

WILL COUNTY

Department of Highways Permit Regulations And Access Control Regulations



**Adopted by Will County Board
May 18, 2006
Revised January 17, 2008
Revised April 16, 2009**

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Public Works & Transportation Committee
Resolution 09-90

RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

**RE: REVISIONS TO THE WILL COUNTY DEPARTMENT OF
HIGHWAYS PERMIT REGULATIONS AND ACCESS CONTROL
REGULATIONS**

WHEREAS, on May 18, 2006, pursuant to Resolution 06-202, the County adopted the Will County Department of Highways Permit Regulations and Access Control Regulations; and

WHEREAS, changes in design standards and administrative practices have necessitated various revisions to the above Regulations; and

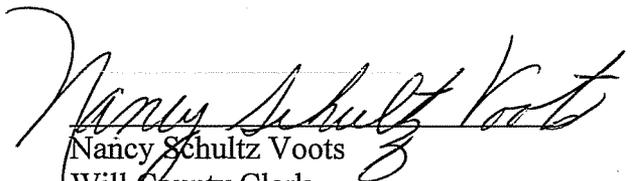
WHEREAS, it is in the best interests of the residents in the County to revise the above Regulations; and

WHEREAS, the proposed revisions to the Will County Department of Highways Permit Regulations and Access Control Regulations, attached hereto as Exhibit A, were duly published and public hearing was held on said regulations before the Public Works & Transportation Committee meeting on April 7, 2009; and

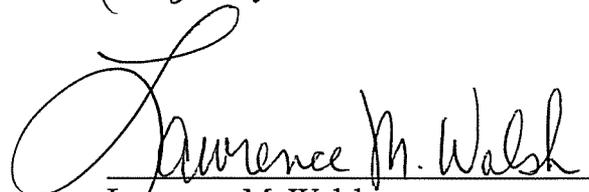
BE IT RESOLVED, that the County Board of Will County approves the revisions to the Will County Department of Highways Permit Regulations and Access Control Regulations, attached hereto as Exhibit A.

Adopted by the Will County Board this 16th day of April, 2009.

Vote: Yes 21 No 0 Pass _____ (SEAL)


Nancy Schultz Voots
Will County Clerk

Approved this 6th day of May, 2009.


Lawrence M. Walsh
Will County Executive

Will County
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SECTION 1

PERMIT REGULATION OVERVIEW

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PREFACE

Objective

The purpose of this manual is to provide: (1) the Will County Department of Highways with a procedure to effectively and efficiently review all transportation-related permit applications from the public; (2) a process and system that is “user-friendly” for staff, administration, applicants, municipalities, and townships; and (3) a decrease in the overall permit-review time for potential applicants without sacrificing the quality of the review and final construction product.

Philosophy

In order to ensure safe, orderly and efficient use of County highway right-of-way and to establish financial responsibility for, and accurately assess the actual cost and impact, financial or otherwise, of any activity proposed in County highway right-of-way, the Will County Engineer and the Will County Board have developed and adopted these regulations. These regulations serve to provide a definite and structured framework intended to apprise any individual, entity, property owner or real estate developer of the County’s expectations and requirements relative to the use of County highway right-of-way. The guiding principle behind these regulations is to assure that the Permittee, rather than the taxpayer generally, shall be responsible for safety considerations and the financial impact of their activity within County highway right-of-way.

1.1 DEFINITIONS

AASHTO - America Association of State Highway and Transportation Officials

Access - the right of an owner of property immediately adjacent to a highway to ingress and egress from the property by way of the adjacent highway.

Access Point - the designated location along a highway where ingress to and egress from a property or properties immediately adjacent to the highway is allowed by the County.

ADA - Americans with Disabilities Act

Agricultural Access - an access to a field or fields for vehicles and equipment to perform farming activities. An Agricultural Access is limited to agricultural uses.

ANSI –American National Standards Institute.

Applicant - the person(s), entity, municipality or utility company requesting a permit to work in the County highway right-of-way.

ASTM – American Society for Testing and Materials.

Average Daily Traffic (ADT) – the number of vehicles using a road (in both directions) during a twenty-four (24) hour period, specified as the daily average traffic by the Illinois Department of Transportation or the Will County Department of Highways.

Cable operator – That term as defined in 47 U.S.C. 522(5).

Cable service – That term as defined in 47 U.S.C. 522(6).

Cable system – That term as defined in 47 U.S.C. 522(7).

Change in land use - when an existing property is in the process of, or is subdivided re-subdivided, reconstructed, redeveloped, structurally altered, relocated or enlarged where the type of service area, density and population growth rates would affect the level of traffic.

Clear Zone - the area adjacent to the highway starting at and beyond the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired clear zone width is dependent upon the traffic volumes and speeds, and on roadside geometry. Distances are specified in the IDOT Bureau of Local Roads and Streets Manual (most recent publication).

Commission – means the Illinois Commerce Commission.

Consultant - an individual or firm that holds a Professional Engineer's License and provides professional advice and expertise on engineering matters.

Contractor – a person or firm engaged in construction, landscaping, or landscape maintenance on a contract basis.

County - Will County or County of Will

County Board - Will County Board

County Engineer - Will County Engineer as defined in 605 ILCS 5/5 201.

County Highway - a highway under the jurisdiction of the County as further defined in 605 ILCS 5/2-204.

Dedication – the transfer of property interests from private to public ownership for a public purpose.

Design speed – the speed to which a road is being or has been designed.

Detour - a local, County or state route used as an alternate means to keep vehicles moving while the regular route has been temporarily closed.

Developer - The person(s) or entity proposing and/or undertaking the improvements to a property.

Development - Any residential, commercial, industrial or other project which is being constructed, reconstructed, redeveloped, structurally altered, relocated or enlarged, and which generates additional traffic within the service area or areas of the unit of local government.

Emergency - Any immediate maintenance to the facility required for the safety of the public using or in the vicinity of the right-of-way or immediate maintenance required for the health and safety of the general public served by the utility. The duration of the work period for an emergency repair is generally considered 72 hours or less.

Engineer - Person who is trained or professionally engaged in a specific branch of engineering and is licensed in the State of Illinois

Facility - All structures, devices, objects, and materials (including, but not limited to, track and rails, wires, ducts, fiber optic cable, antennas, vaults, boxes, equipment enclosures, cabinets, pedestals, poles, conduits, grates, covers, pipes, cables, and appurtenances thereto) located on, over, above, along, upon, under, across, or within rights-of-way way under Section 3.

FEMA - Federal Emergency Management Administration

FHWA - Federal Highway Administration

Freeway - A limited access highway defined in 605 ILCS 5/2-212 and designated as such by the County Board.

Frontage – the distance, as measured along the highway right-of-way line, between the property lines of the adjacent property.

Gross revenues – means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the holder for the operation of a cable or video system to provide cable service or video service within the holder’s cable service or video service area within the County.

(1) Gross revenues shall include the following:

- (i) Recurring charges for cable or video service.
- (ii) Event-based charges for cable service or video service, including, but not limited to, pay-per-view and video-on-demand charges.
- (iii) Rental of set top boxes and other cable service or video service equipment.
- (iv) Service charges related to the provision of cable service or video service, including but not limited to activation, installation, and repair charges.
- (v) Administrative charges related to the provision of cable service or video service, including but not limited to service order and service termination charges.
- (vi) Late payment fees or charges, insufficient funds check charges, and other charges assessed to recover the costs of collecting delinquent payments.
- (vii) A *pro rata* portion of all revenue derived by the holder or its affiliates pursuant to compensation arrangements for advertising or for promotion or exhibition of any products or services derived from the operation of the holder’s network to provide cable service or video service within the County. The allocation shall be based on the number of subscribers in the County divided by the total number of subscribers in relation to the relevant regional or national compensation arrangement.
- (viii) Compensation received by the holder that is derived from the operation of the holder’s network to provide cable service or video service with respect to commissions that are received by the holder as compensation for promotion or exhibition of any products or services on the holder’s network, such as a “home shopping” or similar channel, subject to subsection (ix).
- (ix) In the case of a cable service or video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the holder’s revenue attributable to the other services, capabilities, or applications shall be included in the gross revenue unless the holder can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- (x) The service provider fee permitted by 220 ILCS 5/21-801(b).

(2) Gross revenues do not include any of the following:

- (i) Revenues not actually received, even if billed, such as bad debt, subject to 220 ILCS 5/21-801(c)(1)(vi).
 - (ii) Refunds, discounts, or other price adjustments that reduce the amount of gross revenues received by the holder of the State-issued authorization to the extent the refund, rebate, credit, or discount is attributable to cable service or video service.
 - (iii) Regardless of whether the services are bundled, packaged, or functionally integrated with cable service or video service, any revenues received from services not classified as cable service or video service, including, without limitation, revenue received from telecommunication services, information services, or the provision of directory or Internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing or any other revenues attributed by the holder to noncable service or nonvideo service in accordance with the holder's books and records and records kept in the regular course of business and any applicable laws, rules, regulations, standards, or orders.
 - (iv) The sale of cable services or video services for resale in which the purchaser is required to collect the service provider fee from the purchaser's subscribers to the extent the purchaser certifies in writing that it will resell the service within the County and pay the fee permitted by 220 ILCS 5/21-801(b) with respect to the service.
 - (v) Any tax or fee of general applicability imposed upon the subscribers or the transaction by a city, State, federal, or any other governmental entity and collected by the holder of the State-issued authorization and required to be remitted to the taxing entity, including sales and use taxes.
 - (vi) Security deposits collected from subscribers.
 - (vii) Amounts paid by subscribers to "home shopping" or similar vendors for merchandise sold through any home shopping channel offered as part of the cable service or video service.
- (3) Revenue of an affiliate of a holder shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate rather than the holder has the effect of evading the payment of the fee permitted by 220 ILCS 5/21-801(b) which would otherwise be paid by the cable service or video service.

Highway - As defined in 605 ILCS 5/2-202 and also sometimes referred to as "road" in a rural area and "street" in a municipal area.

HMA – Hot Mix Asphalt

Holder – A person or entity that has received authorization to offer or provide cable or video service from the ICC pursuant to the Illinois Cable and Video Competition Law, 220 ILCS 5/21-401.

ICC – Illinois Commerce Commission.

IDNR - Illinois Division of Natural Resources

IDOT - The Illinois Department of Transportation

IEPA - Illinois Environmental Protection Agency

ILCS - The Illinois Compiled Statutes

Illinois Highway Code -The Illinois Compiled Statutes, Chapter 605 ILCS 5/1-101 *et. seq.*

Improvements – any manmade changes to any land, structure, or highway.

J.U.L.I.E. – The Joint Utility Locating Information for Excavators utility notification program.

Major Access - an access for a subdivision, public street, commercial development, multi-family development, recreational development, or any other development that is expected to generate 300 or more traffic movements per day.

Major Maintenance - repair, inspection and access to and from an existing utility system that may impact the safety or efficiency of the motoring public within the County highway pavement and shoulder areas. Major maintenance or inspection work may require excavation and roadway lane and shoulder closures. The work period is considered to range from a short-term stationary to long-term stationary duration, which is generally considered work that occupies a location for 60 minutes or more (90 days maximum). The installation of new single residential service installations is considered Major Maintenance.

Minimum Use Access - an access for single-family residences, and other low-traffic – volume facilities expected to generate less than 20 traffic movements per day.

Minor Access -an access for a small subdivision, small commercial development, multi-family development or any other development that is expected to generate more than 20 but less than 300 traffic movements per day.

Minor Maintenance -repair or minor maintenance or inspection and access to and from the existing utility system that will not impact the safety or efficiency of the motoring public within the County highway right-of-way. Excavations and open cuts are not considered Minor Maintenance and will be prohibited under this work item. The work period for Minor Maintenance is considered a short duration, which is generally considered work that occupies a location for 60 minutes or less.

Modification or New Construction - major enhancement, modification or new work and access to and from the existing or new utility system that may impact the safety or efficiency of the motoring public within the highway right-of-way, pavement and shoulder areas. The duration of the work period for Modification or New Construction is generally considered 3 days or more. The installation of new single commercial service installations is considered Modification or New Construction.

MUTCD - The Manual on Uniform Traffic Control Devices for street and highways published by U.S. Department of Transportation Federal Highway Administration.

Non-public Utility - any utility that is not considered a public utility as defined herein.

Owner - The owner of record of a property for which a permit is being sought.

Parkway - the landscaped area located between the back of curb and the right-of-way.

Permit - A document or certificate signed by the County Engineer granting permission from the County to undertake certain activities in accordance with these regulations on a County right-of-way. A permit does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way.

Permit Section Staff - any employee of the Will County Department of Highways assigned to work with permits.

Permittee - the person(s) or entity listed as Applicant on the permit and to whom the permit has been issued by WCDH.

Plat – a plat of survey defines the boundaries of a parcel of land.

Public Utility - a utility that is listed with the Illinois Commerce Commission as a public utility or a utility that has a franchise or license agreement with the County.

Public Works and Transportation Committee – the Public Works and Transportation Committee of the Will County Board or its successor committee.

Right-of-way - as defined by 605 ILCS 5/2-217 as the land, or interest therein, acquired for or devoted to a highway.

Roadway – That part of the highway that includes the pavement and shoulders.

Rural - all places outside of urbanized areas.

Sale of Telecommunications at Retail – The transmitting, supplying, or furnishing of telecommunications and all services rendered in connection therewith for a consideration, other than between a parent corporation and its wholly owned subsidiaries or between wholly

owned subsidiaries, when the gross charge made by one such corporation to another such corporation is not greater than the gross charge paid to the retailer for their use of consumption and not for sale.

Service - means the provision of “cable service” or “video service” to subscribers and the interaction of subscribers with the person or entity that has received authorization to offer or provide cable or video service from the Commission pursuant to 220 ILCS 5/21-401.

Service provider fee - means the amount paid under this Section and 220 ILCS 5/21-801 by the holder to a County for the service areas within its territorial jurisdiction.

Shoulder – the portion of the highway contiguous with the traveled way providing lateral support to the pavement edge and for the accommodation of stopped vehicles and for emergency use.

Single Residential Service Installation - the installation of a new single service utility installation to a residential site. The service installation may require excavations outside the highway pavement and generally do not exceed 200 feet in length. The duration of the work period for a single residential service installation is generally considered 3 days or more. This work will be permitted under the Major Maintenance Permit.

SRA - Strategic Regional Arterial, a highway as defined by the Chicago Metropolitan Agency for Planning (CMAP)

State - State of Illinois

Suburban - an area that has a degree of development greater than that of a rural area but less than that of an urban area, with the predominant character of the surrounding environment being usually residential, but may include a considerable number of commercial establishments and a few industrial business parks.

Telecommunications – This term includes, but is not limited to, messages or information transmitted through use of local, toll, and wide area telephone service, channel services, telegraph services, teletypewriter service, computer exchange service, private line services, mobile radio services, cellular mobile telecommunication services, stationary two-way radio, paging service and any other form of mobile or portable one-way or two-way communications, and any other transmission of messages or information by electronic or similar means, between or among points by wire, cable, fiber optics, laser, microwave, radio, satellite, or similar facilities. “Private line” means a dedicated non-traffic sensitive service for a single customer that entitles the customer to exclusive or priority use of a communications channel, or a group of such channels, from one or more specified locations to one or more other specified locations. “Telecommunications” shall not include value added services in which computer processing applications are used to act on the form, content code, and protocol of the information for purposes other than transmission. “Telecommunications” shall not include purchase of telecommunications by a telecommunications service provider for use as a component part of the service provided by

such provider to the ultimate retail consumer who originates or terminates the end-to-end communications. “Telecommunications” shall not include the provision of cable services through a cable system as defined in the Cable Communications Act of 1984 (47 U.S.C. Sections 521 and following), as now or hereafter amended, or cable or other programming services subject to an open video system fee payable to the County through an open video system as defined in the Rules of the Federal Communications Commission (47 C.F.R. §76.1500 and following), as now or hereafter amended.

Telecommunications Provider – Means any person that installs, owns, operates or controls facilities in the right-of-way used or designed to be used to transmit telecommunications in any form.

Telecommunications Retailer – Means and includes every person engaged in making sales of telecommunications at retail as defined herein.

Temporary Access - an access used for a specified purpose for a limited duration. Upon expiration of the duration of the Temporary Access it shall be removed. The use and duration thereof will be specified on the permit. Temporary Access may be included with Major Access developments, Minor Access developments, utility permit projects, or right-of-way alteration permits. Will County Board approval is required.

Throat Length – defined as the separation between the highway edge and the edge of pavement of the nearest internal drive.

Traffic Impact Study – a comprehensive collection and analysis of all information necessary to accurately evaluate the effect and impact or traffic generated by a development on the current and future road network surrounding the development.

Urban - an area or those areas identifies by the U.S. Census Bureau having a population of 5,000 or more but less than 50,000.

USACOE - Unites States Army Corps of Engineers

Utility – The individual or entity owning or operating any facility as defined in this Section.

Video Service – That term as defined in section 21-201 (v) of the Illinois Cable and Video Competition Law of 2007, 220 ILCS 21-201(v).

WCDH - The Will County Department of Highways, also known as the Will County Highway Department.

1.2 PERMIT APPLICATIONS

1.2.1 Types of Permits

The County Engineer issues the following types of permits. The type of permit will depend on the event or activity planned within land adjacent to the County right-of-way.

1.2.1-1 Access – Includes permits for the following:

- (a) Agricultural Access
- (b) Temporary Access - Includes permits for the following:
 - (1) Major access developments as described below
 - (2) Minor access developments as described below
 - (3) Utility projects
 - (4) Other
- (c) Minimum Use Access - Includes permits for the following:
 - (1) Single-family residence
 - (2) Other low-traffic-volume facilities.
- (d) Minor Access - Includes permits for the following:
 - (1) Small commercial development
 - (2) Small subdivision
 - (3) Multi-family developments
 - (4) Other medium-traffic-volume facilities
- (e) Major Access - Includes permits for the following:
 - (1) Subdivisions
 - (2) Commercial developments
 - (3) Multi-family developments
 - (4) Recreational developments
 - (5) Traffic signals
 - (6) Other

1.2.1-2 Utility - Includes permits for public and private utilities for the following:

- (a) Emergency
- (b) Minor Maintenance
- (c) Major Maintenance (includes new single residential service installations)
- (d) Modification or New Construction

1.2.1-3 Right-of-Way Alteration - Includes permits for the following:

- (a) Earthen berms adjacent to the right-of-way

- (b) Detention basins adjacent to the right-of-way
- (c) Landscaping within the right-of-way
- (d) Drainage-ditch or field tile replacement
- (e) Sidewalks and bike paths improvements
- (f) Fences adjacent to the right-of-way
- (g) Noise abatement barriers or retaining walls
- (h) De-watering operations
- (i) Other work within or adjacent to the County right-of-way.

Some projects may include more than one type of permit. Any questions concerning the type of permit application to be submitted should be addressed to the Permit Section Staff prior to application submission.

1.2.2 Application Fees, other Fees, and Fines

The fees for the various permit types are as follows:

1.2.2-1 Access

- (a) Agricultural Access.....\$50
- (b) Temporary Access*.....\$450
- (c) Minimum Use Access*.....\$300
- (d) Minor Access*\$2,500
- (e) Major Access*\$4,500

1.2.2-2 Utility

- (a) Emergency.....No fee
- (b) Minor Maintenance.....No fee
- (c) Major Maintenance (includes new residential single service installations)*\$150
- (d) Modification or New Construction (public or franchise)*.....\$950
- (e) Modification or New Construction (non-public)*.....\$950 per highway plus usage fees

All fees, including usage fees, for non-public utility work will be applied under this item. Emergency and Minor Maintenance work on an existing non-public utility system will not require an application or any usage fees. Application and usage fees for Major Maintenance and New or Modification (non-public) work will be assessed at the amounts stated above. The application and usage fees will be for each County highway impacted for each occurrence.

All utility permits associated with a County construction project or utilizing County funds will be exempt from all fees.

1.2.2-3 Right-of-Way Alteration*\$450

1.2.2-4 Renewal or Extension of Any Permit Type\$100

1.2.2-5 Multiple Permits Highest Permit Fee Plus.....\$300

1.2.2-6 Review Cost - Permit types marked with an (*) asterisk may require additional pass-through consultant review and observation costs. Permit fees that include a base fee plus other costs must be discussed with the Permit Staff to determine the total fee.

1.2.2-7 Usage Fees -The fee established at the time of permit issuance by the County Board and/or the County Engineer for the use of County right-of-way for placing utility facilities. This fee applies only to the placement of non-public utilities.

1.2.2-8 Cable/Video Service Provider Fee

- (a) Fee Imposed. A fee is imposed on any holder providing cable service or video service in the County.
- (b) Amount of Fee. The amount of the fee imposed is five percent (5%) of the holder's gross revenues or the same as the fee paid to the County by any incumbent cable operator providing cable service, whichever is less.
- (c) Notice to the County. The holder shall notify the County at least ten (10) days prior to the date on which the holder begins to offer cable service or video service in the County.
- (d) Holder's Liability. The holder shall be liable for and pay the service provider fee to the County. The holder's liability for the fee shall commence on the first day of the calendar month following thirty (30) days after receipt of the ordinance adopting this Article by the holder. The ordinance adopting this Article shall be sent by mail, postage prepaid, to the address listed on the holder's application notice sent pursuant to 220 ILCS 5/21-401(b)(6) to the County.
- (e) Payment Date. The payment of the service provider fee shall be due on a quarterly basis, forty-five (45) days after the close of the calendar quarter. If mailed, the fee is considered paid on the date it is postmarked. Each payment shall include a statement explaining the basis for the calculation of the fee.
- (f) Exemption. The fee hereby imposed does not apply to existing cable service or video service providers that have an existing franchise agreement with the County in which a fee is paid.
- (g) Credit for Other Payments. An incumbent cable operator that elects to terminate an existing agreement pursuant to 220 ILCS 5/21-301(c) with credit for prepaid franchise fees under that agreement may deduct the amount of such credit from the fees that operator owes under Section 1.2.2-9(b).
- (h) Applicable Principles. All determinations and calculations under this Article shall be made pursuant to generally accepted accounting principles.

- (i) No Impact on Other Taxes Due from Holder. Nothing contained in this Article shall be construed to exempt a holder from any tax that is or may later be imposed by the County, including any tax that is or may later be required to be paid by or through the holder with respect to cable service or video service. A State-issued authorization shall not affect any requirement of the holder with respect to payment of any Village's or City's simplified municipal telecommunications tax or any other tax as it applies to any telephone service provided by the holder. A State-issued authorization shall not affect any requirement of the holder with respect to payment of the local unit of government's 911 or E911 fees, taxes or charges.
- (j) Audits of Cable/Video Service Provider.
 - i. Audit Requirement. The County will notify the holder of the requirements it imposes on other cable service or video service providers to submit to an audit of its books and records. The holder shall comply with the same requirements the County imposes on other cable service or video service providers in its jurisdiction to audit the holder's books and records and to recompute any amounts determined to be payable under the requirements of the County. If all local franchises between the County and cable operator terminate, the audit requirements shall be those adopted by the County pursuant to the Local Government Taxpayers' Bill of Rights Act, 50 ILCS 45/1 *et seq.* No acceptance of amounts remitted should be construed as an accord that the amounts are correct.
 - ii. Additional Payments. Any additional amount due after an audit shall be paid within thirty (30) days after the municipality's submission of an invoice for the sum.
- (k) Late Fees / Payments. All fees due and payments which are past due shall be governed by ordinances adopted by the County pursuant to the Local Government Taxpayers' Bill of Rights Act, 50 ILCS 45/1 *et seq.*

1.2.2-9 Fees for Local Government Agencies – A permit is required for all work within the County right-of-way, including work performed or sponsored by a local government agency. Application fees will be waived for a permit for a local government agency when the work is to repair or update existing utilities or facilities or when the work is done under a local government agency contract. Application fees will be charged when the work is for the promotion of future development and for which the work is being performed by the developer and not under a local government agency contract. The waiver of the Application Fee will be at the discretion of the County Engineer.

1.2.2-10 Fines - In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way requiring a permit has commenced without a permit. The amount of the fine will be according to the applicable section of Illinois State Law – currently 605 ILCS 5/9-117. Failure to pay a fine will bring about legal action and/or a draw against the associated letter of credit.

Applicants should use caution in interpreting the information herein above. The Applicant shall not assume that a permit is not required if there is no fee or if the fee is waived by the County Engineer. Any questions should be addressed to the Permit Section Staff.

1.2.3 Process Overview

A Pre-application Meeting with the Permit Section Staff is encouraged for all permit types and is required for Major Access Permits. The submittal requirements, sequence of submittals, and total fee will be discussed at the pre-application meeting. The Permit Section Staff will determine if the application will be reviewed by WCDH staff or by design review consultant(s). If design review consultants are to be used, the Applicant shall contract with a design review consultant of the County Engineer's choosing. The Permit Section Staff can be contacted at (815) 727-8476 to schedule a pre-application meeting.

The beginning of the permit application review process for all permit types is the submission of the following items, after a Pre-application Meeting, to the Permit Section Staff.

- Completed Permit Application
- Application fees
- Usage Fees, if required

Once the application has been submitted, the Permit Section Staff will review the submittal for completeness. If all required materials have been submitted and approved by the Permit Section Staff, the permit review process for each permit type, as described in the appropriate section begins. If all required materials have not been submitted, the Permit Section Staff will notify the Applicant of the items needed.

Due to the fluid nature of development, all comments by the WCDH, written or otherwise, regarding requirements for the proposed improvements prior to the approval of the permit application by the Permit Section Staff are not binding.

When the permit application and other required items have been submitted, the Permit Section Staff will schedule an application meeting, if required, to discuss the information that will be required to review the permit.

Upon successful completion of all design requirements, the permit will be executed.

Except for permits that utilize a Construction Observation and Compliance Letter of Credit, the permit will be closed upon final inspection and approval by the Department and issuance of the Final Completion and Compliance Certificate.

1.3 PERMIT MANAGEMENT

The Permit Section Staff have the responsibility of ensuring the efficient and quality review of any application for construction or other activity within any County right-of-way. The Permit Section Staff is also responsible for the enforcement of the permit terms as well as ensuring the procedures outlined in this manual are followed for all development, construction and other activity adjacent to or within any County right-of-way. The Permit Section Staff responsibilities include, but are not limited to the following:

- Coordinate any development requiring construction within or adjacent to the County right-of-way with the WCDH Project Managers.
- Receive all permit applications.
- Track each permit application from initial submittal to final acceptance.
- Review construction estimates to determine the proper amounts for all Letters of Credit.
- Ensure proper Certificates of Insurance are submitted prior to issuance of any permit.
- Execute agreements with all consultants required to perform permit reviews and construction compliance.
- Attend all meetings with Applicants applying for and prosecuting a permit.
- Ensure the Applicant pays all design review consultants' bills.
- Make final determination regarding Applicant's disagreements with WCDH and/or design review consultant comments.
- Prepare all documentation for the Will County Public Works and Transportation Committee of the County Board, should any Applicant request a variance.
- Track all Letters of Credit and Certificates of Insurance to ensure their continued validity.
- Provide guidance for inspection services whether provided in-house or by a design review consultant.
- Ensure inspection of all construction activity in the right-of-way.
- Provide reports to the County Engineer for all proposed or ongoing developments.
- Review and process all requests for reductions and releases of Letters of Credit.
- Issue Final Completion and Compliance Certificates.
- Update any policy and procedure that will ensure the efficient and timely review of permits.
- Ensure as-built or record drawings are submitted.

1.4 GENERAL CONDITIONS

1.4.1 Letter(s) of Credit

Most permit applications will require one of the following Letters of Credit to be in place prior to permit execution to guarantee construction and maintenance within the County right-of-way.

All utilities, non-public and public, will be required to submit to the County Engineer a Utility Annual Letter of Credit because of the number and variety of permit applications submitted by the utility each year. The Annual Letter of Credit will be used as the security for the work the utility company performs each year under all Utility Permits. At the discretion of the County Engineer, an additional Construction Observation and Compliance Letter of Credit for the Modification or New Construction Permit may be required.

For improvements performed or sponsored by a local government agency a Letter of Agreement will be accepted in lieu of a Letter of Credit.

1.4.1-1 Temporary Permit Letter of Credit

In the event an Applicant applies for a temporary access to be constructed prior to execution of the permit for the permanent improvements, a Temporary Letter of Credit must be secured prior to execution of the Temporary Permit.

The Temporary Permit Letter of Credit is to provide security to the County for the permanent roadway improvements as required for the development until such time as the permit for those permanent improvements has been executed.

The amount of the Temporary Letter of Credit shall be 125% of an estimated cost submitted to and approved by the Department for the conceptual permanent roadway improvements.

Upon receipt of the Construction Observations and Compliance Letter of Credit associated with the permit for the permanent improvements, the Temporary Permit Letter of Credit will be returned.

1.4.1-2 Construction Observations and Compliance Letter of Credit

Where required, the Construction Observation and Compliance Letter of Credit shall be submitted prior to the issuance of a permit.

The Construction Observation and Compliance Letter of Credit shall have duration of **two (2) years** from the permit issuance date and shall be in the amount of the approved total estimated construction costs of the improvements multiplied by 125%.

The Construction Observation and Compliance Letter of Credit may be reduced at the discretion of the County Engineer or Permit Section Staff. A one-time or quarterly reduction may occur only if:

- a. Written confirmation from the County's design review consultant that all bills and invoices to date have been paid by the Applicant in a

- timely manner.
- b. All erosion-control features have been installed and maintained during the progress of construction to date.
 - c. All construction to date has met or exceeded the requirements of these Permit Regulations.

A 90% release of the Construction Observation and Compliance Letter of Credit will take place if:

- a. A Final Completion and Compliance Certificate is issued after a final inspection has taken place either by the Permit Section Staff or the design review consultant.
- b. All required inspection reports (including material inspection and certification) have been submitted and approved.
- c. All final County design review consultant bills and invoices have been paid in full.
- d. All turf restoration has been completed within the County right-of-way. Turf cover must be 75% established for every square yard of right-of-way disturbed.

Should the final inspection reveal that terms or requirements of the permit have not been met; the Permit Section Staff or design review consultant will generate a list of items that must be completed for the issuance of the Final Completion and Compliance Certificate. The Applicant must then complete the items on said list within 30 calendar days. Should the Applicant not complete any item on the list within the 30 days, the County Engineer shall have the right to draw upon the Letter of Credit to complete any uncompleted item on said list with any means he so desires. The cost to correct the uncompleted items on the list will then be reduced from the Letter of Credit to pay for such uncompleted items plus any administrative costs.

1.4.1-3 Two-Year Maintenance Letter of Credit

The remaining 10% of the Construction Observation and Compliance Letter of Credit or a minimum of \$5,000 shall remain on file with WCDH for **two (2) years** after the Final Completion and Compliance Certificate has been issued to guarantee quality workmanship and materials. The Permit Section Staff shall notify the Applicant of any items requiring maintenance or repair during the two-year period. If the Applicant does not complete the repairs within 30 days, WCDH shall have the right to complete the repairs with any means it so desires. The cost to make the repairs will then be reduced from the Letter of Credit, plus any administrative costs. The remainder of the Letter of Credit will be released after the two (2) year maintenance period or after all conditions of the WCDH Permit Regulations are satisfied.

1.4.1-4 Utility Annual Letter of Credit

The Utility Annual Letter of Credit with an expiration or renewal date one year from the date of issue shall be in the amount of \$15,000 or as directed by the County Engineer. The amount and/or requirement for the Utility Annual Letter of Credit will be based on the performance of the utility in the previous year. This will be used as security for all Utility permits for the utility for the year. The \$15,000 amount will be required for the entire year. If the County Engineer is required to draw upon the Utility Annual Letter of Credit, no permit applications will be considered until the \$15,000 amount has been reinstated.

The Utility Annual Letter of Credit shall be waived for governmental agencies provided a Letter of Agreement is submitted.

This requirement may also be waived by the County Engineer provided the reason for the permit is an isolated event in which the applicant will not be securing additional Utility permits at other locations in the future. In this case, to protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, a performance guarantee in the form of a Construction Observations and Compliance Letter of Credit shall be submitted or money order, bank draft, or cashier's check shall be deposited with the "Will County Treasurer" in escrow to pay such costs. The standard amount shall be determined by the County Engineer. Upon final inspection and approval by the Department, the funds shall be returned.

1.4.2 Insurance

1.4.2-1 Certificate of Insurance

Prior to the issuance of a permit, a Certificate of Insurance shall be provided to WCDH by the Applicant or contractor. The insurance coverage shall conform to those found in Article 107.27 (or current) of the IDOT Standard Specifications for Road and Bridge Construction. This requirement may be waived for certain permits as determined by the County Engineer. The County of Will and their consultant(s) shall be included as "additional insured".

1.4.2-2 Indemnification of County

By the act of signing a permit, the Applicant and its affiliates, officers, employees, agents, contractor, and subcontractors shall indemnify and save harmless the County of Will, its officers, agents, employees and servants against any and all loss, damage or expense that it or they may sustain as a result of any suits, actions or claims of any character or nature brought on account of property damage, injury to or death of any person or persons,

including all persons performing any activity under the permit, which may arise in connection with the activity to be performed.

The permit is not intended by any of the provisions of any part of the permit to create for the public or any member thereof, a third party beneficiary, or to authorize any one not a party to the permit to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of the permit. The duties, obligations and responsibilities of the parties to the permit with respect to third parties shall remain as imposed by law.

1.4.3 Construction Inspection

1.4.3-1 Inspection

A representative of WCDH or the County's design review consultant shall inspect all improvements to a County Highway. The level of inspection will be determined by the County Engineer based on the complexity and magnitude of the improvements to the County right-of-way. This will be discussed at the pre-construction meeting.

During the course of construction for all major access permits and for other permits as deemed necessary by the County Engineer, inspection of the work shall be made by the design engineer employed by the Applicant to insure compliance with the plans and specifications as approved. The design engineer/Resident Engineer shall provide and sign Weekly Field Reports to the County Engineer utilizing the appropriate IDOT form (currently BC-239). The County Engineer must approve delegation of construction observation duties if not the design engineer. Failure to submit this report two weeks in a row will result in a Stop-Work Order being issued. At the close of the project, the design engineer/Resident Engineer shall certify compliance with the plans and specifications including, but not limited to, a certification letter, submittal of as-builts, provision of IDOT certification for all materials, and submittal of material testing company results.

1.4.3-2 Enforcement

If improvements to the County right-of-way are not constructed in accordance with the approved design or made in accordance with the conditions of the permit, the County Engineer will issue a Stop Work Order or revoke a permit as described below. If the Applicant does not correct any deficiencies, or at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days after notification, the County Engineer shall have the right to correct the deficiencies either through the Letter of Credit or other security for the permit or as a bill or invoice submitted to the Applicant which must be paid in full within 30 days of receipt thereof. In addition, the Final Completion and

Compliance Certificate will be withheld until the improvement conforms to the approved design.

1.4.3-3 Stop-Work Order/Revocation of Permit

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- (a) The work was started without a valid permit. In addition to the permit fee, a fine will be assessed according to section 1.2.2-10.
- (b) A material provision or condition of the permit was substantially breached.
- (c) The Weekly Field Reports have not been filed two weeks in a row.
- (d) A material misrepresentation has been made in the application for a permit.
- (e) The Applicant failed to maintain the required bonds or other security and insurance.
- (f) The Applicant failed to complete the work within the time specified in the permit, unless the failure to complete the work is due to reasons beyond the Applicant's control.
- (g) The Applicant failed, in a timely manner, to correct work that does not conform to applicable standards, conditions, or federal, state, or local laws, rules and regulations.
- (h) An evasion or attempt to evade any material provision of the permit or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- (i) The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

1.4.3-4 Lifting of Stop-Work Order/Reinstatement of Permit

The County Engineer may lift a Stop-Work Order or reinstate a permit if:

- (a) A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- (b) An amended application is submitted correcting any misrepresentations included in the original permit application.

- (c) The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- (d) After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- (e) The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- (f) The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- (g) The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

1.4.4 Change of Ownership or Owner's Identity or Legal Status

1.4.4-1 Notification of Change

An Applicant shall notify the County no less than thirty (30) days prior to the transfer of ownership of any facility or other interests in the right-of-way or change in identity of the Applicant. The new owner shall have all the obligations and privileges enjoyed by the former owner under the permit, if any, and applicable laws, ordinances, rules and regulations, including these Regulations, with respect to the work and facilities in the right-of-way.

1.4.4-2 Amended Permit

A new owner shall request that any current permit be amended to show current ownership. If the new owner fails to have a new or amended permit issued in its name, the new owner shall be presumed to have accepted, and agreed to be bound by, the terms and conditions of the permit if the new owner uses the facility or other interests or allows it to remain on the County's right-of-way.

1.4.4-3 Insurance and Bonding

All required insurance coverage or bonding must be changed to reflect the name of the new owner upon transfer

1.5 DIGITAL SUBMITTALS

1.5.1 General

The digital submittal requirements outlined in this section shall apply to Major Access Improvements unless otherwise waived by the County Engineer and also any other permit deemed necessary by the County Engineer.

1.5.2 Purpose

It is the intention of these requirements that all digitally submitted data be easily integrated into the County GIS (Geographic Information System).

1.5.3 Data Formats

1.5.3-1 Plans Submittals

Final plans shall be submitted in hard copy format and digital format (CDROM). The digital data file shall be provided to WCDH in both of the following formats:

- a. DGN (Micro-station Design format) or other format (i.e.: AutoCAD) as approved by the County Engineer.
- b. Adobe *.pdf, *.tif, or other approved format.

1.5.3-2 Data (Drafting) Layering Requirements

Micro-Station

All data shall be assembled in accordance with the IDOT “CAD Roadway Drafting Reference Guide” located on the IDOT website. A complete guide to the mapping standards can also be found in the Reference Guide.

For plans completed in formats other than Micro-station, the data and layering requirements (Drafting Standards) shall be coordinated with WCDH.

1.5.3-3 Record Drawings

Record drawings shall be submitted in hard copy format and digital format (CDROM). The digital data file shall be provided to the County in Adobe *.pdf, *.tif, or other approved format.

If substantial changes were made from the original approved design, the Department may require the *.dgn record drawing files. All field changes to the record drawings will be done electronically in the drawing file. The text and line work will be placed on its own level (or layer) and done in red.

Field changes will be identified in the drawing by drawing over, striking through or clouding the change in a manner that will not alter, modify or erase any of the context of the original drawings.

1.5.4 Adjustments To These Requirements

The County Engineer may wave or adjust requirements specified herein, upon a

finding that the strict adherence of the requirements does not apply or is contrary to the long-term maintenance of the Will County GIS.

1.6 NPDES STORM WATER PERMIT REQUIREMENTS

1.6.1 General

All projects within the County right-of-way where the construction operations disturb an area equal to or greater than one (1) acre will require a National Pollutant Discharge Elimination System (NPDES) storm water permit. NPDES is a national program that regulates wastewater discharges into waterways. NPDES storm water permits set conditions for the discharge of storm water into lakes, rivers, streams and ponds. Failure to comply with all conditions of the NPDES permit constitutes a violation of the Illinois Environmental Protection Act. Such violation is grounds for enforcement action and fines; for permit termination, revocation and re-issuance, or modification; or for denial of a renewable permit application.

The roadway improvements within the County right-of-way may be covered under the NPDES storm water permit for the development or as a stand-alone permit. In either case, the SWPPP must contain the following statement: “The owner/developer accepts responsibility for the maintenance for the erosion control structures and measures within the County ROW.”

Any future modifications/revisions by the IEPA to the standards and procedures regarding the NPDES permit process will supercede those found within these regulations.

1.6.2 Project Planning and Design

The need for erosion and sediment control measures should be evaluated prior to the preparation of design plans, which should include gathering the appropriate information to address the identified needs of the project. Once the proper erosion and sediment control measures are determined they should be included on the plan sheets. Also show the locations of all temporary and permanent erosion and sediment control devices including when they should be applied in relation to the sequence of construction operations. The aim of this process is to time the placement of these measures so their effectiveness is optimized. The sequence of construction operations need not be specified in the plans for this purpose. Rather, describe the application of erosion and sediment control measures in relation to the specific stages of construction in the Storm Water Pollution Prevention Plan (SWPPP) that will expose soil wherever those stages occur.

Plan submittals shall include plans containing erosion control sheet(s), the Storm Water Pollution Prevent Plan (SWPPP as a written narrative or plan sheet(s)) and Contractor Certification Statement. The general requirements and information that should be labeled on the erosion control plan, SWPPP and examples of these items

are outlined in IDOT BLR Memo on Erosion and Sediment Control Policy, #02-22 (or latest revision).

1.6.3 Construction Implementation

If the improvements within the right-of-way are part of a larger development, the Applicant's field engineer shall maintain a project erosion and sediment control file at the field office at the construction site. If there is no field facility at the site, the project erosion and sediment control file will be kept at the office of the Applicant. The erosion and sediment control file will contain the following items:

- Signed SWPPP (signed by Applicant/engineer).
- Signed Contractor's (and subcontractor's) Certification Statement.
- Erosion Control Plan sheets showing currently in-place and planned temporary and permanent erosion and sediment control measures.
- A copy of each Erosion Control Inspection Report (to be done weekly and when rainfall is greater than 0.5" or snowfall greater than 5.0").
- A copy of the Notice of Intent (NOI, signed by Applicant/engineer).
- A copy of each Incident of Non-compliance (ION), when applicable.
- A copy of the Notice of Termination (NOT).

The summary of the NPDES Permit Process and required forms has been included at the end of this section.

1.6.4 Additional Items

The following additional provisions are associated with the NPDES statewide general storm water permit:

- The SWPPP (signed by Applicant/engineer) and any amendments (see Part IV C of the statewide general NPDES Storm Water Permit for Construction Site Activities) will be available at the project site and will be made available for inspection upon request.
- The contractor and subcontractors shall complete and sign the Contractor Certification Statement indicating that he/she understands the terms of the permit. The signed form will be included in the project erosion control file at the construction site and made available for inspection upon request.
- Thirty (30) days, regardless if the environmental and cultural impact studies have been performed, before commencing disturbance of land for project construction, the Applicant/engineer will submit a Notice of Intent (NOI) form to the IEPA advising of the intent to use the NPDES statewide general storm water permit. The NOI shall be posted at the job site.
- If the Applicant's field engineer, the County or design review consultant(s) at any time observe a failure of any of the erosion and sediment control measures, the Applicant's field engineer will complete and submit to the IEPA (copy to the County) an Incidence of Noncompliance (ION) form within five days of the time the violation was identified. The information in the form must describe the cause

of non-compliance, actions taken to prevent any further non-compliance, environmental impact resulting from the non-compliance, and actions taken to reduce the environmental impact resulting from the non-compliance. This is evidence of good faith attempts at compliance with the NPDES permit. Copies of all ION's shall be placed in the erosion and sediment control file.

1.6.5 Construction Termination

When all permanent erosion control measures are in place and with 70% of vegetation established, the Applicant's field engineer will complete and submit to the IEPA a Notice of Termination (NOT) form. Generally, this form will be processed as a part of the final documentation for closing out the project. A copy of the NOT shall be placed in the erosion and sediment control file.

NPDES PERMIT PROCESS (In Order To Satisfy The Erosion Control Requirements As Outlined In The NPDES Permit, The Following Forms Are Required)

FORM	RESPONSIBILITY	WHEN	WHERE TO SEND/FILE
Storm Water Pollution Prevention Plan (SWPPP) (1) and Erosion Control Plan	Designer/Applicant's Field Engineer	During Design	Submit it w/plans or Special Provisions and keep in Project Erosion Control File
Contractor Certification Statement (2)	Contractor and all Subcontractors whose operations disturb soils (3)	Signed at or prior to Pre-construction Meeting	Form submitted w/plans or Special Provisions and keep signed Form in Project Erosion Control
Notice of Intent (NOI) (IDOT Form WPC 623)(1)(6)	Designer to prepare/Permittee to sign (1)	30 days BEFORE construction begins and with County approval of SWPPP and Erosion Plans (4)	Post at Jobsite Original by Certified Mail to IEPA Project Erosion Control File Copy to Contractor
NPDES/Erosion Control Inspection Report (BC 2259)	Applicant's Field Engineer	Weekly and after more than 0.5 in. rainfall and 5.0 in. of snowfall	Keep in Project Erosion File Copy to Contractor
Incidence of Non-Compliance (ION) (IDOT Form WPC 624) (6)	Applicant's Field Engineer	Within 5 days of after incident occurred	Original by Certified Mail to IEPA Copy to Project Erosion File Copy to Contractor
Notice of Termination (NOT) (IDOT Form WPC 621) (6)	Applicant's Field Engineer	Final Stabilization (5)	Original by Certified Mail to IEPA Copy to Project Erosion File

- NOTES:
- (1) The Permittee or his assigned representative must sign this form.
 - (2) Field Engineer portion of the report should be completed before the actual construction starts.
 - (3) Contractor and any sub-contractor whose operations will disturb soil will be required to sign the Contractor Certification Statement.
 - (4) Thirty (30) days prior to start of construction, regardless if prior environmental clearance has been received from all resource agencies.
 - (5) Final stabilization is defined at 70% viable vegetative growth.
 - (6) Found in forms Section of the IDOT Construction Manual, or IDOT web site www.dot.state.il.us/dobuisns.html or on IEPA web site www.epa.state.il.us/water/forms.html

1.7 WILL COUNTY MINIMUM DESIGN STANDARDS

1.7.1 Standards and Specifications

All construction in the right-of-way shall comply with the requirements of the County Engineer. The standards and specifications set forth in these regulations are to ensure a safe and efficient highway system for the motoring public. In the absence of specific guidance within these regulations or from the County Engineer, the most current IDOT policies shall govern.

- Standard Specifications for Road and Bridge Construction
- Supplemental Specifications and Recurring Special Provisions and Interim Special Provisions
- MUTCD for Streets and Highways/Illinois Supplement
- IDOT, BDE Manual
- IDOT, Bureau of Local Roads and Streets Manual
- Highway Standards

1.7.2 Plan Preparation

To provide consistency from project to project, the plan sheets shall be assembled in the sequence below. The designer should note that not all plans will have all sheets and that several sheets can be combined together. All units shall be English. Sheet size shall be 24" x 36". Final plans shall be submitted in hard copy format and digital format (CDROM). The digital data file shall be provided to WCDH in both of the following formats:

- a. DGN (Micro-station Design format) or other format (i.e.: AutoCAD) as approved by the County Engineer.
- b. Adobe *.pdf, *.tif, or other approved format.

The required plan sequence is as follows:

1. Cover Sheet
2. Index of Sheets – Numerical order starting with Sheet 1, 2, 3.
3. Listing of applicable Highway Standards, General Notes, Commitments
4. Summary of Quantities (with IDOT pay item code)
5. Typical Sections
6. Schedules of Quantities
7. Alignment, Ties, and Benchmarks
8. Suggested Stages of Construction and Traffic Control
9. Plan and Profile Sheets – 1" = 20' scale
10. Drainage and Utilities Sheets
11. Intersection Details
12. Pavement Marking & Landscaping Details – 1"=50' scale
13. Erosion Control Plans and SWPPP
14. Traffic Signal Details
15. Lighting Details

16. Structural Sheets
17. Wetland Details
18. Culvert Details
19. Cross Sections – 1”=10’ Horizontal – 1”=2’ Vertical scale
20. IDOT District 1 details (as applicable)
21. Highway Standards (not required if listed on cover sheet)

Any specifications associated with the plans used in the contract documents must also be submitted for review.

1.7.3 Survey Controls

1.7.3-1 Horizontal

All coordinate values shall be in the Illinois State Plane East (1201) System using the North American Datum 1983 (NAD83). All measurements shall be in US Survey Feet.

The surveyor shall survey and record on the plans the coordinates of at least two Will County horizontal control stations as listed in the Will County “Benchmarks - Horizontal and Vertical Control” book (NAVD88). These horizontal control points are survey control stations maintained by the National Geodetic Survey (NGS - <http://www.ngs.noaa.gov/>). Unless otherwise approved by the County Engineer, the 2007 NGS adjustment shall be used and indicated on the plans along with the Grid to Ground Factor.

The basis of bearing for the plans shall be the Illinois State Plane East (1201) System using the North American Datum 1983 (NAD83).

1.7.3-2 Vertical

The surveyor shall use the elevations indicated in the Will County “Benchmarks Horizontal and Vertical Control” book (NAVD88). The vertical control used shall be indicated on the plans. A permanent vertical control benchmark shall be established on the project site and indicated on the plans. The benchmark shall remain after the project is completed for use by the Will County Department of Highways.

1.7.3-3 Roadway Alignment

The plans shall indicate Illinois State Plane East coordinates for all Points of Curvature (PC’s), Points of Tangency (PT’s), Points on the Tangent (POT’s), and Points of Intersection (PI’s). In addition, the Grid to Ground factor shall be indicated on the plans.

1.7.4 Pavement Widening Design (HMA)

- Saw cut edge 6" from existing edge of pavement or full depth shoulder prior to bituminous widening.
- Aggregate Subgrade, 12".
- Minimum HMA Base Course, 11.5" – (Mixture type is dependant on ADT)
- Leveling Binder (Machine Method) - ¾" Minimum & variable, (Mixture type is dependant on ADT).
- 1 ½" HMA Surface Course, (Mixture type is dependant on ADT).
- Bituminous Shoulder same depth as widening.
- Aggregate shoulders shall be 8" in thickness.
- RAP will not be allowed for use as an aggregate for shoulder stone.

1.7.5 Overlay Existing Pavement – (HMA)

- Strip Reflective Crack Control Treatment.
- Prime (tack coat) exposed surface.
- Leveling Binder (Machine Method) - ¾" Minimum & variable, (Mixture type is dependant on ADT) – over entire roadway.
- 1 ½" HMA Surface Course, (Mixture type is dependant on ADT) – over entire roadway.

1.7.6 Cross Section Requirements

- Roadway widening for left turn lane improvements shall be symmetrical about the existing centerline of road unless otherwise specified by the County Engineer.
- The pavement slope shall be 1.5% (3/16 in/ft) for the inside through lanes including the left turn lane / median, and 2.0 % (1/4 in/ft) for the outside through lanes and right-turn deceleration lane. This applies to a tangent section of highway. An electronic leveling device must be used for all bituminous lifts.
- If on a horizontal curve, it shall be the designer's responsibility to insure the super elevation rate of the existing pavement meets minimum standards. If substandard, the designer shall correct this to minimum standards in his design.
- Minimum 4:1 fore slopes and Minimum 3:1 (preferably 4:1) back slopes.
- Aggregate shoulder slope shall be 4% or as directed by the County Engineer.
- Bituminous shoulder slope shall match adjacent thru lane slope or as directed by the County Engineer.
- A 2-foot flat ditch bottom must be maintained.
- Shoulder width is 8 feet (1.5-foot bituminous and 6.5 foot aggregate, RAP will not be allowed as a shoulder stone aggregate) or as directed by the County Engineer.
- Proposed ditch grades shall be dimensioned to nearest one tenth of a foot.
- When curb and gutter is included, the top of curb elevation shall be dimensioned to nearest hundredth of a foot.

1.7.7 Traffic Control

- Portable/Changeable Electronic message boards
- Temporary Information signing – No minimum ADT.
- All Type One, Type Two, and Type Three barricades will require ballast (minimum 2 sandbags per barricade) to hold them in place “Sandbags **will** be placed on barricade legs, over striped bottom rails not facing traffic, over unstriped bottom rails, or suspended from the barricade rail or frame in such a manner so the bulk of the sand is at least 18 inches below the top of the barricade”.

1.7.8 Landscape Restoration

- Minimum 4” Topsoil Placement.
- All disturbed areas shall receive a Minimum - Seeding Class 2A, fertilizer nutrients, and Erosion Control Blanket (North American Brand, or approved equivalent), or salt tolerant sod with fertilizer nutrients.

1.7.9 Drainage

- Where applicable, perimeter Erosion barrier shall be placed at the right-of-way during construction and left in place until new Seeding is 90% established.
- All culverts that cross a County Highway shall be precoated galvanized corrugated steel culvert pipe (PCGSCP). The minimum size shall be 18” in diameter.
- All culverts for a major or minor access shall be precoated galvanized corrugated steel culvert pipe (PGCSCP). The minimum size shall be 15” in diameter. The culvert may be concrete storm sewer pipe if it is part of a storm sewer system.
- All culverts for an agricultural, minimum use, or temporary access shall be corrugated steel culvert pipe (CSCP). The minimum size shall be 15” in diameter.
- 6” pipe underdrains will be required in vertical sags and on low side of super-elevations. End sections will be required at all outlets. A flexible marker 3-foot high shall be installed within 6” of outlet to indicate its location.
- All mainline curb and gutter when required shall be B-6.24.
- Drainage frames in curb and gutter shall be Type 24 frame.
- Minimum gradient in ditch shall be 0.5%. Storm sewer may be considered if 0.5% cannot be achieved.
- All storm sewers, except laterals, shall be out from under the pavement and curb unless directed otherwise by the County Engineer.
- Applicable setbacks for berms and detention facilities shall be observed in accordance with Section 9-115.1 of the Illinois State Statutes.

1.7.10 Traffic Signals (Temporary and Permanent)

- Designers shall strictly follow the IDOT District 1 Traffic Signal Design

Guidelines (latest edition).

- If a proposed traffic signal is within a quarter-mile of an existing signal, or as determined by the County Engineer, it shall be interconnected to that signal.
- All traffic lenses including pedestrian heads shall be Light Emitting Diode (LED) meeting IDOT District 1 Traffic Signal Design Guidelines.
- Provide a full traffic actuated controller, (Econolite or as specified by the County Engineer).
- Emergency Vehicle Pre-Emption (EVP) Systems shall be included on all traffic signals. It shall be the designer's responsibility to check with the Local Municipality and / or Fire District on brand type.
- A battery back-up system, meeting IDOT District One Traffic Signal Design Guidelines, capable of normal operation of a signalized intersection that utilizes all LED type signal head optics, for a minimum of six hours shall be installed in the controller cabinet (Type IV Cabinet with an external battery enclosure).
- Phone modem shall be provided for standalone signal installations (not interconnected).
- On those intersections that will have a temporary signal installed prior to the permanent Traffic Signals, the Battery backup system may be transferred to the permanent set of Traffic Signals.
- Fold-down stop signs shall be provided.
- Replace intersection ahead signs with signal ahead signs per MUTCD at the time the signal is activated.

1.7.11 Roadway Lighting

- If required, the designer shall follow The "Guidelines for Lighting Design and Plan Preparation" as issued by IDOT.

1.7.12 Pavement Markings/Signs

- Thermoplastic pavement markings.
- Raised Reflective Pavement Markers, recessed in pavement.
- All Signs shall meet the MUTCD HI-PRISMATIC specifications.
- Signposts – Telspar steel post (2 ¼ inch x 2 ¼ inch x 36 inch sleeve – or as required by the MUTCD).
- All sign posts, except for speed limit signs, to include a 3" x 30" reflective strip matching the primary sign face.

1.7.13 County Right-of-Way

- All Right-of-Way monumentation shall be marked with 5/8" dia. x 24" long rebar set in concrete according to the WCDH Monumentation Standard. The rebar shall include a 2-½ inch aluminum diameter cap, Model SK-108-2 ½ D (Dome Top w/plastic insert supplied by SURV-KAP INC. Web site is <http://surv-kap.com>). An approved equivalent may be used. Permanent right-of-way monuments shall

be set after the final grading and landscaping is complete.

- All caps shall be identified as “COUNTY OF WILL” with Surveyors Registration Number such as “PLS 1234”.
- All monumentation shall be established under the direct supervision of a Professional Land Surveyor.
- The Permit Section Staff shall be notified when setting of the monuments is complete so they can be incorporated into the Departments GIS information.
- A copy of any recording made by a Professional Land Surveyor in relation to a section corner shall be submitted to the WCDH.

1.7.14 Highway Standards

Designer shall utilize and include a list of the latest IDOT standards where applicable on plans.

1.7.15 Record Drawings

- Record Drawings shall include any changes to the approved plans. All field changes to the record drawings will be done electronically in the drawing file. The text and line work will be placed on its own level (or layer) and done in red. Field changes shall be identified in the drawing by drawing over, striking through or clouding the change in a manner that will not alter, modify or erase any of the context of the original drawings. The Record Drawings shall include as a minimum the following items:

All geometric changes to roadways and entrances

All alignment changes to new or adjusted utilities

Field verified elevations to:

- Outlet structures
- Special structures
- storm sewer with rim & invert elevations
- Overflow structures
- ditches and ends of culverts
- Top of berm
- Normal water surface elevation
- High water surface elevation
- Verification of right-of-way marker/property corners
- Changes in project benchmarks or control points

- Record Drawings shall be submitted in the form specified in previous sections of these Regulations.

1.7.16 Plats of Survey, Subdivision, or Dedication

- Dedications on plat shall include the name of the entity to which the property is dedicated.

- All plats shall indicate Illinois State Plane East coordinates for all new right-of-way corner monuments and all United States Public Land System monument used in the preparation of the plats or legal descriptions. In addition, the Grid to Ground factor shall be indicated on the plans (see section on Survey Controls).
- All existing and proposed utility easement locations shall be shown.
- Width of right-of-way shown on the plat shall meet the requirements based on the roadway classification or or an existing access agreement.
- Shall ensure easement language does not include dedication areas.
- Vicinity Map.
- Graphic Scale.
- Legend and Abbreviation definition.
- Include County Engineer's signing block

1.7.17 Traffic Impact Study

Should the Will County Department of Highways request that a traffic impact study be prepared for the proposed development, the impact study shall include, but not be limited to:

- 1.7.17-1** Introduction – A description of the development including its size, location, the roadway network in the vicinity of the site, the political jurisdiction in which the site is located, the boundary limits of the study area and any other information needed to aide in the review of the developments traffic impact.
- 1.7.17-2** Land Uses – A description of the existing and proposed land uses of the development. If alternative land uses are being proposed, the highest trip generation uses shall be assigned for each land use.
- 1.7.17-3** Roadway Network – A description of the roadway network in the vicinity of the development shall include the roadway and intersection geometrics, existing 24 hour volume counts, A.M./P.M. peak hour counts at intersections, and traffic control devices, The area of influence shall be determined by the traffic generated from the site, the trip distribution of traffic, and the trip assignment of the traffic generated by the development over the surrounding area road network.
- 1.7.17-4** Peak-Hour Trip Generation and Volumes – The average trip generation rates for both total daily traffic and A.M./P.M. peak hours plus the total number of trips generated for each type of proposed land use shall be determined. The trip generation rates for average total daily traffic and A.M./P.M. peaks shall be calculated from the latest data available contained in the Institute of Transportation Engineer's Trip Generation Manual. If trip generation rates for a specific land use are not available or are outdated, the Will County Department of Highways shall require trip generation studies of three similar land-uses. The three studies shall

follow the guidelines developed by the Institute of Transportation Engineers. The “Trip Generation Manual” provides forms to complete as part of the study. Copies of these forms must be filled out and accompany and support the trip rate.

1.7.17-5 Trip Distribution and Assignment – The most logically traveled routes in the vicinity of the development shall be used for trip distribution and assignment purposes. The directional distribution of site-generated traffic approaching and departing the development should be shown on both graphic and tabular form. All assumptions used in the determination of distribution and assignment shall be clearly stated.

1.7.17-6 Existing and Projected Traffic volumes – The following traffic volumes for access driveways, intersection, and the roadway network in the site vicinity shall be displayed on a roadway network map:

- (a) Existing A.M./P.M peak hour traffic volumes.
- (b) Existing total daily volumes within the site vicinity (ADT).
- (c) A.M./P.M. peak hour site generated traffic volumes.
- (d) Total daily site generated traffic volumes (ADT).
- (e) A.M./P.M. existing plus site generated traffic volumes.
- (f) Total daily existing plus site generated traffic volumes (ADT).
- (g) A.M./P.M. 20-year projected traffic volumes.
- (h) Total daily 20-year projected traffic volumes (ADT).

To determine existing A.M./P.M. peak hour traffic volumes, manual counts shall be conducted between the hours of 6:00 A.M.-9:00 A.M., and 3:00 P.M.- 6:00 P.M. All A.M./P.M. peak period manual counts, shall be recorded and summarized in fifteen-minute increments for the three-hour period, and included in the Appendix of the traffic impact study. Manual turning movement counts shall include vehicle classifications, i.e. passenger cars, single-unit, multi-unit trucks and busses.

Traffic volume shall show both entering and existing traffic at the proposed access points in addition to turning and through traffic movements at critical intersections.

The improvements shall be designed for a projected traffic volume of twenty years beyond the expected year of construction.

1.7.17-7 Capacity Analysis – Proposed access and influenced intersections shall be subject to a capacity analysis. Projected traffic conditions shall include the effects of any committed developments within the influenced area. The existing and projected levels of service derived from the analysis shall be used to aide in the evaluation of design and operation alternatives of the access and influenced intersections. The capacity analysis shall be in

accordance with the techniques described in the most recent edition of The Transportation Research Board's Highway Capacity Manual Special Report 209. The improvements shall be designed to a Level of Service C or better for the intersection at the traffic volume projected 20 years from the expected year of construction.

- 1.7.17-8** Signalization Warrants – If it is anticipated that the development's access will satisfy one of the traffic signal warrants after the development has been completed, a warrant analysis will be conducted using the projected volumes determined from the trip generation. The results of such an analysis shall be tabulated in the traffic impact study with the supporting documentation in the appendix of the traffic impact study.
- 1.7.17-9** Additional Access Facilities – Requests for additional access other than that allowed in Section 2.1.6-2 of this Ordinance shall be analyzed. The analysis shall recognize the standards set forth in this ordinance and shall evaluate other forms of access including restricted access, indirect access, access to other streets or roads, signalized versus unsignalized access, and other factors on which a determination can be made concerning the number of access facilities.
- 1.7.17-10** Traffic Control Measures – The type and extent of traffic control measures shall be examined. These may include, but are not limited to, regulatory signage, signalization, and pavement markings.

Conclusions and Recommendations – Clear, concise, descriptions of the findings shall be presented. These findings shall include all recommended improvements including right-of-way requirements for access facilities, intersections, and the area roadway network.

