



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

October 4, 2017

CIRCULAR LETTER 2017-25

BUREAU OF LOCAL ROADS AND STREETS FORMS

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The Illinois Department of Transportation's Bureau of Local Roads and Streets formed a working committee to revise and update our BLRS Forms. Listed below are the BLRS Forms within the second set which have been revised or updated. This process has included an opportunity for local public agency review and comment prior to release of the updated forms. The remaining forms will be released in sets as the updates / revisions are completed.

One significant revision to each of the forms is the inclusion of instructions on how to properly complete the required information on the form. Another significant revision is the creation of each one of these forms in an Adobe format with drop-down options for certain fields and auto-population of data amongst other fields. The committee has also been working to eliminate unnecessary forms where applicable. As old forms are combined or deemed unnecessary, they will be deleted from the website and no longer accepted for use by the Department.

Listed below, please find the BLRS form number and form name for each of the forms in this second set. These forms will soon be available on the IDOT internet site under the [Resources Tab](#). Under the resources tab, please select "Forms" and the letter "L", and finally "Local Roads" for a complete listing of the BLRS Forms. The new forms listed below may be used immediately; however, existing old forms in the process of approval by a local public agency may be used until October 31, 2017.

The new BLRS forms may be opened for use, and accept data input, through the Adobe Reader program. Users are advised to open the new forms through Internet Explorer, which will direct your device to open the new form in Adobe Reader. Other internet browsers such as Google Chrome and Firefox may produce an error message when opening the form. If using these browsers, please right click on the form link and then select the "Save Link..." option. This will save an edit capable copy of the form to your computer.

CIRCULAR LETTER 2017-25

Page 2

October 4, 2017

BLR 00300 – Directory of County Officials
BLR 00400 – Directory of Municipal Officials
BLR 00500 – Directory of Township Officials

BLR 02110 – Resolution Certifying Names to Take the Examination for County Engineer
BLR 02111 – Eliminated
BLR 02120 – Resolution Requesting Consent to the Reappointment of the Incumbent as County Engineer
BLR 02121 – Resolution Reappointing County Engineer
BLR 02122 – Resolution Appointing County Engineer
BLR 02123 – Eliminated
BLR 02130 – Resolution Requesting Consent to the Appointment of an Acting County Engineer

BLR 05320 – Eliminated
BLR 05321 – Eliminated
BLR 05322 – Eliminated
BLR 05323 – Eliminated

BLR 06510 – Local Public Agency Load Rating Request
1. This form will be emailed directly to the Local Bridge Unit with a copy to the District.

BLR 09221 – Resolution Appropriating Funds for the Payment of the County Engineer's Salary

BLR 10100 – Non-Federal Certification / Project Status
BLR 10220 – Asbestos Determination Certification of Local Highway Bridges

BLR 11310 – Special Provisions
BLR 11510 – Contract Estimate of Cost

BLR 12110 – Equipment Rental Schedule

BLR 13310 – Certification of Local Public Agency Material Test Procedures
BLR 13510 – Final Report of Expenditures

BLR 15310 – General Improvement Bond Issues – Description, Ordinance, Election and Bond Data
BLR 15311 – General Improvement or Refunding Bond Issues – Tax Levy and Bond Retirement Schedule
BLR 15312 – Refunding or Refinancing Bond Issues – Issued to Retire General Improvement Bonds or Public Benefits
BLR 15313 – Refunding or Refinancing Bond Issues Schedule
BLR 15314 – Certification of Cancellation of Tax Levy

BLR 17100 – Local Public Agency Multi-Year Program Project Request

CIRCULAR LETTER 2017-25

Page 3

October 4, 2017

Questions regarding this circular letter may be directed to the Local Policy and Technology Unit at (217) 785-5048 or DOT.LocalPolicy@illinois.gov.

Sincerely,



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

TW/

cc: Mike Staggs, FHWA – Illinois Division
Joel Moore, Illinois Association of County Engineers
Joe Schatteman, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois