

## **DEVELOPER/CONSULTANT RESPONSIBILITIES FOR ACCESS TO DEVELOPMENTS ON STATE HIGHWAYS**

All submittals are to be directed to the Permit section in the Bureau of Program Development. Only the lead consultant should send in submittals. Sub-contracted consultants and developers should submit through the lead consultant. The developer will be responsible for the total cost of all necessary improvements, including improvements and right of way along the state highway. One access permit will be issued for the entire development. The access permit will not be broken into several smaller a c c e s s permits for any reason. Revisions should be submitted in a timely manner. Please allow 6 - 8 weeks to review each submittal. Utility permits shall be submitted separately by the utility provider.

For larger developments, subdivisions or permits with traffic signals, please allow 12 - 18 *months* from first submittal to permit issuance and should be planned accordingly. These larger development permits will be issued to the local municipality. The municipality will be required to pass a resolution holding the local agency responsible for the permitted work. The municipality will also be responsible for furnishing IDOT with a copy of a surety bond (not a letter of credit) from the developer for this permitted work.

If a temporary construction permit is proposed, we will require a letter from the local municipality guaranteeing that building permits from the municipality will not be granted until after a permanent entrance permit has been issued.

1. An initial coordination meeting may be needed between the department, the developer/consultant, and the local municipality to discuss the permit process, right of way donation if applicable, environmental clearance process if applicable, construction requirements and any other general questions each party may have. Conceptual plans showing entrances, internal roadways, buildings, parking, and other related features may be submitted to provide a basis for a more detailed study.
2. Submit permit request for development which should include the following:
  - A. Preliminary plan with trip generation study and impact analysis.
    - 1) Traffic projections should be submitted for the construction year, five year, ten year and twenty year design period, and should contain average daily traffic (ADT) and design hourly volume (DHV) for am/pm peak.
    - 2) An initial determination will be made by the department whether turn lanes, signals, or if an intersection design study (IDS) is needed based on future traffic projections.
    - 3) If the development will be constructed in phases, traffic projections must be provided for the anticipated completion of each phase. One permit will be issued for the entire project and then constructed in phases as approved by the department.
    - 4) Traffic projections and traffic impact analysis must be approved by the district before proceeding with the IDS process.
    - 5) The width, number and location of all proposed entrances should be based on current IDOT policies as stated in the B.D.E. Manual and Policy on Access to State Highways Guide.

- 6) Preliminary plans must provide a distance from desired access points to the nearest section corner or other landmark (centerline of known sideroad) for reference.
3. Prepare and submit the intersection design study for approval, if required.
    - 1) All submittals should come from one source that has been designated by the permit applicant.
    - 2) The permit applicant will be responsible for all improvements and right of way as designated in the permit.
  - A. The IDS must be full development design utilizing traffic projections approved by the Department.
  - B. Capacity analysis should be done for both a.m. and p.m. DHV's for required design period (20 year). Interim IDS's may be required for phased developments.
  - C. Only capacity software approved by the department should be used (HCS or equivalent).
  - D. Two copies of the IDS should be submitted to the permit department for review and subsequential approval. Existing and preliminary proposed right of way should be shown on the IDS.
4. Prepare and submit construction plans and right of way documents for permit approval (only after the IDS has been approved.)
    - A. Upon approval of the IDS, the developer is responsible for preparation of construction plans for all improvements within the state right of way. Additional right of way needs must be clearly defined.
    - B. Construction documents, including plans and specifications are to be submitted to the permit section via e-mail for review.
    - C. Drainage plans should accompany any construction plans and should include the following:
      - 1) Plans and calculations showing the existing conditions and the existing 10 year and 100 year runoff to the state highway drainage system.
      - 2) Plans and calculations showing the proposed conditions should be submitted. Detention must be provided to ensure no increase in 10 year and 100 year peak runoff to the state drainage system. (These requirements may be waived if the developer can demonstrate that no change will occur in drainage and all drainage falls away from the state right of way.
      - 3) Policy and detention methods governing the permitting of drainage outlets for private development booklet is available upon request through our hydraulics department.
      - 4) The drainage plan requirement may be waived if the applicant can demonstrate that all drainage is away from the state right of way.

- D. The construction plans and pavement design will be reviewed by the department for compliance with our current standards and policies.
    - 1) The developer shall be required to resurface the entire project limits if pavement widening is proposed. (Standard overlay thickness for resurfacing over widening is found in Chapter 54 of the BDE Manual.)
    - 2) If widening is not proposed, the developer will be required to resurface the project limits if old pavement markings would leave conflicts.
    - 3) The developer shall install traffic signals immediately if warranted within 5 years of construction. *All widening, resurfacing, and traffic signal installation shall be completed and final inspected for acceptance by the department before any access may open for use.*
    - 4) Coordination with future department projects may, at the departments discretion, require set back of traffic signals and entrance radii to accommodate future roadway widening.
    - 5) Street and parking lot lighting must be shown on the plans so they can be reviewed for compatibility with the state highway.
  - E. Any additional right of way areas shall be conveyed to IDOT via warranty deed and shown on the proposed subdivision plat.
    - 1) Legal description and conveyance plat shall be approved by IDOT. Once approved, then IDOT will draft the conveyance documents and list of requirements.
    - 2) The developer shall provide a title commitment with an insured value of \$10,000.00 issued in the name of "The People of the State of Illinois, Department of Transportation" with the Owner's Policy to follow.
    - 3) A Title Commitment with an effective date within seventy (70) days of sending in the signed conveyance documents is needed and the entire package will be sent by IDOT to the Attorney General's Office for title approval.
    - 4) Upon receiving title approval, IDOT will record the documents and a copy sent to the Developer with the request for the Owner's Policy.
    - 5) Please keep in mind when reviewing the title work that a CLEAR TITLE needs to be transferred to the State.
    - 6) Right of way markers may be required as determined by the department.
  - F. Upon approval of the construction and drainage plans, environmental clearance and right of way documents, the department will issue the permit/agreement for the work. Permits are valid for six months after the date of issuance (unless phase developments are approved by the department).
5. If a municipality is the lead and access control is to be broken, an "Assessment of the Environment" (inventory) must also be done.

6. In the event this permit is granted for the construction of additional lanes, turn lanes, median crossovers or traffic signals on or along or adjacent to a highway under state jurisdiction, the applicant shall only utilize contractor(s) prequalified by the Department of Transportation for the performance of required work. Prior to the commencement of the work described in this permit, the applicant shall furnish the Regional Engineer a copy of the contractor's current Certificate of Eligibility.

7. Helpful Tips

- A. All submittals should be via e-mail to [DOT.D3.Permits@illinois.gov](mailto:DOT.D3.Permits@illinois.gov).
- B. Identify the permittee (developer, municipality, land owner, etc.) early in the process.
- C. On all resubmittals, include an itemized disposition of comments.