1.8 VARIATIONS AND APPEALS

1.8.1 General

Where the County of Will finds that extraordinary hardships or practical difficulties may result from strict compliance with these Regulations, the County Board may approve variations to the requirements of these Regulations so that substantial justice may be done and the public interest subserved thereby, provided that such variations shall not have the effect of nullifying the intent and purpose of these Regulations.

The Will County Department of Highways may require that a Traffic Impact Study or other information, studies, or data be submitted when reviewing a request for a variation from the provisions of these Regulations.

1.8.2 Variation Procedure

(a) Variance Requests

A petition for any variation shall be submitted in writing to the County Engineer by the developer. The developer must prove that the variation will not be contrary to the public interest and that a practical difficulty or unnecessary hardship will result if it is not granted. In particular, the developer shall establish and substantiate that the variation conforms to the requirements and standards as set forth in Section 1.8.1-3.

(b) Action by the Will County Department of Highways

Upon receipt of all the relevant information, facts, data, and a review by the Will County Department of Highways, the County Engineer, or his designees, shall determine if the information provided is sufficient to make a recommendation on the request and move it forward in the process. If not, further information will be requested.

(c) Public Works and Transportation Committee

Once sufficient information on the variance request is submitted, the County Engineer will place the request on the next available Public Works and Transportation Committee agenda for consideration. Should the Committee approve the request; a recommendation to approve the variance request will be placed on the next available Will County Board agenda for consideration.

(d) Will County Board

The Will County Board will hear the recommendation forwarded by the Public Works and Transportation Committee and vote to approve, table, or deny the variance request. The Department will then move the permit process forward according to the decision of the County Board.

(e) Appeals

If the developer is dissatisfied with the action or decision of the County Board or the Public Works and Transportation Committee, appeals may be heard according to the rules and policies that govern such matters.

1.8.3 Standards for Variations

No variation in the strict application of the provisions of these variations shall be granted unless it is found that the following relevant requirements and conditions are satisfied. The Will County Board may grant variations whenever it is determined that all of the following have been met:

- (a) The granting of the variation shall be in harmony with the general purpose and intent of the regulations imposed by these Regulations and shall not result in undue delay or congestion or be detrimental to the safety of the motoring public using the County Highway.
- (b) There must be proof of unique or existing special circumstances or conditions where the strict application of the provisions of these Regulations would deprive the developer of reasonable access. Circumstances that would allow reasonable access by a road or street other than a County Highway, circumstances where indirect or restricted access can be obtained, or circumstances where engineering or construction solutions can be applied to mitigate the condition shall not be considered unique or special.
- (c) There must be proof of practical difficulty or unnecessary hardship. It is not sufficient to show that greater profit or economic gain would result if the variation would be granted. Furthermore, the hardship or difficulty cannot be self-created or self-imposed; nor can it be established on this basis by the owner who purchases with or without knowledge of the provisions of these Regulations. The difficulty or hardship must result from the strict application of these Regulations and it must be suffered directly and solely by the owner/developer of the property in question.
- (d) The variation is the least deviation from the provisions of these Regulations which will mitigate the hardship or practical difficulty.

1.9 ENACTMENT, REPEALER AND SAVINGS, INTERPRETATION AND SEPARABILITY

1.9.1 Enactment

This Ordinance shall be in full force and effect from and after its passage according to law except for all access requests submitted prior to the adoption of this Ordinance and which have received written preliminary approval. All requests submitted prior to adoption of this Ordinance which have not been given written preliminary approval and all requests submitted after the adoption of this Ordinance shall be governed by the provisions of this Ordinance as finally enacted.

1.9.2 Repealer and Savings Clause

1.9.2-1 Policies

The policies establishing rules and regulations governing access to County Highways are hereby repealed, provided such repeal shall not affect the right of the County to institute any action at law or in equity to require compliance or prosecute violations hereunder, it being the County's intention to preserve

all such causes of action and not to excuse any violation under the prior rules and regulations.

1.9.2-2 Ordinances and Resolutions

All ordinances and/or resolutions or parts thereof in conflict with this ordinance are repealed to the extent of the conflict, provided such repeal shall not effect the right of the County to institute any action at law or in equity to require compliance or prosecute violations hereunder, it being the County's intention to preserve all such courses of action and not to excuse any violation under the prior rules and regulations.

1.9.3 Interpretation

The County Engineer shall render any interpretations of this Ordinance, which are necessary to promote efficient administration and review of access requests. This Ordinance shall be interpreted strictly and in accordance with the standards set forth herein. Whenever any provision of this Ordinance overlaps, contradicts, or covers the same subject matter as any other provision of this Ordinance or any other County Ordinance regulation, or rule, the more restrictive or higher standard shall control.

1.9.4 Separability

Each article, section, subsection, paragraph, subparagraph, sentence, clause, phrase, word, provision, regulation, or restriction established by this Ordinance or any amendments thereto is hereby declared to be separable and independent, in accordance with the following.

1.9.4-1 If any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any provision of this Ordinance not specifically included in the judgment.

1.9.4-2 If any court of competent jurisdiction shall adjudge invalid the application of any provisions of this Ordinance to a particular property, access, highway improvement, or access facility, such judgment shall not affect the application of the provisions to any property, access, highway improvements, or access facility not specifically included on the judgment.

Will County
Department of Highways
Permit Regulations
And
Access Control Regulations

SECTION 2
ACCESS PERMIT
AND
ACCESS CONTROL REGULATIONS

Agricultural Access
Temporary Access
Minimum Use Access
Minor Access
Major Access

Adopted May 18, 2006
Revised January 17, 2008
Revised April 16, 2009

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2.1 ACCESS PERMIT POLICY

2.1.1 Purpose

2.1.1-1 Introduction

A highway system must perform the primary function of safely carrying through traffic, as well as safely providing access to adjacent land uses. Unplanned land development and uncontrolled access connections reduce highway safety and capacity and results in an early obsolescence of the highway. Unregulated access increases accidents, delay, and congestion for the users of the highway systems within Will County.

The regulation of highway ingress and egress to and from properties abutting highway facilities is called access control. The principal advantages of access control are improved safety as well as the preservation of a high quality of service for through traffic. In order to minimize accidents and assure the best overall use of the highways within Will County, it is necessary for Will County to establish access controls and policies on the number, location, and design of access points to Will County highways and designated freeways, and to encourage, and require, when feasible, that these policies are appropriately utilized on highway systems not under the jurisdiction of Will County.

Refer to Section 1 of these Permit Regulations for additional permitting requirements.

2.1.1-2 Objectives

To provide safe and efficient transportation routes linking the various parts of Will County and linking the County with other parts of the metropolitan region.

To coordinate transportation planning with land use development and provide a framework around which various land development activities can take place.

2.1.1-3 Policies

- Right-of-way – Encourage the effective preservation and protection of potential and existing right-of-way for improved safety of transportation systems.
- Area Character – Balance the need for additional capacity with the need to preserve and maintain the local areas character.

- Highway – Provide safe highways, capacity improvements to support recent growth and potential future growth, and provide continuous routes between activity centers and improve access to Regional Transportation Facilities.
- Bicycle / Pedestrian – Help plan and implement safe, convenient facilities for bicyclists and pedestrians to serve daily transportation needs as well as recreation.
- Access Control – The essential element of access control is the regulation of access to County highways by designing major highways to minimize curb cuts and local street intersections, to enhance safety and to maintain existing highway capacity.
- Land Use and Transportation Planning – Coordinate transportation improvements with land use planning, population, and employment projections in cooperation with regional agencies.

2.1.2 Definitions – See Section 1.1 for full list of definitions

AASHTO - America Association of State Highway and Transportation Officials

Access - the right of an owner of property immediately adjacent to a highway to ingress and egress from the property by way of the adjacent highway.

Access Point - the designated location along a highway where ingress to and egress from a property or properties immediately adjacent to the highway is allowed by the County.

ADA - Americans with Disabilities Act

Agricultural Access - an access to a field or fields for vehicles and equipment to perform farming activities. An Agricultural Access is limited to agricultural uses.

Applicant - the person(s), entity, municipality or utility company requesting a permit to work in the County highway right-of-way.

Average Daily Traffic (ADT) – the number of vehicles using a road (in both directions) during a twenty-four (24) hour period, specified as the daily average traffic by the Illinois Department of Transportation or the Will County Department of Highways.

Change in land use - when an existing property is in the process of, or is subdivided re-subdivided, reconstructed, redeveloped, structurally altered, relocated or enlarged where the type of service area, density and population growth rates would affect the level of traffic.

Clear Zone - the area adjacent to the highway starting at and beyond the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired clear zone width is dependent upon the traffic volumes and speeds, and on roadside geometry. Distances are specified in the IDOT Bureau of Local Roads and Streets Manual (most recent publication).

Consultant - an individual or firm that holds a Professional Engineer's License and provides professional advice and expertise on engineering matters.

Contractor – a person or firm engaged in construction, landscaping, or landscape maintenance on a contract basis.

County - Will County or County of Will

County Board - Will County Board

County Engineer - Will County Engineer as defined in 605 ILCS 5/5 201.

County Highway - a highway under the jurisdiction of the County as further defined in 605 ILCS 5/2-204.

Dedication – the transfer of property interests from private to public ownership for a public purpose.

Design speed – the speed to which a road is being or has been designed.

Developer - The person(s) or entity proposing and/or undertaking the improvements to a property.

Development - Any residential, commercial, industrial or other project which is being constructed, reconstructed, redeveloped, structurally altered, relocated or enlarged, and which generates additional traffic within the service area or areas of the unit of local government.

Engineer - Person who is trained or professionally engaged in a specific branch of engineering and is licensed in the State of Illinois

FEMA - Federal Emergency Management Administration

FHWA - Federal Highway Administration

Freeway - A limited access highway defined in 605 ILCS 5/2-212 and designated as such by the County Board.

Frontage – the distance, as measured along the highway right-of-way line, between the property lines of the adjacent property.

Highway - As defined in 605 ILCS 5/2-202 and also sometimes referred to as “road” in a rural area and “street” in a municipal area.

HMA – Hot Mix Asphalt

IDNR - Illinois Division of Natural Resources

IDOT - The Illinois Department of Transportation

IEPA - Illinois Environmental Protection Agency

ILCS - The Illinois Compiled Statutes

Illinois Highway Code -The Illinois Compiled Statutes, Chapter 605 ILCS 5/1-101 *et seq.*

Improvements – any manmade changes to any land, structure, or highway.

J.U.L.I.E. – The Joint Utility Locating Information for Excavators utility notification program.

Major Access - an access for a subdivision, public street, commercial development, multi-family development, recreational development, or any other development that is expected to generate 300 or more traffic movements per day.

Minimum Use Access - an access for single-family residences, and other low-traffic – volume facilities expected to generate less than 20 traffic movements per day.

Minor Access -an access for a small subdivision, small commercial development, multi-family development or any other development that is expected to generate more than 20 but less than 300 traffic movements per day.

MUTCD - The Manual on Uniform Traffic Control Devices for street and highways published by U.S. Department of Transportation Federal Highway Administration.

Owner - The owner of record of a property for which a permit is being sought.

Parkway - the landscaped area located between the back of curb and the right-of-way.

Permit - A document or certificate signed by the County Engineer granting permission from the County to undertake certain activities in accordance with these regulations on a County right-of-way. A permit does not create a property right or

grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way.

Permit Section Staff - any employee of the Will County Department of Highways assigned to work with permits.

Permittee - the person(s) or entity listed as Applicant on the permit and to whom the permit has been issued by WCDH.

Plat – a plat of survey defines the boundaries of a parcel of land.

Public Works and Transportation Committee – the Public Works and Transportation Committee of the Will County Board or its successor committee.

Right-of-way - as defined by 605 ILCS 5/2-217 as the land, or interest therein, acquired for or devoted to a highway.

Roadway – That part of the highway that includes the pavement and shoulders.

Rural - all places outside of urbanized areas.

Shoulder – the portion of the highway contiguous with the traveled way providing lateral support to the pavement edge and for the accommodation of stopped vehicles and for emergency use.

SRA - Strategic Regional Arterial, a highway as defined by the Chicago Metropolitan Agency for Planning (CMAP)

State - State of Illinois

Suburban - an area that has a degree of development greater than that of a rural area but less than that of an urban area, with the predominant character of the surrounding environment being usually residential, but may include a considerable number of commercial establishments and a few industrial business parks.

Temporary Access - an access used for a specified purpose for a limited duration. Upon expiration of the duration of the Temporary Access it shall be removed. The use and duration thereof will be specified on the permit. Temporary Access may be included with Major Access developments, Minor Access developments, utility permit projects, or right-of-way alteration permits.

Throat Length – defined as the separation between the highway edge and the edge of pavement of the nearest internal drive.

Traffic Impact Study – a comprehensive collection and analysis of all information necessary to accurately evaluate the effect and impact or traffic generated by a

development on the current and future road network surrounding the development.

Urban - an area or those areas identifies by the U.S. Census Bureau having a population of 5,000 or more but less than 50,000.

USACOE - Unites States Army Corps of Engineers

WCDH - The Will County Department of Highways, also known as the Will County Highway Department.

2.1.3 Authority and Jurisdiction

General Highway Statutes – The ILCS grant the responsibility and authority for the review of access and related issues that impact County highways to the County Board or the County Engineer. Several of the applicable Statutes are:

2.1.3-1 County Highways

Access to County highways is under the authority of the County Engineer. Access requests on County highways not designated as freeways do not require the review and approval of the County Board, but may, however, be reviewed and considered by the Public Works and Transportation Committee of the County Board if required by the County Engineer or for variances from this Ordinance not supported by the County Engineer. The following portions of the ILCS generally are applicable to both County highways and County freeways:

- 605 ILCS 5/5-413 authorizes the County Engineer to issue permits for and regulate the establishment of public road and private driveway entrances along highways under the jurisdiction of the County.
- 765 ILCS 205/2 requires that written approval be obtained from the appropriate local highway authority regarding highway access prior to final approval and recording of a plat. For Will County, the authority shall be the County Engineer, with the primary concerns being safety and the nature of access and related impacts to the County's transportation system.
- 605 ILCS 5/9-113 requires the written consent of the County Engineer for the placement of utilities within the County right-of-way.
- 605 ILCS 5/9-115.1 prohibits the construction of any drainage facility for the purpose of the detention or retention of water within a distance of 10 feet plus one and one-half times the depth of any drainage facility adjacent to the right-of-way of a County highway without the written permission of the County Engineer. It also prohibits the construction of any earthen berm such that the toe of such berm will be nearer than ten (10) feet to the right-

of-way of a County highway without the written permission of the County Engineer.

- 605 ILCS 5/9-101.1 authorizes the County Engineer to consider additional detention in lands to be subdivided.
- 605 ILCS 5/9-118 authorizes the County Engineer to regulate the planting of landscaping on the County right-of-way.

All access requests onto County highways shall be subject to the Access Control Regulations and design standards contained or referenced in these regulations.

2.1.3-2 County Freeways

Access requests on County freeways are reviewed by the County Engineer, but require final approval by the Will County Board. The WCDH should be contacted for a current list of County Highways designated by the County Board as freeways.

The following portions of the ILCS are applicable to County freeways:

- 605 ILCS 5/8-101 authorizes the County Board to designate and establish any existing or proposed highway under their jurisdiction and control as a freeway. The County Board has the authority to regulate the use of a freeway, as well as intersecting highways, roads, streets and other public ways not under their jurisdiction and control.
- 605 ILCS 5/8-102 states that the County Board has the full authority to deny their respective consent relative to access or to specify and enforce the terms and conditions under which new means of ingress and egress may be provided or existing means enlarged or extended. The County Board has full authority to control existing and future access points to a freeway, establish local service drives, relocate or eliminate intersecting roads, streets or other public ways, and extinguish the right of access by purchase or condemnation. Written consent must be obtained from the County Board prior to laying out, providing or constructing any new means of access, or enlarging or extending any existing means of ingress to or egress from said abutting properties to a County highway.

