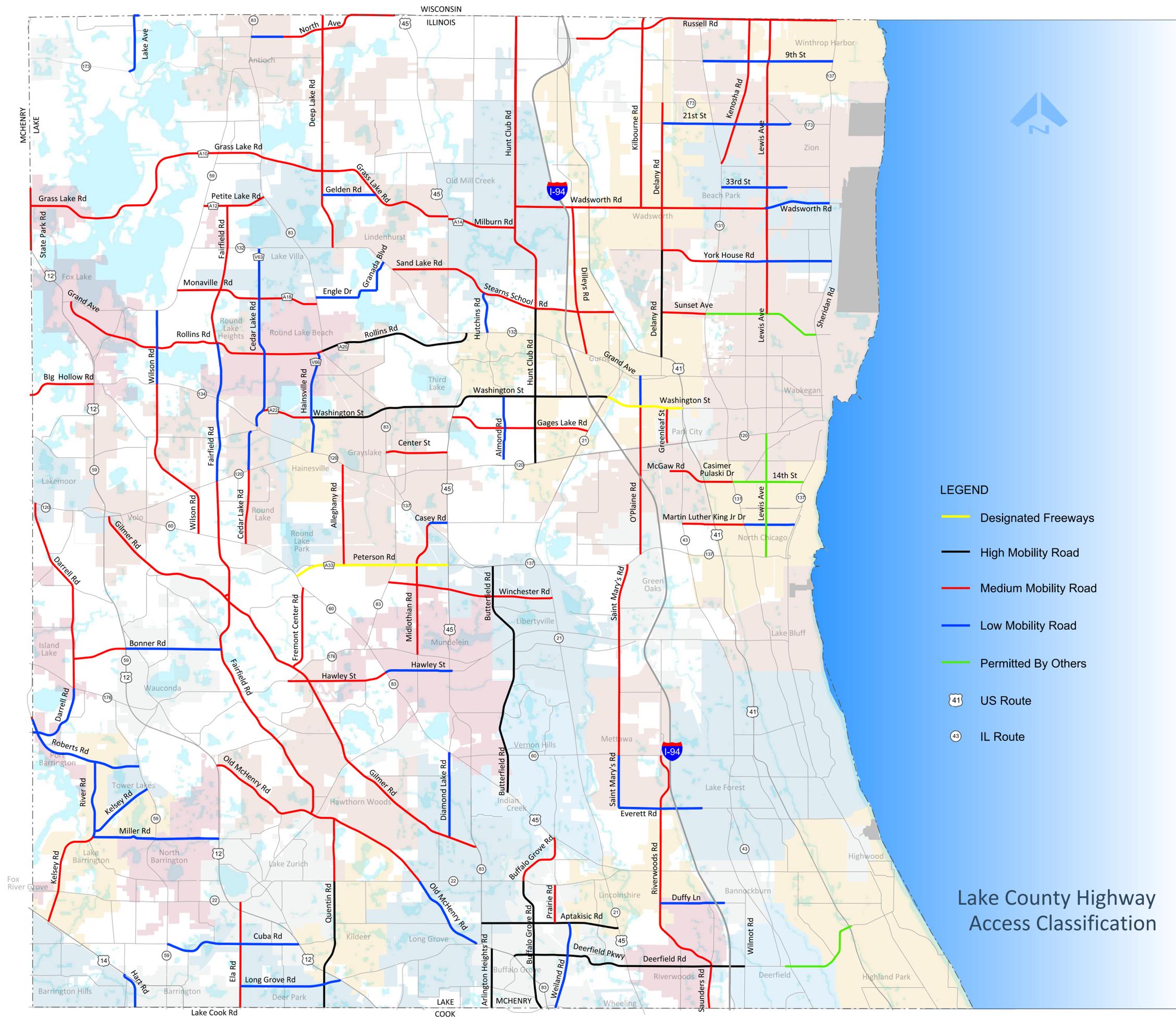
County Highway Access Classification identifies the intended level of mobility of each County Highway under LCDOT permitting authority. The assigned classification is based on current roadway function as well as County strategic and long range plans for the corridor.

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 increases as intended level of mobility increases
3. Design standards vary based on road function and classification
4. LCDOT 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, LCDOT 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 identified in the Lake County Framework Plan when reviewing required highway improvements for Major Access permits.

Access Classifications are defined in Chapter 4 of the Ordinance. Access Classification for each County Highway are depicted on Figure 3.1 and summarized in Table 3.1 following this page. The LCDOT will review these classifications annually and will consider requests from local agencies during this review.



LEGEND

- Designated Freeways
- High Mobility Road
- Medium Mobility Road
- Low Mobility Road
- Permitted By Others
- 41 US Route
- 43 IL Route

Lake County Highway Access Classification

Table 3.1 Lake County Highway Access Classification Designations

Roadway Name	Access Classification	From	To
21st Street	Low Mobility	Delany Rd	IL Rte 173
33rd Street	Low Mobility	IL Rte 131	North Shore Bicycle Path
9th Street	Low Mobility	IL Rte 131	IL Rte 137
Alleghany Rd	Medium Mobility	Peterson Rd	IL Rte 120
Almond Road	Low Mobility	Fairfield Ln	Washington St
Aptakisic Rd	High Mobility	IL Rte 83	IL Rte 21/US Rte 45
Arlington Heights Rd	High Mobility	Lake Cook Rd	IL Rte 83
Big Hollow Rd	Medium Mobility	Lake/McHenry County Line	US Rte 12
Bonner Rd	Medium Mobility	Darrell Rd	IL Rte 12
Bonner Rd	Low Mobility	IL Rte 12	Fairfield
Buffalo Grove Rd	Medium Mobility	US Rte 45	IL Rte 22
Buffalo Grove Rd	High Mobility	IL Rte 22	Lake Cook Rd
Butterfield Rd	High Mobility	US Rte 45	IL Rte 137
Casey Rd	Low Mobility	IL Rte 137	US Rte 45
Casimer Pulaski Dr	Medium Mobility	IL Rte 43	IL Rte 131
14th St	Permitted by Others	IL Rte 131	IL Rte 137
Cedar Lake Rd	Low Mobility	IL Rte 132	IL Rt 120
Cedar Lake Rd	Medium Mobility	IL Rte 120	IL Rte 60
Center St	Medium Mobility	IL Rte 83	US Rte 45
Cuba Rd	Low Mobility	IL Rte 59	US Rte 12
Darrell Rd	Medium Mobility	IL Rte 120	IL Rte 176
Darrell Rd	Low Mobility	IL Rte 176	Roberts Rd
Deep Lake Road	Medium Mobility	IL Rte 132	IL-WI State Line
Deerfield Pkwy	High Mobility	IL Rte 83	IL Rte 21/US Rte 45
Deerfield Rd	High Mobility	IL Rte 21/US Rte 45	Wilmot Rd
Deerfield Rd	Permitted by Others	IL Rte 41	IL Rte 43
Delany Rd	Medium Mobility	IL Rte 173	Yorkhouse Rd
Delany Rd	High Mobility	Yorkhouse Rd	IL Rte 41
Diamond Lake Rd	Low Mobility	Gilmer Rd	IL Rte 60/83
Dilley's Rd	Medium Mobility	Grand Ave	Wadsworth Rd
Duffy Ln	Low Mobility	Riverwoods Rd	East of I-94
Ela Rd	Medium Mobility	Lake Cook Rd	IL Rte 22
Engle Dr	Low Mobility	IL Rte 83	N Nathan Hale Dr
Everett Rd	Low Mobility	St. Mary's Rd	Estate Ln
Fairfield Rd	Medium Mobility	Petite Lake Road	Rollins Rd
Fairfield Rd	Low Mobility	Rollins Rd	IL Rte 120
Fairfield Rd	Medium Mobility	IL Rte 120	Old McHenry Rd
Fremont Center Rd	Medium Mobility	Gilmer Rd	IL Rte 60
Gages Lake Rd	Medium Mobility	US Rte 45	IL Rte 21
Gelden Rd	Low Mobility	Deep Lake Rd	Grass Lake Rd
Genoa Ave	Low Mobility	N Nathan Hale Dr	Granada Blvd
Gilmer Rd	Medium Mobility	IL Rte 120	IL Rte 83
Granada Blvd	Low Mobility	Genoa Ave	IL Rte 132
Grass Lake Rd	Medium Mobility	State Park Rd	US Rte 45
Greenleaf St	Medium Mobility	IL Rte 120 (North Exit Ramp)	Washington Street
Hainesville Rd	Low Mobility	IL Rte 120	Rollins Rd
Hart Rd	Low Mobility	Lake Cook Rd	US Rte 14
Hawley St	Medium Mobility	IL Rte 176	IL Rte 83/60
Hawley St	Low Mobility	IL Rte 83/60	Seymour Ave
Hunt Club Rd	High Mobility	IL Rte 120	Stearns School Rd
Hunt Club Rd	Medium Mobility	Stearns School Rd	IL-WI State Line
Hutchins Rd	Low Mobility	IL Rte 132	Stearns School Rd

Table 3.1 Lake County Highway Access Classification Designations (Continued)

Roadway Name	Access Classification	From	To
Kelsey Rd	Medium Mobility	IL Rte 14	River Road
Kelsey Rd	Low Mobility	River Road	IL Rte 59
Kenosha Rd	Medium Mobility	IL Rte 131	Russell Rd
Kilbourne Rd	High Mobility	Wadsworth Rd	IL-WI State Line
Lake Ave	Low Mobility	IL Rte 173	IL-WI State Line
Lewis Ave	Medium Mobility	Russel Rd	Sunset Ave
Lewis Ave	Permitted by Others	IL Rte 120/Belvidere	IL Rte 137
Long Grove Rd	Low Mobility	Ela Rd	US Rte 12
Martin Luther King Jr Dr	Medium Mobility	IL Rte 43	IL Rte 131
Martin Luther King Jr Dr	Low Mobility	IL Rte 131	Sheridan Rd
McGaw Rd	Medium Mobility	Dead End	IL Rte 43
Midlothian Rd	Medium Mobility	IL Rte 176	IL Rte 137
Millburn Rd	Medium Mobility	US Rte 45	Hunt Club Rd
Miller Rd	Low Mobility	Kelsey Rd	IL Rte 12
Monaville Rd	Medium Mobility	IL Rte 59	IL Rte 83
Nathan Hale Dr	Low Mobility	Engle Dr	Genoa Ave
North Ave	Low Mobility	IL Rte 83	Nelson Rd
North Ave	Medium Mobility	Nelson Rd	US Rte 45
Old McHenry Rd	Medium Mobility	US Rte 12	IL Rte 22
Old McHenry Rd	Low Mobility	IL Rte 22	IL Rte 53
O'Plaine Rd	Low Mobility	Old Grand Ave	Washington Street
O'Plaine Rd	Medium Mobility	Washington Street	IL Rte 137
Peterson Rd	Freeway	IL Rte 60	US Rte 45
Petite Lake Rd	Medium Mobility	IL Rte 59	IL Rte 83
Prairie Rd	Medium Mobility	Aptakistic Rd	IL Rte 22
Quentin Rd	High Mobility	Lake Cook Rd	IL Rte 22
Quentin Rd	Medium Mobility	IL Rte 22	Old McHenry Rd
River Rd	Low Mobility	Kelsey Rd	Roberts Rd
Riverwoods Rd	Medium Mobility	Deerfield Rd	IL Rte 60
Roberts Rd	Low Mobility	IL Rte 59	McHenry-Lake County Line
Rollins Rd	Medium Mobility	Grand Ave	IL Rte 83
Rollins Rd	High Mobility	IL Rte 83	IL Rte 132
Russell Rd	Medium Mobility	Des Plaines River Trail	IL Rte 137
Saint Marys Rd	Medium Mobility	IL Rte 137	IL Rte 60
Saint Marys Rd	Low Mobility	IL Rte 60	Everett Rd
Sand Lake Rd	Medium Mobility	IL Rte 132	US Rte 45
Saunders Rd	Medium Mobility	Lake Cook Rd	Deerfield Rd
State Park Rd	Medium Mobility	US Rte 12	County Line
Sterns School Rd	Medium Mobility	US Rte 41	US Rte 45
Sunset Ave	Medium Mobility	Delany Rd	IL Rte 131
Sunset Ave	Permitted by Others	IL Rte 131	Sheridan Rd
Wadsworth Rd	Medium Mobility	Hunt Club Rd	Lewis Ave
Wadsworth Rd	Low Mobility	Lewis Ave	Sheridan Rd
Washington St	Medium Mobility	Cedar Lake Rd	Hainesville Rd
Washington St	High Mobility	Hainesville Rd	IL Rte 21
Washington St	Freeway	IL Rte 21	US Rte 41
Washington St	High Mobility	US Rte 41	IL Rte 131
Weiland Rd	Low Mobility	Lake Cook Rd	Aptakistic Rd
Wilson Rd	Medium Mobility	IL Rte 60	IL Rte 134
Wilson Rd	Low Mobility	IL Rte 134	IL Rte 59
Winchester Rd	Medium Mobility	IL Rte 83	IL Rte 21
York House Rd	Medium Mobility	Delany Rd	IL Rte 131
York House Rd	Low Mobility	IL Rte 131	Sheridan Rd

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 Access Classification

Access Classification	Total Right-of-Way Width	Half Right-of-Way Width
Low Mobility Road	100 Feet	50 Feet
Medium Mobility Road	120 Feet	60 Feet
High Mobility Road	120 Feet	60 Feet
Designated Freeway	140 Feet	70 Feet

A minimum radius of 35 feet shall be provided at intersecting right-of-way lines. For major intersections, the minimum radius at the intersecting right-of-way lines shall be 50 feet.

4.2 Plat Approval Requirements

When right-of-way dedication is required, the Preliminary Plat should be submitted to the LCDOT 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:

STATE OF ILLINOIS)

)SS

COUNTY OF LAKE)

This plat is hereby approved this ___ day of _____, A.D., 20___ by the County Engineer of Lake County pursuant to 765 ILCS 205/2 et. seq. of the Illinois Compiled Statutes, as amended, as to roadway access to County Highway ___ also known as _____. Direct access either to or from County Highway ___ shall be restricted as shown on this plat and shall be subject to the Lake County Highway Access Regulation Ordinance which requires, in part, that application be made and an access permit be obtained from the County Engineer of Lake County prior to any access installation.

County Engineer

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

STATE OF ILLINOIS)

)SS

COUNTY OF LAKE)

This plat is hereby approved this ___ day of _____, A.D., 20___ by the County Engineer of Lake County pursuant to 765 ILCS 205/2 et. seq. of the Illinois Compiled Statutes, as amended, as to roadway access to County Highway ___ also known as _____ . Direct access either to or from County Highway ___ is prohibited as shown on this plat.

County Engineer

To obtain written approval for access to a County Highway without a subdivision of land, the plat of dedication shall include the following signature certificate:

STATE OF ILLINOIS)

)SS

COUNTY OF LAKE)

This dedication hereby accepted for public road purposes this _____ day of _____, A.D., 20___.

County Engineer

The plat of dedication is always used to dedicate right-of-way and shall be signed and recorded by the LCDOT 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 LCDOT. 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

Lake County Publications

1. Lake County Highway Access and Use Ordinance
2. Lake County Unified Development Ordinance
3. Lake County Watershed Development Ordinance
4. Lake County Stormwater Management Commission Technical Reference Manual
5. Lake County Division of Transportation Plan Preparation Guidelines
6. Lake County Recorder of Deeds Plat Guidelines
7. Design Guidance for LCDOT Traffic Plans
8. LCDOT Standard Details (available as dgn or pdf)
9. Lake County Wireless Telecommunications Ordinance
10. A Policy for Automated Red Light Running (RLR) Camera Traffic Enforcement Systems

General design standards for Minor Access permits and Major Access permits are summarized in Tables 5.1 and 5.2. Sections 5.1 through 5.8 provide additional detail or explanation on submittal requirements.

Table 5.1 Design Standards Matrix - Minor Access

	Low Mobility	Medium Mobility	High Mobility	Designated Freeway	CBD/OBD
Design Speed	Posted	Posted + 5 mph	Posted + 5 mph	Posted + 5 mph	Posted
Sight Distance Requirements	Per AASHTO Green Book (see Section 9-5)				
Access Design	See LC4100				
Angle, Grade & Length	See Section 5.2.1				
Throat Width	10-24 feet				
Maximum Flare Width <i>(along highway pavement)</i>	36 feet				
Minimum return radii	2 feet				
Culvert minimum diameter	15 inches				
Culvert extension from driveway	4 feet				
Mailbox turnout design	Per LC4120/LC4121	Per LC4120/LC4121	Not allowed	Not allowed	Per LC4120/LC4121
Channelizing Islands/Medians	Per IDOT BLRS/BDE Manuals and Standards				
Pavement Markings	Per LCDOT & IMUTCD Standards				
Signage	Per LCDOT & IMUTCD Standards				
Highway Improvement Design	N/A	N/A	N/A	N/A	N/A
Drainage Design	See Section 5.6				
Erosion Control and Water Quality	Per Lake County WDO				

* 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.

CBD/OBD - Central Business District/Outlying Business District as defined in IDOT BLRS Manual 27.4 or the Lake County Framework Plan

Table 5.2 Design Standards Matrix - Major Access

	Low Mobility	Medium Mobility	High Mobility	Designated Freeway	CBD/OBD
Design Speed	Posted	Posted + 5 mph	Posted + 5 mph	Posted + 5 mph	Posted
Sight Distance Requirements	Per AASHTO Green Book (see Section 9-5)				
Access Design	See LC4101/LC4102				
Angle, Grade & Length	See Section 5.2.1				
Throat Width - Driveway	12-35 feet	12-35 feet	12-35 feet	12-35 feet	10-35 feet
Throat Width - Side Road	24-35 feet				
Maximum Flare Width <i>(along highway pavement)</i>	85 feet				
Minimum return radii	10 feet				
Minimum Design Vehicle	SU	WB-50	WB-65	WB-65	per expected access use
Channelizing Islands/Medians	Per IDOT BLRS/BDE Manuals and Standards				
Pavement Markings	Per LCDOT & IMUTCD Standards				
Signage	Per LCDOT & IMUTCD Standards				
Highway Improvement Design					
Through Lane Widths	11-12 feet	11-12 feet	11-12 feet	12 feet	11-12 feet
Right Turn Lanes	Case-by-Case evaluation	Per Table 4.3/4.4	Per Table 4.3/4.4	Required	Case-by-Case evaluation
Left Turn Lanes	Case-by-Case evaluation	Per Table 4.5/4.6/4.7	Per Table 4.5/4.6/4.7	Required	Case-by-Case evaluation
Turn Lane Storage	125 feet (unsignalized)				
Minimum Length	150 feet (signalized)				
Lane Drops	Per LCDOT & IMUTCD Standards				
Pavement Markings	Per LCDOT & IMUTCD Standards				
Signage	Per LCDOT & IMUTCD Standards				
Crown (typical)	1/4-in per foot				
Shoulders	Per LCDOT standards (see 4000, 4001, 4010, 4011, 4020, 4021)	Per LCDOT standards (see 4000, 4001, 4010, 4011, 4020, 4021)	Per LCDOT standards (see 4000, 4001, 4010, 4011, 4020, 4021)	Per LCDOT standards (see 4000, 4001, 4010, 4011, 4020, 4021)	Per LCDOT standards (see 4000, 4001, 4010, 4011, 4020, 4021)
Maximum Earth Slope	4:1	4:1	4:1	4:1	4:1
Drainage Design	See Section 5.6				
Erosion Control and Water Quality	Per Lake County WDO				

* 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.

CBD/OBD - Central Business District/Outlying Business District as defined in IDOT BLRS Manual 27.4 or in the Lake County Framework Plan

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, and restrictive design features as required by the LCDOT.

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 LCDOT Design Standards, minimum requirements in Table 5.1 and 5.2, 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 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 LCDOT Standard and meet minimum and maximum dimensions identified in Table 5.1 and 5.2. 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. These islands and medians shall not be within the County Highway right-of-way.

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

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 LCDOT Design Standards, minimum requirements in Table 5.1 and 5.2, and the below specifications.

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.

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 a Designated Freeway, right and left turn lanes shall be required for any proposed major access to a Designated Freeway.

For all other County Highways, Table 5.3 and 5.4 provide guidance for when a right turn lane will be required, and Table 5.5, 5.6 and 5.7 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.

For low mobility roadways (with low speed and/or low volume) and roadways in highly developed urban areas with restricted right of ways, auxiliary lanes may not be required if the benefit of the turn lane does not justify the cost. 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 5.3-5.7 will be considered provided the proposed design is supported by appropriate design guidelines, research, or cost-benefit analysis. 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 5.3 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 5.4 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 5.5 Left Turn Lane Guidelines for Rural Two-Lane Highways

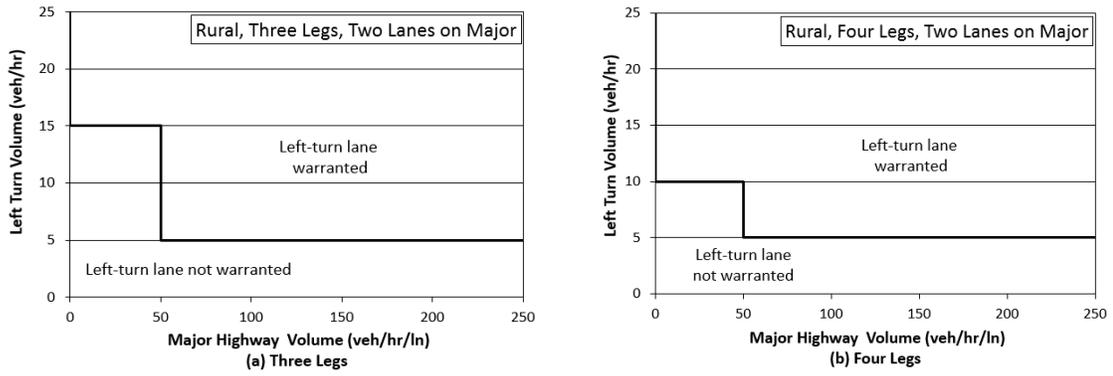


Table 5.6 Left Turn Lane Guidelines for Rural Four-Lane Highways

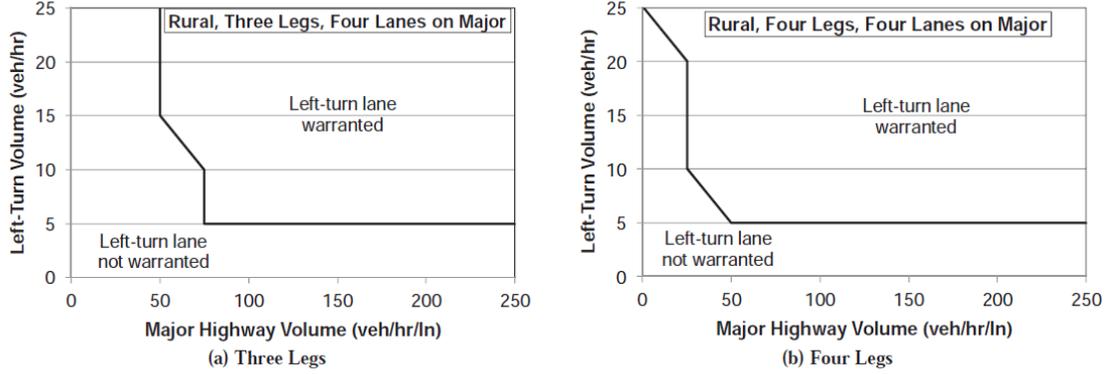
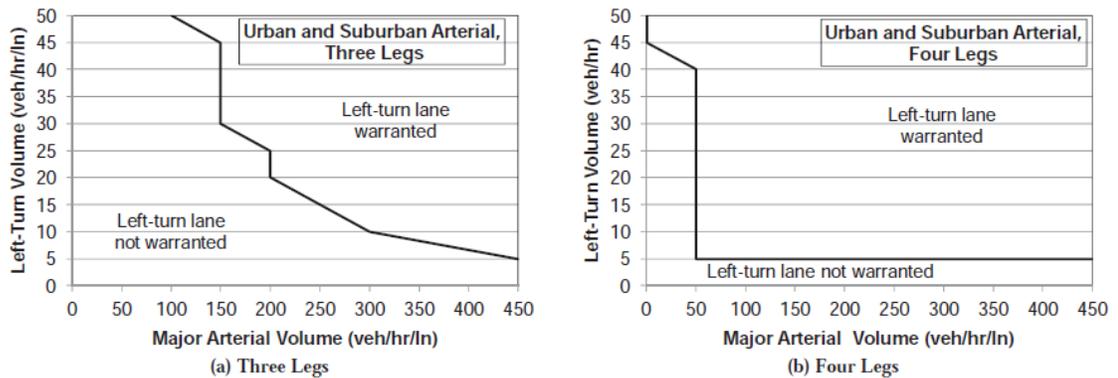


Table 5.7 Left Turn Lane Guidelines for Urban and Suburban Arterials



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, subject to a 125 foot minimum at an unsignalized intersection and 150 foot minimum at a signalized intersection.

5.4 Limits of Required Highway Improvements

If the limits of construction on a County Highway to provide a widening and improvement for an access falls within 250 feet 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.

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 "D", 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 LCDOT.

5.5 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 LCDOT standards. Guidance on typical crown, shoulder and earth slope standards is provided in Table 5.2.

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

1. 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.
2. When the widening will alter through traffic travel paths, the existing pavement shall be resurfaced with a minimum thickness of 2.25 inches consisting of 0.75 inches polymerized leveling binder and 1.5 inches Hot-Mix Asphalt Surface Course of the mix design specified, to obliterate existing wheel paths and pavement markings.
3. Strip Reflective Crack Control Treatment shall be installed over the joint of widened pavement.
4. When the highway to be improved is on the LCDOT 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.

5.6 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 LCDOT. All storm sewer culvert pipe ends must include a flared end section. All flared end sections 24 inches or greater must be grated.

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.

5.7 Signage and Pavement Markings

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

Standard signs and signage, as specified in the IMUTCD, shall be installed by the LCDOT for all access improvements/permitted work requiring signage. The type, size, and location of all traffic control signage shall be determined by the LCDOT. The Permittee shall be responsible for all costs associated with traffic control signage required for an access improvement. Upon receipt of an invoice billing from the LCDOT, the developer shall reimburse LCDOT for all costs incurred.

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

5.8 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 LCDOT 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 LCDOT 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 LCDOT. The LCDOT 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 LCDOT. 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 LCDOT 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 LCDOT 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. AM and PM weekday peak-hour existing traffic volumes within the site vicinity.
2. AM and PM weekday peak-hour of adjacent street traffic for the site generated traffic volumes.
3. AM and PM weekday peak-hour total traffic volumes.
4. Existing average daily traffic within the site vicinity.
5. Projected average daily traffic within the site vicinity.
6. 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 LCDOT.

