



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

May 24, 2002

Initial Coordination Meeting Data Form - BLR5252

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

#02-05

The Bureau of Local Roads and Streets (BLR&S) has developed a form titled "Initial Coordination Meeting Data," and numbered BLR5252, that is to be used in preparation for coordination meetings for local agency projects. This form contains the format for presentation of the project information at the initial coordination meeting with the Federal Highway Administration (FHWA) and BLR&S.

Please begin using the attached form at initial coordination meetings in July 2002. The form should be completed and sent to the district Bureau of Local Roads and Streets two weeks prior to the coordination meeting. This will allow the district time to review and forward the information to the BLR&S and FHWA so they can perform a review of the information prior to the meeting.

This form will provide for a consistent method of presenting projects at initial coordination meetings and streamline the review process. It should then be placed as an attachment to the meeting minutes for documentation purposes.

The form will be available on the Illinois Department of Transportation Web site at <http://www.dot.state.il.us/blr/blrforms.html> and listed under tab BLR5252. Until that time, use the attached hard copy of the form.

Also, if you have projects that will not be presented at a coordination meeting, then we ask that a functional classification map be included in the Project Development Report when it is submitted for review.

If you have any questions regarding this form, please contact your district office.

Thank you for your cooperation in implementing this change.

Sincerely,

A handwritten signature in black ink that reads "Darrell W. McMurray".

Darrell W. McMurray, P.E.
Engineer of Local Roads and Streets

TCZ/tcz

Attachment

cc: Federal Highway Administration – Illinois Division