Design elements for a County Freeway shall abide by the IDOT SRA Standards.

2.1.3-3 Change In Land Use

An Access permit is required for a change in land use from the agency having jurisdiction of the highway for which access is requested. The agencies include the State, the County or township(s). The change in land use is a comparison of the extent and use of the existing access and the proposed access. An existing access may not be used for any aspect of the proposed development, including grading or construction, until an Access Permit is obtained from the agency with jurisdictional authority.

2.1.4 Permit Types and Application Requirements

There are five types of access permits. The following describes the specific permit-application requirements for each of the five types of access permits: Agricultural Access, Temporary Access, Minimum Use Access, Minor Access, and Major Access.

2.1.4-1 Agricultural Access

A permit is required for an Agricultural Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Sections 2.2 and 2.3 of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

2.1.4-2 Temporary Access

A permit is required for a Temporary Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. Before the County Engineer can execute the permit, the temporary access request must be approved by the Will County Board. The permit application process, fees, and guidelines can be found in Sections 2.2 and 2.3 of this section. In addition to the permit application, plans and other supporting information may be required to evaluate the permit request. A Temporary Access permit may be required in conjunction with other permits. If a Temporary Access is requested with the intention of obtaining a permanent entrance as part of a development, the Temporary Access location shall be the same as the location of the future permanent access. The County recommends that the Applicant discuss the nature and extent of the work with the County Permit Section Staff prior to submitting an application to determine the submission requirements. If a temporary access is granted its duration shall not exceed twenty-four (24) months, as determined by the County Engineer. If the Applicant petitions the

County Board for an extension, the County Board may grant an extension for another period of up to twenty-four (24) months.

2.1.4-3 Minimum Use Access

A permit is required for a Minimum Use Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit-application process, fees, and guidelines can be found in Sections 2.2 and 2.3 of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

2.1.4-4 Minor Access

A permit is required for a Minor Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Sections 2.2 and 2.3 of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the Permit Section Staff prior to submitting an application to determine the submission requirements.

2.1.4-5 Major Access

A permit is required for a Major Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Sections 2.2 and 2.3 of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. A pre-application meeting with the Permit Section staff is required to determine the submission requirements.

2.1.5 General Requirements

The following are general requirements pertaining to all types of access proposed within County right-of-way.

2.1.5-1 Authority of County

A permit from WCDH grants permission only to undertake certain activities in accordance with these regulations on a County right-of-way, and does not create a property right or grant authority to the Applicant to impinge on the

rights of others who may have a legal interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is an easement, the holder of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or outside of County right-of-way.

2.1.5-2 Written Consent

Only a permit issued by the County Engineer under these regulations will satisfy the “written consent” requirement of 605 ILCS 5/5-413 and 605 ILCS 5/8-102.

2.1.5-3 Compliance

The Applicant shall comply with all other applicable laws relating to the access. The issuance of an Access Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the rules, regulations and requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, AND EPA.

2.1.5-4 Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

2.1.5-5 Damage to County Right-of-Way

Those facilities and highway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to the WCDH. Damaged items shall be replaced or repaired by the Applicant to the County’s satisfaction in a reasonable length of time as established by the WCDH. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. The occurrence shall be immediately reported to the WCDH.

2.1.5-6 Inspection

All improvements to a County highway occurring in conjunction with the permit shall be inspected by a representative of WCDH or the design review consultant. The level of inspection will be determined by the County based on the complexity and magnitude of the improvements to the County right-of-way. The level of inspection will be discussed at the Pre-construction Meeting.

2.1.5-7 Enforcement

If permit improvements to the County right-of-way are not constructed in accordance with the design approved by the County Engineer or made in accordance with the conditions of the permit, the County Engineer will issue a Stop Work Order or revoke a permit as described below. If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days after notification, the County Engineer has the right to correct the deficiencies either through the Letter of Credit or other security for the permit or through a bill or invoice submitted to the Applicant. In addition, the Final Completion and Compliance Certificate shall be withheld until the improvement conforms to the approved design.

2.1.5-8 Duty to Correct Defects

The Applicant shall guarantee the restoration of the County right-of-way for twenty-four (24) months following the issuance of the Final Completion and Compliance Certificate. During the 24-month period, the Applicant shall, upon written notification from the County Engineer, correct all non-complying work using methods and materials required by the County Engineer. The corrective measures shall be completed within fourteen (14) calendar days of the receipt of the notice from the County Engineer, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If corrective measures are not commenced within the length of time specified, the County Engineer will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

2.1.5-9 Stop Work-Order/Revocation of Permit

The County may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- The work was started without a valid permit. In addition to the permit fee, a fine will be assessed according to section 1.2.2-10.
- A material provision or condition of the permit was substantially breached.
- The Weekly Field Reports have not been filed two weeks in a row.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the work within the time specified in the permit unless the failure to complete the work is due to reasons beyond the

Applicant's control.

- The Applicant failed in a timely manner to correct work that does not conform to applicable standards, conditions federal, state or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety or welfare.

If the Applicant does not correct any deficiencies, or at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days after notification, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

2.1.5-10 Lifting of Stop Work Order/Reinstatement of Permit

The County may lift a Stop-Work Order or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County, the Applicant submits a revised schedule and completion date acceptable to the County.
- The Applicant corrects all work that does not conform to the permit specifications, applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and pays for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

2.1.5-11 Advance Public Notification

All permitted access work will require advance public notification prior to commencing the work. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic.

The warning signs or messages boards shall comply with the MUTCD and County policy. The advance notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer. No work shall commence at the site for at least one week after the issue date of the permit.

2.1.5-12 Traffic Control and Protection

During the period of time the access is being constructed, due care must be taken to ensure the protection of workers and traffic. The work should be accomplished in a manner that will minimize interference with normal highway operations. All warning signs, pavement markings, and traffic control during construction shall be in strict compliance with the MUTCD and the IDOT Highway Standards. Copies of traffic control standards may be attached to the permit indicating to the permit holder the manner in which traffic is to be controlled and protected during construction. Special care shall be taken during the construction of accesses, driveways and the development of the property to avoid tracking mud or other material onto the highway. The Applicant shall immediately remove any mud, debris or other material tracked onto the highway. If it is necessary for WCDH or its contractor to remove mud, construction debris, or otherwise correct unsafe conditions, the County Engineer shall invoice the Applicant for the cost of time and materials and the Applicant shall pay said invoice within 30 days of receipt thereof. No funds will be released from the Letter of Credit until the invoice is paid in full. Failure to pay an invoice shall be cause for the revocation of the permit.

2.1.5-13 Permit Length

- (a) Agricultural, Minimum Use, and Minor Access Permits – These permits shall be valid for one (1) year after the permit is executed. If work cannot be completed prior to the close of a construction season, the site shall be completed to a stage approved by the County Engineer for winter operation. All work shall be completed in enough time prior to expiration of the permit to allow for WCDH inspection and issuance of the Final Completion and Compliance Certificate.
- (b) Temporary - These permits shall be valid for a duration not to exceed twenty-four (24) months, as determined by the County Engineer, after the permit is executed. The temporary access shall be completely removed and the right-of-way restored to original conditions or another permit (i.e. minor, major, etc.) executed prior to the temporary access expiration date. If the Applicant petitions the County Board for an extension, the County Board may grant an extension for another period of up to twenty-four (24) months.
- (c) Major Access Permits – The length of these permits shall be based off

a WCDH approved construction schedule provided by the Applicant or the Applicant's Engineer. As site development and roadway improvements associated with these permits cause the greatest impact to the traveling public, the construction schedule (utilizing working days) shall be put together to provide a continuous workflow from start to finish and shall start as soon after permit execution as possible. The schedule shall be coordinated so that the County improvements are started prior to or at the initial start of onsite development (including mass grading and utilities). Time will also be provided to allow for WCDH inspection and issuance of the Final Completion and Compliance Certificate.

2.1.5-14 Maintenance of Driveways and Streets

Property owners having access to a County highway are fully responsible for the maintenance of their driveway. This maintenance responsibility includes the removal of snow and ice and keeping the portion of the driveway within the County right-of-way in a safe condition for the general public. Where the owner of a commercial or industrial property is required by the County Engineer to construct turning lanes on the County highway, the County Engineer may in the interest of public convenience provide maintenance and remove snow and ice on the portions of those lanes constituting an integral part of the highway. Once a culvert is properly installed pursuant to a permit, it becomes public property in accordance with 605 ILCS 5/9-105 of the Illinois Highway Code and will thereafter be maintained by WCDH.

2.1.6 Access Control Regulations

The guiding philosophy of the Will County Access Control Regulations is to "Provide safe, efficient transportation systems compatible with land use" by controlling access on highways to minimize curb cuts and local street intersections, and maintaining existing highway capacity. The highest degree of access control shall be applied to the County freeways and S.R.A. Routes.

The degree of access control shall be based on two basic criteria: (1) the size and nature of the development, which determines the volume and types of traffic generated, and (2) the existing and/or future significance of the highway being accessed. In all cases the operational characteristics of the new or improved access must meet, in the opinion of the County Engineer, traffic-engineering criteria for safe traffic operations. In many cases, highway improvements such as turning lanes, medians, turning restrictions, traffic signals, and highway lighting must be funded and constructed by the Applicant in order to ensure safe traffic operations. In the interest of public safety and general welfare, the County Engineer may restrict the location and number of access points.

2.1.6-1 The Locations of Access Points

- (a) Access points shall be located along the frontage of the subject property so that ingress and egress maneuvers will not degrade safe and efficient traffic movements and operations on the highway.
- (b) Access points shall be located, to the maximum extent feasible, at the point of optimum sight distance along the abutting property frontage. Placement of an access point on a horizontal curve or just below the high point of a crest vertical curve shall be avoided.
- (c) Access points require provisions of the appropriate sight distance pursuant to methodology based on the IDOT Bureau of Local Roads and Streets Manual, most current edition. If a safe sight distance is not available at any point along the frontage of a property, one of the following procedures shall be utilized:
 - (1) develop access to another highway (in case of corner properties).
 - (2) develop indirect access via a frontage road.
 - (3) develop indirect access via the acquisition of an access easement from an adjacent property.
 - (4) improve the vertical and/or horizontal curvature of the roadway.
 - (5) acquire additional right-of-way.
- (d) Whenever possible, access should be provided via existing cross streets in lieu of additional access points to arterial or collector roads.
- (e) Access to a County highway may be prohibited when a property abutting a County highway has frontage on one or more highways and reasonable access can be safely provided from said highways.
- (f) Where a pre-existing access facility is on the opposite side of the highway from the property from which access is being requested, the proposed access point shall be aligned with the pre-existing access facility whenever possible in the opinion of the County Engineer. This requirement may be waived under the following conditions:
 - (1) The proposed access would not comply with other conditions of these regulations.
 - (2) The property for which access is being requested has inadequate frontage along the highway to allow for the proper alignment with the existing access facility and reasonable attempts been made by the Applicant to acquire additional property have failed.
 - (3) The alignment of the existing and proposed access facilities would impair traffic or be detrimental to traffic flow, result in unacceptable delays,

impede traffic operations, and impair traffic safety on the highway.

- (g) Adjacent access points shall be spaced to insure that conflicting movements at adjacent access points do not overlap and that safe and efficient traffic movements and operations will be maintained.
- (h) The minimum spacing between an access point and an intersecting street or another access point shall adhere to Section 2.1.6-4.
- (i) If an abutting property has inadequate frontage to meet the minimum spacing requirements, the County Engineer, shall determine the location of the access point using the applicable provisions of these regulations. The County Engineer may require the development of joint (shared) access facilities, the development of indirect access, or the restriction of turning movements at the proposed access point.
- (j) Access points in the vicinity of interchanges, interchange ramp terminals, crossroads, frontage roads and service drive connections shall be restricted to eliminate hazardous and congested conditions. Sufficient spacing between interchange ramps and access points or crossroad intersections shall be provided to permit the development of turning lanes and proper signing of the highway facilities. In addition, the prior approval of the agency that has jurisdiction or functional oversight of the interchange must be received in writing.
- (k) Access points shall be located to provide safety and convenience for pedestrians, bicyclists, and other users of the highway right-of-way.

2.1.6-2 The Number of Access Points

- (a) Each development or property, regardless of the number of parcels, shall be limited to one access point (the one access point may be restricted to a right-in/right-out at the discretion of the County Engineer).
- (b) When subdividing existing developed parcels to create new lots, no additional access will be permitted. When an existing development undergoes a change in land use, the existing access point(s) may require relocation or the number of access points reduced per the requirements of the County Engineer to improve the safety of the motoring public.
- (c) One additional right-in/right out access point may be considered by the County Engineer if it is demonstrated by a traffic engineering analysis prepared by a qualified traffic engineer and approved by a Licensed Professional Engineer that the level of service at the approved access point would be substantially improved by the addition of a second access point and that providing an additional access point will not adversely affect traffic safety.

or operations on the highway. Approval of an additional access shall be determined by the County Engineer and shall comply with all the applicable sections of these regulations.

- (d) For access to property located at the intersection of two County highways or having frontage adjacent to both highways, access shall, whenever feasible, be restricted to one access point on the County highway having the lower volume of traffic, as determined by the County Engineer. The requirements for the access point shall comply with all applicable provisions of these permit regulations and the intersection of the two County highways shall be improved by providing appropriate capacity improvements per the traffic impact study for the site. The minimum improvements to the intersection of the two County highways shall be the construction of left turn lanes in each direction along both County Highways.
- (e) For access to property located at an intersection where only one of the roads is a County highway or having frontage adjacent to the County Highway, and where access is available from the other intersecting road, access to the County highway may, based upon the opinion of the County Engineer, be restricted or prohibited. The requirements for the access point if permitted, shall comply with all applicable sections of these regulations. Regardless of whether access is permitted along the County Highway, the intersection of the two highways shall be improved by providing appropriate capacity improvements per the traffic impact study for the site. The minimum improvements to the intersection will be the construction of left turn lanes in each direction along the County Highway at the intersection of the existing intersecting road.

2.1.6-3 Internal Circulation Within Developments

- (a) When property abutting a highway is to be developed, direct access to the highway shall not be used in lieu of an adequate internal traffic circulation system. The County Engineer shall approve the development planning process and internal traffic circulation.
- (b) No access shall be permitted to a development if internal traffic patterns are not acceptable to the County Engineer based on overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates.
- (c) No access shall be permitted if such access would require or otherwise cause backing or turning maneuvers onto a County highway. Provisions for turnarounds shall be made outside the County right-of-way.

2.1.6-4 Intersection Spacing and Application of Access Control Guidelines

(a) County Designated Freeways and S.R.A. Routes

An intersection spacing of one-quarter (1/4) mile (1,320') for full access shall be required on all County designated Freeways and S.R.A. routes. This spacing may be modified at the discretion of the County Engineer dependent on existing roadway conditions and features along the corridor or per findings described in a final S.R.A. Report.

Restricted access may be considered provided the access centerline is located a minimum of 500' from any other access centerline and is consistent with other requirements contained within this Ordinance.

(b) All other County Highways

For major access permits, an intersection spacing of one-quarter (1/4) mile (1,320') for full access is desirable. Any spacing less than 1/4 mile will be considered provided a left turn lane can be designed (utilizing forecasted traffic data) that does not conflict with any existing or future left turn lane improvements at any existing intersection.

Restricted access may be considered provided the access centerline is located a distance from any other access centerline that is consistent with other requirements contained within this Ordinance (i.e. right turn deceleration requirements, number of access points).