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. Total traffic refers to the background traffic plus site-generated traffic. Projected volumes are those expected at ultimate buildout of the development. Background growth shall be calculated as 3% per year, non-compounded. 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 LCDOT 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 "D", 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 “D” or better (existing + site + background).
2. 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 “D” 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 LCDOT 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 LCDOT 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 LCDOT 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 Lake 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 LCDOT 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.

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 Lake 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 LCDOT 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 LCDOT. The location of the utility or facility shall be no closer than thirty-six (36) feet from the centerline of the right-of-way and a minimum of four (4) feet deep 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.

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 must be located within two feet of the right-of-way line.

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 permitted. 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 LCDOT 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.

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.

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 LCDOT 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.

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.

7.9 Traffic Control Devices

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 shall be located within one (1) foot of the right-of-way line or in accordance with IDOT standards. 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 LCDOT 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.

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 LCDOT.

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.

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 LCDOT 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 LCDOT 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 LCDOT 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 LCDOT 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 LCDOT 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 Lake County Division of Transportation does not constitute a release from or grant of variation from the standards and specifications required in the Lake County Highway Access and Use 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 Lake County County Engineer, and on file with the Lake 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 Lake County Highway Access and Use 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 LCDOT unless otherwise stated in these engineering plans.
 - The construction of the improvements shall also be in accordance with the "Lake County Highway Access and Use Ordinance," latest edition.
 - The Lake 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 Lake 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 $\frac{1}{8}$ inch in a 10-foot distance as measured along the wheel path.
 - For turning lanes, including by-pass lanes, the pavement surface shall not vary more than $\frac{1}{4}$ inch in a 10-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 Lake 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 Lake 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 Lake 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.
- The Lake County Division of Transportation “Special Conditions for Construction within a County Highway Right-of-Way” shall be included in the engineering plans.

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 Lake 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 LCDOT 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.
9. A detour plan prepared in accordance with LCDOT 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 LCDOT 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 Lake County Traffic Control Devices that apply to the project's construction.
13. Traffic signal sheets shall be in accordance with the LCDOT Traffic Signal Design Guidelines.
14. A detail sheet or multiple detail sheets including the LCDOT 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 LCDOT 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. The minimum amount for unit prices for individual work items shall be the average amount for the unit prices for individual work items as paid for by the LCDOT for the previous twelve (12) month period for County Highway improvements. Work items shall conform to the pay items established by IDOT and as used by the LCDOT 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 LCDOT prior to acceptance and approval by the LCDOT. Design and Construction Engineering Supervision shall be seventeen percent (17%) 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.
- 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 Lake County Highway Access and Use Ordinance outlines the requirements for performance and maintenance guarantees and the requirement of the Lake 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 is 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. The recommended format for both the project initiation and project completion letters are included in this section.

10.1 Additional Insured Endorsements

The Lake County Division of Transportation, and its officers, agents and employees, shall be designated as an additional insured in the Commercial General Liability Policies. 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. Examples of Additional Insured endorsements are provided at the end of this chapter.

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.

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 LCDOT. 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 Lake County Risk Management Department may determine what forms are acceptable. No restrictive endorsements pertaining to premises/operations insurance, contractual liability insurance, products and

completed operations insurance or independent contractor’s coverage may apply. 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 LCDOT evidence of such insurance at completion of construction and again one year after its acceptance by the LCDOT.

The Lake County Division of Transportation and its officers, agents and employees; Lake County and its officers, agents and employees shall be named as additional insureds. This insurance shall be written on an occurrence basis. The permittee’s insurance shall be primary and non-contributory. 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. Minimum Access | Proof of insurance |
| 2. Minor Access | Proof of insurance |
| 3. Major Access | Projects which exceed \$50,000 in construction cost: \$500,000
Projects which exceed \$1M in construction cost: \$2,000,000 |
| 4. Designated Freeway | 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. Facility | Projects which exceed \$50,000 in construction cost: \$500,000
Projects which exceed \$1M in construction cost: \$2,000,000 |
| 4. Single service connection | Proof of insurance |

Employer’s Liability Insurance:

Bodily Injury by Accident (Each Accident)	\$1,000,000
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
--	-------------

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 Lake County Division of Transportation, its officers, agents and employees and Lake 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.

LCDOT 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 Sample Insurance, Bond and Guarantee Forms

The following sample forms have been provided for reference:

- Insurance Certificate
- Access Permit Performance Bond
- Access Permit Maintenance Guarantee (Letter of Credit)
- Access Permit Performance Guarantee (Letter of Credit)
- Utility/Facility Performance Bond
- Utility/Facility Performance Guarantee (Letter of Credit)

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$		
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$		
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> </table> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	WC STATU-TORY LIMITS	OTH-ER
WC STATU-TORY LIMITS	OTH-ER						

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Highway Access Performance Bond #

(SURETY COMPANY LETTERHEAD)

Attention: Lake County Division of Transportation
County Engineer
600 Winchester Road
Libertyville, IL 60048

Beneficiary: Lake County Treasurer

Re: [Project Name]
LCDOT Access Permit No. _____

Amount: _____

Maturity Date: _____

KNOW BY ALL MEN BY THESE PRESENTS, what 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 Lake ("the County") in the penal sum of _____ Dollars () for the payment of which sum, well and truly to be made, we 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 access improvements and other related work (the "Improvements") as required by and in conformance with the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Access 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 Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Access 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 of 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 Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, the approved engineering plans and specifications, or Highway Access 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 to 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: _____

FORM DOT HIGHWAY ACCESS MAINTENANCE LETTER OF CREDIT

(FINANCIAL HOUSE LETTERHEAD)

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

Treasurer, County of Lake
Attention: Lake County Division of Transportation
County Engineer
600 Winchester Road
Libertyville, IL 60048

Gentlemen:

We hereby establish our irrevocable credit in the amount of _____ (specify amount)

(\$ _____) in favor of the Treasurer, County of Lake, Illinois, on behalf of (applicant name) _____ d/b/a (name) _____. We understand that _____ (applicant name) _____ d/b/a (name) _____ has completed the access 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 access improvements and other related work completed per Highway Access Permit No. _____ are maintained in a satisfactory condition as determined by the Lake 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 Lake County Engineer at any time in the event that the above-described improvements are not being satisfactorily maintained in accordance with the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, and the highway access permit. A written statement, signed by the County Engineer, in substantially the same form as that attached hereto as Exhibit "A", stating that the access 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 a 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 Lake 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)
LCDOT Access 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 access 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 access improvements and other related work completed per Highway Access Permit No. _____ are maintained in a satisfactory condition as determined by the Lake County Division of Transportation.

* * *

[The] Letter of Credit may be drawn upon by the Lake County Engineer at any time in the event that the above-described improvements are not being satisfactorily maintained in accordance with the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, and the highway access permit.

The aforementioned access 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 Lake" and delivered to the County Engineer, Lake County Division of Transportation, 600 Winchester Road, Libertyville, Illinois, 60048.

Sincerely,

County Engineer, County of Lake
Lake County Division of Transportation

SAMPLE

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 LAKE, ILLINOIS
[DOLLAR AMOUNT OF DRAW] AND /100 UNITED STATES DOLLARS
(US\$_____).

COUNTY ENGINEER, COUNTY OF LAKE
LAKE COUNTY DIVISION OF
TRANSPORTATION

[print name of County Engineer]

TO: [FINANCIAL HOUSE NAME AND ADDRESS]

FORM DOT HIGHWAY ACCESS LETTER OF CREDIT

(FINANCIAL HOUSE LETTERHEAD)

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

Treasurer, County of Lake
Attention: Lake County Division of Transportation
County Engineer
600 Winchester Road
Libertyville, IL 60048

Gentlemen:

We hereby establish our irrevocable credit in the amount of _____ (specify amount)

(\$ _____) in favor of the Treasurer, County of Lake, Illinois, on behalf of (applicant name) _____ d/b/a (team) _____. We understand that this irrevocable credit is to be used to insure that all access improvements and other related work proposed by, or on behalf of (applicant name) _____ for _____ (location) _____, comply with the engineering plans as approved by the Lake County Division of Transportation and with the terms of the highway access permit throughout the term of the project, and to insure the completion of all access improvements and other related work as required by the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Access 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 Lake County Engineer at any time in the event that the above-described improvements are not being satisfactorily implemented in accordance with the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, and the highway access 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 90.226, of the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, and the highway access permit. A written statement, signed by the County Engineer, in substantially the same form as that attached hereto as Exhibit "A",

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)
LCDOT Access 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 access improvements and other related work proposed by, or on behalf of (applicant name), for (location), comply with the engineering plans as approved by the Lake County Division of Transportation and with the terms of the highway access permit throughout the term of the project, and to insure the completion of all access improvements and other related work as required by the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Access Permit No. _____.

* * *

[The] Letter of Credit may be drawn upon by the Lake County Engineer at any time in the event that the above-described improvements are not being satisfactorily implemented in accordance with the Lake County Highway Access Regulation Ordinance and the highway access 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 90.226 of the Lake County Highway Access Regulation Ordinance, Chapter 90 of the Lake County Code of Ordinances, and the highway access permit.

The aforementioned access 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 Lake" and delivered to the County Engineer, Lake County Division of Transportation, 600 Winchester Road, Libertyville, Illinois, 60048.

Sincerely,

County Engineer, County of Lake
Lake County Division of Transportation

SAMPLE

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 LAKE, ILLINOIS
[DOLLAR AMOUNT OF DRAW] AND ____/100 UNITED STATES DOLLARS
(US\$_____).

COUNTY ENGINEER, COUNTY OF LAKE
LAKE COUNTY DIVISION OF
TRANSPORTATION

[print name of County Engineer]

TO: [FINANCIAL HOUSE NAME AND ADDRESS]

DOT Highway Right-of-Way Performance Bond #
(SURETY COMPANY LETTERHEAD)

Attention: Lake County Division of Transportation
County Engineer
600 Winchester Road
Libertyville, IL 60048

Beneficiary: Lake County Treasurer

Re: [Project Name]
LCDOT Highway Permit No. _____

Amount: _____

Maturity Date: _____

KNOW BY ALL MEN 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 Lake ("the County") in the penal sum of _____ Dollars () for the payment of which sum, well and truly to be made, we 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 said work and complete restoration of any damaged or disturbed portions of the County Highway right-of-way (the "Improvements") as required by and in conformance with the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake 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 Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake County Code of Ordinances, the approved engineering plans and specifications for that project, and Highway Permit No. _____, on or before _____ (eighteen (18) months 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 of 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 Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake 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 to 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 that an 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: _____

FORM DOT HIGHWAY RIGHT-OF-WAY LETTER OF CREDIT

(FINANCIAL HOUSE LETTERHEAD)

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

Treasurer, County of Lake
Attention: Lake County Division of Transportation
County Engineer
600 Winchester Road
Libertyville, IL 60048

Gentlemen:

We hereby establish our irrevocable credit in the amount of _____ (specify amount)