Agricultural, minimum use, and minor access points shall be spaced so that no portion of the entrance falls outside the frontage of the property requesting access.

2.1.6-5 Turn Lane Improvements

As outlined in this section or as determined by the County Engineer, turning lanes (consisting of an approach widening, turn bay taper, and a full width auxiliary lane) for either right or left turns into an abutting property shall be provided.

If the construction limits of an access driveway permit improvement to widen a County highway falls within 500 feet (or at the discretion of the County Engineer) of the construction limits of an existing widened section of County highway, the full width widening for the new access driveway shall be extended to meet the existing full width widened section of County highway. This is necessary to maintain continuity and lane alignment for safety of the motoring public. All turn lane improvements shall be paid by the Applicant.

Roadway widening for left turn lane improvements shall be symmetrical about the existing centerline of road unless otherwise specified by the County Engineer.

(a) Right-Turn Lane Warrants

Right-turn deceleration lane warrants for two-lane and four-lane highways at highway access points for both site access and existing influenced side roads are contained in Table 1 and Table 2. These guidelines were developed for unsignalized access points and will be applied as a guideline for signalized access as well. The installation of right turn deceleration lanes will be required for all major and minor site access points to a County freeway or S.R.A. Route, including any existing influenced side roads.

The length of right-turn lanes (storage plus taper) for unsignalized access points, where warranted, should be based on the distance required for a vehicle traveling at the highway's posted or operating speed to reach a desirable turning speed for the right-turn maneuver (i.e. the right-turn lane functions exclusively for deceleration and hence the full length of storage and taper can be used for this purpose). In the case of a signalized access point, queuing considerations demonstrated by an Intersection Design Study prepared by a Licensed Professional Engineer will determine the length of storage and taper and typically result in higher values than those based on deceleration alone.

Table 1 -Right-turn Lane Guidelines for Two-Lane Highways					
Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
	Posted Speed Limit – mph (km/h)				
Approach Lane Vol. (vph) **	35 (56)	40 (64)	45 (72)	50 (81)	55 (89)
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

** Total volume of traffic on the thru lanes in the direction adjacent to the access.

Table 2 -Right-turn Lane Guidelines for Four-Lane Highways					
Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
Approach Lane Vol. (vph) **	Posted Speed Limit – mph (km/h)				
	35 (56)	40 (64)	45 (72)	50 (81)	55 (89)
200	---	---	---	75	20
300	---	40	40	40	15
400	---	40	40	30	15
500	40	40	40	25	10
600	25	20	20	15	10
800	15	15	15	10	5
1200	10	10	10	10	5

** Total volume of traffic on the thru lanes in the direction adjacent to the access.

(b) Left-turn Lane Warrants

While traffic studies are required and considered in the determination by the County Engineer for Minor Access requests, the installation of left turn lanes will be required for all Major Access points to any County Highway.

(c) Driveway/Street Throat Length

Sufficient length of uninterrupted throat length for streets and driveways intersecting highways is required for:

- efficient operation of signalized access points;
- the provision of adequate distance and time for inbound drivers to react to a site’s internal traffic activity; and
- to prevent spillback onto the adjacent collector or arterial highway.

Determination of driveway throat length is a function of inbound entry speed and driveway traffic volume (inbound, outbound and at internal cross-access aisles), outbound queuing or stacking demand, and various environmental factors such as driveway grade, signing, etc. A queuing analysis by means of a trip generation must be conducted for the proposed land development by a Licensed Professional Engineer.

The minimum throat length for major accesses, including streets, which intersect a County highway, is shown on Table 3 below. The desirable throat length for signalized Major Access points shall be determined as the length of calculated outbound storage or stacking on the approach to the County highway. The construction of a barrier median will be required on Full Access points along a County Freeway or S.R.A. Route. Throat length requirements

may be reduced by the County Engineer if a Traffic Study in support of the reduction is provided by the Applicant.

Table 3 -Minimum Access / Street Throat Length	
Access Traffic Generation	All County Highways -Minimum Throat Length (ft)
Right-in / Right-out Access	125
Full Access	200

2.1.6-6 Add-Lane Improvements

In the event a traffic impact study indicates additional thru lanes are necessary to meet the 20 design period and level of service C requirement, the improvement project will be classified as a reconstruction and not a simple widening. All existing pavement must be completely removed and replaced within the limits of the additional thru lanes.

2.1.6-7 Intersection Signalization and Street Lighting

(a) Signals

- (1) As determined by the County Engineer, with consideration of a traffic impact study prepared by a qualified Licensed Professional Engineer, traffic signals shall be installed at major access points to facilitate outbound left turn and through traffic movements. Signalization must meet appropriate warrants set forth in the most current version of the MUTCD.
- (2) Signalized intersections shall be spaced to maintain the efficiency of traffic flow on the through highway. Signals where isolated operations are proposed shall generally be spaced one-quarter (1/4) mile or more apart. Signals spacing of one-quarter (1/4) mile or as determined by the County Engineer shall be interconnected to provide efficient traffic flow.
- (3) All costs associated with the traffic signal installation shall be the sole responsibility of the Applicant. Prior to approval of an access facility with a traffic signal, the Applicant and/or governmental agencies involved shall enter into a formal joint agreement with the County. The joint agreement shall delineate the responsibilities of the County, Applicant, and/or governmental agencies involved and shall include, but not be limited to, paying, or causing to be paid, all costs for maintenance and energy, emergency vehicle preemption, and any future upgrading, revisions, modifications, and/or modernizations related to the traffic signal installation. The County will not be responsible for these costs. An independent consultant of the Will County Department of Highway’s choosing shall review the Intersection Design Study, traffic signal plans, catalog cuts, etc. The developer shall be responsible for all costs

associated with the review of said independent consultant under other provisions within this Ordinance. If a traffic signal is required to be part of an interconnected traffic signal system, the Applicant shall also be responsible for all costs associated with the interconnection. If signal interconnection is not presently warranted but is anticipated to be warranted in the foreseeable future, the Applicant may be required to install interconnection accessories (i.e. underground cable, hand holes, etc.) during initial access construction in order to facilitate future interconnection.

- (4) To prevent excessive green time allocated to the driveway at the expense of the arterial highway through movements, vehicle detection with a presence feature shall be used on all approaches.
- (5) Additional easements may be required to allow future maintenance of traffic signal equipment (i.e. detector loops) outside the County right-of-way.
- (6) Whenever possible, intersections to be signalized must fit into the signal progression patterns along the highway. Hence, the decisions for locations of signalized intersections should be made part of an arterial corridor plan. When modifying an existing signal system, the re-optimization of the system is the responsibility of the Applicant.

The installation of traffic signals will only be considered on the basis of the MUTCD warrant guidelines. The County Engineer will consider using IDOT District 1 procedures for adjusting right-turn approach volume depending on the type of intersection channelization, right-turn approach volume, and opposing or conflicting major street flow.

It is the responsibility (at their sole cost) of the permit Applicant or their successor to collect and submit such traffic counts or accident record analysis as may be necessary to evaluate signal warrants. This collection and submittal of data is to be performed at a minimum of six-month intervals or as requested by the County Engineer.

(b) Highway Lighting

Highway lighting may be installed by the Applicant if required by a municipality provided an agreement is executed where the applicant or municipality is responsible for all energy costs and future maintenance costs.

The highway lighting shall be designed in accordance with IDOT District 1 General Guidelines for Lighting Design and Plan Preparation. All materials used in the highway lighting shall be approved by the County Engineer and designated consultant.

(c) Pedestrian / Bicycle Signal Heads with Push Button Actuation

Pedestrian / bicycle push button actuated signal heads at traffic signal installations shall be required when the MUTCD “pedestrian signal warrant” is met or as otherwise determined by the County Engineer. In addition, pedestrian actuated signal heads at traffic signal installations may be required under the following conditions:

- (1) If Warrant 4 (Pedestrian Volume) or Warrant 5 (School Crossing) warrants are met.
- (2) If a protected signal phase is provided for pedestrians in one or more directions with all conflicting vehicular movements stopped.
- (3) An established school crossing at any signalized intersection where it is determined that pedestrian signal heads are required to minimize pedestrian-vehicle conflicts.
- (4) When the intersection presents visual or operational problems for use by pedestrian or bicyclists and would include; split-phase timing, no vehicular signal indications available to pedestrians (one-way streets or T-intersections), or complex, multiphase intersections, where highway geometry and channelization requires crossing the intersection in stages. These site-specific factors would include traffic signal installations with protected only (green arrow) phasing in conflict with the pedestrian crossing, wide intersections where signal indications are confusing to pedestrians or where crossing distances (and times) are large, and intersections where significant numbers of pedestrians, especially the young and the elderly, are anticipated.

2.1.6-8 Abutting Property Land Use and Site Development Characteristics

The development characteristics of property adjacent to a County highway are an integral part of a safe and effective access control program. Technical and physical improvements to the highway and driveway system alone cannot ensure the orderly and safe movement of traffic when adjacent land uses have poor internal site circulation, or when such land uses generate increases in traffic volumes beyond the capacity of area highways. Cooperation between government agencies, municipalities, and communities to coordinate land use development along highways is required.

- Effective corridor development plans may be required which recognize the need for a balance of transportation and access, and the desire to minimize land use and zoning conflicts. Developing cross access easements and

streets at the rear of developments, which will serve as access to store service/delivery areas, as well as providing access between adjacent developments will be required. Generally, cross access easements, streets and other collector highways will require a minimum width of 30 feet, shall be properly illuminated, striped (pavement marking), and signed.

- Corridor development in the vicinity of freeway ramp interchanges should balance the goal to yield the maximum utilization of the surrounding area's potential land use, with the need to provide access control to promote safety and traffic flow. Illinois State Toll Highway Authority or IDOT input shall be required with regard to planned developments adjacent to freeway interchange ramps. Illinois State Toll Highway Authority or IDOT approval is required with regard to any access request within 1000 feet of a ramp intersection.
- Potential land use should be determined from the access needs that it requires. Should projected trip generation values warrant access needs that cannot be accommodated without compromising the safety and efficiency of highway operation, a change in density or of land use should be made.

The following elements shall be reviewed as part of the access permit review process:

- Safety considerations.
- Regional impacts to the highway system.
- Internal circulation as it affects the ingress or egress to site - When property abutting a highway is to be developed, direct access to a highway shall not be used in lieu of an adequate internal traffic circulation system. An internal integrated access plan should identify the internal or integrated access used (ring road, frontage road, cross access easements to and from adjacent properties, access to another highway, etc.) and should consider overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. Appropriate on-site provisions for internal traffic movements to provide favorable traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. No parking is permitted along a collector or arterial highway or within the right-of-way of a collector or arterial highway. Provisions for parking shall be made outside of the highway right-of-way.
- Aesthetics of the improvements on the County right-of-way - A detailed plan prepared by a qualified Licensed Professional Engineer or Licensed Landscape Architect for landscaping within the County right-of-way may

be required for access permit improvements that involve substantial grading within the County right-of-way. The underground placement of overhead utility lines may be required by the County as part of access permit construction work.

- Right-of-way requirements.
- Pedestrian/bicycle/mass transit circulation.

2.1.6-9 Right-of-Way

County designated freeways and S.R.A. Routes shall have a minimum right-of-way width of 150 feet, 75 feet half right-of-way width. County highways shall generally have a minimum right-of-way width of 120 feet, 60 feet half right-of-way width. However, some County highways may require right-of-way widths of up to 160 feet, 80 feet half-right-of-way widths.

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

If the property abutting a County highway is to be subdivided or an access is being requested, the applicant/owner shall dedicate, at no cost to the County, the sufficient land to satisfy the right-of-way requirements as stated herein from the centerline/section line (as determined by the County Engineer if different) of the highway along the entire frontage of the property. Right-of-way conveyances shall be required to address various safety issues such as, but not limited to, the preservation of sight line distances, the establishment of required clear zones along the highway, creation of safe radius returns and maintenance of the highway facility. Where the width of the roadway right-of-way is insufficient to permit the construction of a turning lane and related appurtenances required for the proposed access or subdivision, the Applicant shall acquire and convey to the appropriate highway authority any necessary additional right-of-way to accommodate the turning lane and related highway appurtenances.

Upon completion of any construction work within the right-of-way, the right-of-way shall be restored to a condition acceptable to the Department of Highways. No new objects, trees, planting, bushes, landscaping, fences, rocks, debris, or any such materials shall be permitted within the right-of-way. In those instances where additional right-of-way is being dedicated as required by this policy, brush, fences, rocks, landscaping, objects, and other such obstacles shall be removed or relocated beyond the new right-of-way lines.

All right-of-way shall be recorded prior to issuance of a permit.

2.1.6-10 Relocation of Utility Poles and other utilities

All utility poles within the construction limits of a roadway widening improvement shall be relocated to the new right-of-way line. All other utilities must be located on the plans and those in conflict with the proposed improvements must also be relocated. Any utility that would remain under new pavement or curb and gutter must be relocated, except for those that cross the County Highway. The coordination and execution of this work is the responsibility of the Applicant.

2.1.6-11 Pedestrian/Bicycle/Mass Transit Considerations

Pedestrian traffic should be directed to and from major crossroad intersections where crossings can be accommodated by the existing traffic signals and mass transit connections can be provided from either highway. The development of sidewalks, walkways and bikeways where pedestrian and bicycle traffic between adjacent land uses is expected will be required. Internal circulation of pedestrian traffic within the development should also be encouraged. The IDOT Bureau of Local Roads and Streets Manual shall be used in the development of any bicycle facilities permitted within the County right-of-way.

2.1.6-12 Drainage

(a) Storm Water Detention/Retention

Storm water Detention/Retention requirements shall be in accordance with the Will County Stormwater Management Ordinance and Will County Water Resource Ordinances (or latest Ordinance adopted by the County). Berms and detention/retention facilities shall be located in compliance with 605 ILCS 5/9 115.1. Where access permit plans include widening or other improvements that increase the impervious area within the right-of-way, the Applicant shall demonstrate this additional increase in run-off is accommodated in the storm-water planning for the development. Along County highways, the volume of detention, provided on the site by the Applicant shall include the volume for a 100-year storm for the additional impervious surface for the 20-year planned design of the freeway or highway. For the 20-year plan design, County freeways and S.R.A. routes will be considered as six (6) lane facilities and all other County highways will be considered four (4) lane facilities. The length of consideration shall be for the length of widening for the access or frontage of property, whichever is greater.

In addition to meeting the requirements of the Will County Storm water Management Ordinance and Will County Water Resource Ordinances (or

latest Ordinance adopted by the County), the Applicant will be required to work with WCDH on correcting existing highway flooding adjacent to the area being developed.

The Will County Storm Water Manager is responsible for administrating the Will County Storm Water Management Ordinance and Will County Water Resource Ordinances (or latest Ordinance adopted by the County) within the County right-of-way whether incorporated and unincorporated. For the purposes of the Storm Water Ordinance, any impact to the right-of-way will be considered comprehensively with the other project work proposed to occur off the right-of-way. Therefore, the Applicant must secure approvals from the Storm Water Manager for the right-of-way work, as well as the governing agency for the off right-of-way work, in order for the proposed work to proceed under the requirements of the Will County Storm water Management Ordinance.

(b) Storm Sewers

All mainline storm sewers except laterals must be located outside roadway pavement and curb and gutter. See the IDOT BLR Manual for all other design requirements.

(c) Crossroad Culverts

Existing corrugated metal pipe crossroad culverts may be required to be replaced. If required, they shall be replaced with a new precoated galvanized corrugated steel culvert pipe (PGCSCP). The new culvert shall have a minimum diameter of eighteen (18) inches.