(\$ _____) in favor of the Treasurer, County of Lake, Illinois, on behalf of (applicant name) _____ d/b/a (name) _____. We understand that this irrevocable credit is to be used to insure that all work proposed by, or on behalf of (applicant name) _____ for _____ (location) _____, is performed in compliance with the engineering plans as approved by the Lake County Division of Transportation and with the terms of the highway permit throughout the term of the project, and to insure the completion of said work and complete restoration of any damaged or disturbed portions of the County highway right-of-way as required by the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake County Code of Ordinances and 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 with 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 Lake County Engineer at any time in the event that the above-described work or restoration is not being satisfactorily implemented in accordance with the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake County Code of Ordinances, and the highway permit. This Letter of Credit may also be drawn upon in the event that the above-described work or restoration has not been completed within the times set out in the time schedule provided in Chapter 91, Section 91.095 to 91.108, of the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake 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 proposed work or restoration is not being satisfactorily implemented and/or has not been completed within the time set out in said time schedule as approved by the Lake County Division of Transportation 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 Lake 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)
LCDOT Highway 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:

[This irrevocable credit is to be used to insure that all work proposed by, or on behalf of (applicant name), for (location), is performed in compliance with the engineering plans as approved by the Lake County Division of Transportation and the terms of the highway permit throughout the term of the project, and to insure the completion of said work and complete restoration of any damaged or disturbed portions of the County highway right-of-way as required by the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake 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 Lake County Engineer at any time in the event that the above-described work or restoration is not being satisfactorily implemented in accordance with the Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance, Chapter 91 of the Lake County Code of Ordinances, and the highway permit. This Letter of Credit may also be drawn upon in the event that the above-described work or restoration has not been completed within the times set out in the time schedule provided in Chapter 91 of the Lake County Highway Temporary Closure and Utility and Facility Placement

Ordinance, Chapter 91 of the Lake County Code of Ordinances, and the highway permit.

The aforementioned work or restoration is not being satisfactorily implemented and/or has 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 Lake" and delivered to the County Engineer, Lake County Division of Transportation, 600 Winchester Road, Libertyville, Illinois 60048.

Sincerely,
County Engineer, County of Lake
Lake County Division of Transportation

SAMPLE

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 LAKE, ILLINOIS
[DOLLAR AMOUNT OF DRAW] AND $\frac{\quad}{100}$ UNITED STATES DOLLARS
(US\$ _____).

COUNTY ENGINEER, COUNTY OF LAKE
LAKE COUNTY DIVISION OF
TRANSPORTATION

[print name of County Engineer]

TO: [FINANCIAL HOUSE NAME AND ADDRESS]

CHAPTER 11 Fee Schedule

ACCESS PERMIT FEES

Revised November 10, 2015

Effective December 1, 2015

MINOR AND MINIMUM ACCESS PERMITS

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

- Application Fee for a private driveway to one (1) single family residence or one (1) field entrance:\$150.00
- Application Fee for all other 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)\$1,500.00
- Application Fee (highway improvement required)\$4,500.00
- Traffic Signal Fee:\$1,500.00

The Traffic Signal fee is applicable to a new traffic signal installation or other access related modification to an existing traffic signal and shall be in addition to the Major Access Permit Application Fee.

All fees are non-refundable.

DESIGNATED FREEWAY ACCESS PERMIT

The following fees shall be required for each Designated Freeway Access:

- Application Fee (no highway improvement required)\$2,400.00
- Application Fee (highway improvement required)\$5,400.00

All fees are non-refundable.

TEMPORARY ACCESS PERMIT

A Temporary Access can be either a Minor Access or a Major Access.

The following fees shall be required for each Temporary Access:

- Application Fee for a private driveway to one (1) single family residence or one (1) field entrance:\$600.00
- Application Fee for other access types:.....\$1,050.00

All fees are non-refundable.

VARIATION

The following fees shall be required for each Variation:

- Each Variation in relation to a Minor Access:.....\$150.00
- Each Variation in relation to a Major Access:.....\$1,500.00

All fees are non-refundable.

FINAL INSPECTION

The following fees shall be required for a Final Inspection:

- First Final Inspection for the release of the Performance Guarantee:\$525.00
- Each subsequent Final Inspection for the release of the Performance Guarantee:.....\$300.00
- First Final Inspection for the release of the Maintenance Guarantee:\$300.00
- Each subsequent Final Inspection for the release of the Maintenance Guarantee:\$225.00

All fees are non-refundable. Fees for each first inspection (Performance and Maintenance) are paid prior to permit issuance.

UTILITY, FACILITY AND SPECIAL EVENT FEES

Revised November 10, 2015

Effective December 1, 2015

APPLICATION FEES

The following fees shall be required for each new installation or maintenance.*:

<u>Item</u>	<u>Application Fee</u>
• Utility (and related equipment).....	\$850.00 per Utility
including, but not limited to:	
▪ Coaxial Cable	
▪ Fiber Optic Cable	
▪ Electric Cable	
▪ Telecommunication Cable	
▪ Wireless Communications Equipment	
▪ Gas Line	
• Facility (and related equipment).....	\$850.00 per Facility
including, but not limited to:	
▪ Sidewalk	
▪ Bike path	
▪ RRFB/ Crosswalk	
▪ Sanitary or Storm Sewer Line	
▪ Water Main/ Water Line	
▪ Street Lighting	
▪ Trees	
▪ Public Transportation Shelter	
• Traffic Signal Modifications.....	\$500.00
• Single Service Tap-On.....	\$100.00
(for single family house)	
• Municipal Signs.....	No Fee
• Special Event.....	\$50.00