2.1.6-13 Improvement of Existing Adjacent Roads

In order to provide safe highways, the County Engineer will review development traffic impacts to consider if existing infrastructure is adequate to accommodate the proposed development. When recommended by a traffic study, or as determined by the County Engineer, off-site improvements such as turn lanes, highway widening, and other improvements to address the safety and welfare of the public and to maintain the level of service, shall be provided at the Applicant's expense for highways and intersections adjacent or in close proximity to the development. If improvements cannot be immediately accommodated due to constraints such as right-of-way or other limiting factors, the County Engineer may consider other options such as the Applicant depositing funds with the County Treasurer to be utilized by WCDH for future implementation of appropriate improvements to the right-of-way or intersection in close proximity to the development.

2.1.6-14 Escrow Accounts

If it is determined that future improvements to a County highway may be necessary as a result of the construction of an access driveway (i.e. a Traffic Impact Study prepared for a development staged or phased over a period of years concludes that turn lanes at an adjacent intersection, a traffic signal/signal interconnection is not currently warranted but will be warranted as subsequent stages or phases of the development are completed, etc.), the Applicant shall be responsible for all costs of the future improvement to a County Highway as a result of the access driveway. Funds sufficient for the future improvements to the County right-of-way shall be deposited with the County Treasurer in escrow to pay such costs.

The deposit shall occur prior to the issuance of any access permit associated with the property. The amount to be in escrow shall be equal to the current estimated cost of the improvement plus thirty percent (30%) of the cost for the administration of the future improvement.

2.1.7 Design Requirements

2.1.7-1 Design Standards and Specifications

The design of access points and accompanying highway improvements shall comply with the requirements of the County Engineer. The standards and specifications set forth in these regulations are to ensure a safe and efficient highway system for the motoring public. In the absence of specific guidance within these regulations or from the County Engineer, the most current IDOT and AASHTO policies shall govern.

IDOT Publications

- Standard Specifications for Road and Bridge Construction
- Supplemental Specifications and Recurring Special Provisions and Interim Special Provisions
- MUTCD for Streets and Highways/Illinois Supplement
- IDOT, BDE Manual
- Manual of Policies and Procedures
- IDOT, Bureau of Local Roads and Streets Manual
- Guide to the Hydraulic Design of Bridges and Culverts on Local Systems
- Manual of Instruction for the Structural Design of Flexible Pavements
- Coded Pay Item Book (Bureau of Design)
- Highway Standards
- IDOT Bicycle Policy

AASHTO Publications

- A Policy on Geometric Design of Highways and Streets (AASHTO Policy On Geometric Design of Highways and Streets, most current edition)
- Guide for Selecting, Locating and Designing Traffic Barriers
- Highway Design and Operational Practices Related to Highway Safety
- AASHTO Guide for the Development of Bicycle Facilities

Will County Publications

- Will County Permit Regulations
- Will County “Year 2020 Transportation Plan” (to be replaced by the forthcoming 2030 Plan)
- Will County Storm water Management Ordinance (or latest Ordinance adopted by the County Board)
- Will County Water Resource Ordinances (or latest Ordinance adopted by the County Board)
- Other Will County Studies / Reports Applicable to the Proposed Access
- Will County Subdivision Ordinance
- Will County minimum Design Standards

2.1.7-2 Design Speed

The design speed to be used for designing improvements on County Highways shall be according to the applicable tables found within the IDOT Bureau of Local Roads and Streets Manual (currently chapter 33). The design speed may be adjusted at the discretion of the County Engineer.

2.1.7-3 Intersection and Driveway Sight Distance Requirements for Highway Access

An access shall be located at the point of optimum sight distance along a property frontage. The placement of an access on a horizontal curve or just below the high point of a crest vertical curve on the highway shall be discouraged. If sight distance is questionable, a sight distance study performed in accordance with the most current edition of the IDOT “Bureau of Local Roads and Streets Manual” (currently Chapter 28) shall be submitted by the Applicant for review.

The distances listed in Table 4 shall be goals to meet or exceed when positioning an access along the property frontage.

TABLE 4 – Intersection Sight Distance For Access	
Design Speed (mph)	Distance Required (feet)
30	335
35	390
40	445
45	500
50	555
55	610
60	665

Notes:

1. Driver's eye height shall be 3.5 feet above pavement edge
2. Driver's eye shall be 15 feet back from edge of traveled way.
3. Object height (approaching vehicle) shall be 3.5 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).

The County Engineer shall review the sight distance constraints on a site-specific basis and may require the use of deceleration lanes to benefit access/highway safety operation. If it is determined that inadequate sight distance exists for any turning/crossing movement(s), the access shall be designed to prohibit such movements by the use of channelizing islands, signs, and pavement markings as may be required by the County Engineer.

If it is determined that safe sight distance is not available at any location along the frontage of a property, access may be allowed, at the Applicant's expense, in one of the following ways:

- Redesign or reconstruction of the existing highway to correct sight distance deficiency.
- Develop access to another highway (in the case of corner properties).
- Develop indirect access via a frontage road.
- Develop indirect access via the acquisition of an access easement from an adjacent property.

2.1.7-4 Access Design Widths and Standards

Access widths and radius design standards shall be appropriate for the type and volume of traffic using the access. Minimum Use and Minor Accesses shall have a width between 16 feet and 24 feet. The width should accommodate for adequate radius returns to allow for smooth ingress and egress at the highway connection. Where an Agricultural Access is to be used by large farm equipment, a width of 30 feet should be used. When applicable, permits may be issued for common residential entrances to service adjacent properties. These entrances shall be centered on the property line and shall not exceed the 24-foot maximum width. The permit will be issued jointly to the two property owners and must be executed by both owners.

Major Accesses may have a maximum width of 24 feet when undivided or, if divided by a median, the access width shall be appropriate for the type and volume of traffic using the access. The County Engineer shall approve the required width. The number of lanes exiting from the development and turning in one direction shall not exceed the number of available traffic lanes on the highway in that direction. For example, if the exit is onto a two lane two-way pavement, no more than one lane will be allowed to exit at the same time in each direction. This may need to be factored into the intensity of land use or the Applicant may be required to widen the highway to accommodate the turning movements.

2.1.7-5 Radius Return

The radius returns used to connect the access to the highway shall fall entirely within the right-of-way. In limited cases, the radius may be permitted to go outside the right-of-way if raised curbing extends into the private property. The radii will generally be 20 feet for a Minimum Use access and between 30 and 60 feet for all other accesses, except for two or three-centered-curves, which may have larger radii. The entrance to a development shall generally require adequate radius returns, driveway widths, and deceleration / turning lanes to ensure a high quality of service for through traffic and improved safety on the highway. Smooth and unrestricted entry for driveway traffic shall be a goal. The radius will be designed to accommodate the largest vehicle expected to use the access. The design vehicle for County freeways and S.R.A routes shall be as designated by AASHTO WB-65. The minimum design vehicle for all other County highways shall be a WB-55 unless otherwise approved by the County Engineer.

2.1.7-6 Angle of Intersection

The access center line should generally be at a right angle to the pavement edge and follow this angle from the highway to the right-of-way line or a distance of 50 feet from the edge of pavement, whichever is greater. No access shall be placed that will have a centerline angle measured from the highway less than 80 degrees unless approved by the County Engineer. If an approach angle less than 90 degrees must be used on an access, the access return radius and/or width should be increased to facilitate ingress and egress maneuvers.

2.1.7-7 Islands

Channelizing Islands -When an exclusive left turn lane is to be used for an access, channelizing islands shall be used for delineation. Median widths of 16 to 18 feet permit reasonably adequate arrangements at left turn lane facilities. The minimum width of the channelizing island shall be 4 feet. This

can be provided within a median 16 to 18 feet wide and a turning lane width of 12 feet. Curb and/or painted channelizing islands may be used subject to the access width and design speed/type of the highway.

Island Nose Offsets -For curbed islands a minimum 4 feet for single left turn lane and minimum 6' for dual left turn lanes in width. The curbed nose can be offset from the opposing through traffic lane 2 feet or more, with gradual taper beyond to make it less vulnerable to contact by through traffic. The shape of the nose for curbed dividers 4 feet wide should be semicircular, but for wider widths, the ends are normally shaped to a bullet nose pattern to conform better to the paths of turning vehicles.

Island Visibility -Corner islands and access medians shall be visible both during day and night. The curb line of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the island.

Regulatory Signing for Islands -Regulatory signing and/or pavement markings must be used along channelizing islands to effectively and legally prohibit particular vehicle movements.

2.1.7-8 Site Access Medians

Where a divided access for entering and exiting traffic is utilized, the median shall be between 4 and 18 feet wide and extend into the property as far as necessary to promote smooth traffic patterns. The median shall begin at the edge of the normal shoulder in an uncurbed section or 4 to 10 feet from the face of the curb in a curbed section.

Median Visibility -Channelizing medians shall be highly visible both day and night. The curbing of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the median. Lighting will be permitted provided the municipality agrees to provide energy and all maintenance responsibilities.

Corner Islands and Driveway Median -At high volume major access driveways, it may be desirable to control or confine particular maneuvers by the installation of corner islands and median dividers for two-way driveways.

2.1.7-9 Access Profile and Mailbox Turnouts

All accesses constructed in rural locations shall have a grade that slopes away

from the highway surface at a rate equal to the slope of the shoulder but not less than 3/16 inch nor greater than 1 inch per foot. This slope shall continue for a distance at least equal to the prevailing shoulder width of the highway. The maximum difference between the downward cross slope of the shoulder and the upward slope of the driveway towards the right-of-way should not exceed 8.0 percent. The access should follow existing grades and slope away from the pavement. However if adjacent land is higher than the pavement it is desirable that the driveway slope upward from the edge of shoulder or the ditch centerline for rural driveways on a straight slope (no vertical curve) at least 10 feet long for residential driveways and 40 feet long for commercial and industrial access. The same physical limitations should apply to highways with a curb and gutter cross section with the driveway grade beginning at the gutter line. The grades used for rural and urban access shall permit facilities that will accommodate the flow of the drainage in the vicinity of the driveway and should be designed so that future widening would not require reconstruction of the intersection. Such facilities shall be the responsibility of the Applicant.

Asphalt mailbox turnouts shall be provided at all accesses onto County Highways. The standard detail for a mailbox turnout is included in this section (IDOT B.L.R.24-1 or latest revision).

2.1.7-10 Shoulders, Curb and Gutters, Bikepaths and Sidewalks

The highway shoulders adjacent to driveways being constructed pursuant to the permit shall be designed to the specifications of the County Engineer. Should a commercial or industrial access connect with a highway that has an urban cross section complete with curb and gutter, the driveway shall be provided with a concrete curb and gutter per County Engineer specifications for full length of curb return to at least the right-of-way line.

All sidewalk or bike paths should be located outside County right-of-way wherever possible. Consideration to allow such facilities in County right-of-way will only be considered provided an agreement is secured stating the local municipality or other entity accepts all maintenance and liability of such facilities. Any sidewalk or bike paths allowed to be constructed within the County right-of-way, shall be constructed approximately one (1) foot from the right-of-way line, follow existing land contours and elevations as closely as possible and include provisions for ramps at intersection locations that meet the requirements of the ADA.

2.1.7-11 Cross-Section and Material

(a) Access Cross-Section

For public safety reasons, accesses and access returns must be surfaced and

well maintained to ensure that the original profile is retained, that operational speeds are not reduced by pot holes or rough surfaces, and that no damage to or deterioration of the highway pavement is caused by the condition of the access. All accesses shall at a minimum be surfaced from the highway edge to the right-of-way line. Additional pavement surfacing, internal to the development, shall generally be required for accesses serving developments larger than a single family home. Unsuitable material must be removed and replaced with the proper base material. The type of material and thickness shall be determined by the County Engineer and will depend primarily on the intended use of the driveway, as well as the proposed volume and types of vehicles using the access.

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

(b) Widening and Reconstruction of Highways

When existing highways are to be widened or reconstructed to accommodate a proposed access, the design of the access and highway pavements shall be in accordance with IDOT Policies for Flexible or Concrete Pavement Designs or to the WCDH Minimum Design Standards. The final design will need to be reviewed and approved by the County Engineer. For safety reasons, all highway widening and improvements required for an access shall yield through lane widths of 12 feet. At improvements to intersections with existing lane widths less than 12 feet, widening to 12-foot lanes shall be required. An adjustment to the limits of construction on the highway may be needed to accommodate pavement width transition lengths. In addition, the following requirements shall be met:

- (1) Roadway widening for left turn lane improvements shall be symmetrical about the existing centerline of road unless otherwise specified by the County Engineer.
- (2) The existing pavement to be widened shall be saw-cut full depth six (6) inches from the existing edge of pavement or full depth shoulder to obtain a clean vertical face.
- (3) The depth of the widening/reconstruction shall be based on the projected ADT of the highway being widened/reconstructed or per the Will County minimum cross section. A Geotechnical Report containing pavement core information of the existing pavement structure may be required on widening projects.
- (4) If during the design phase, the pavement investigation indicates that the existing pavement structure is less than eight (8) inches in total thickness, the Applicant shall notify and work with WCDH to determine

whether or not the existing pavement structure will be adequate for the improvement being done or if corrective measures will be required.

- (5) If a pavement investigation was not completed during the design phase and during construction it is determined that the existing pavement structure is less than eight (8) inches in total thickness, the work shall be suspended and WCDH shall be notified of this condition. The Will County Department of Highways may require pavement cores or opening of the highway pavement to determine the average thickness of the existing pavement structure. No work will proceed until the County Engineer has made a determination on the adequacy of the existing pavement structure and if corrective action will be required to the existing pavement structure.
- (6) When the widening will alter through traffic travel paths (i.e. turning lane improvements), the existing pavement surface within the job limits shall be resurfaced with a ¾" (min. &variable) Leveling Binder, and a minimum of 1 ½ inches of HMA Surface Course to obliterate existing wheel paths and pavement markings.
- (7) All access improvements involving the widening of a County Highway with an open ditch shall require paved shoulders in addition to the aggregate shoulder.
- (8) Strip Reflective Crack Control Treatment shall be installed over the longitudinal joint of the widened pavement as well as any other open joint or crack in the existing pavement.
- (9) All potholes and other areas needing patching in the existing pavement must be completed by the Applicant's contractor prior to placement of the leveling binder.

(c) Construction Materials

The furnishings, transporting, inspection, and installing of all materials necessary to complete the roadway construction as specified shall be the responsibility of the Applicant. All construction materials must be IDOT certified. For Major Access Permits, documentation of material certification shall be assembled and submitted by the Applicant's consultant prior to WCDH approval. All construction material needing inspection shall be done according to the latest IDOT Project and Procedures Guide and shall be done by an IDOT certified testing company. The coordination and execution of the inspection is the responsibility of the Applicant and the Applicant's consultant or contractor. (Examples: proof roll on sub-base, asphalt density, concrete strength, etc.)

2.1.7-12 Traffic Control

Access traffic control devices such as signs, pavement markings, raised pavement markers, and traffic signals shall be used in accordance with the MUTCD/Illinois Supplement, IDOT and WCDH Policies. Stop signs shall be required for any Minor or Major Access connecting to a County or township highway. Additional guidelines on the use of traffic control devices for accesses are presented herein.

Signing -Signage for driveway operation is most beneficial when the intent of the signage is reinforced by the design and layout of the access (es) and parking areas. Access signage shall not encourage motorists to make difficult or hazardous maneuvers into or out of the access.

Pavement Markings – Thermoplastic Pavement Marking shall be used. For one-way exit driveways, a 24 inch wide white stop bar placed across the full width of the access shall be used to discourage illegal entries. However, due to the limited visibility of pavement markings when observed from the highway, it is recommended that signs should be used in conjunction with pavement markings to convey information to entry traffic at accesses.

Raised Reflective Pavement Markers – Raised Reflective Pavement Markers shall be installed on all County Highways in accordance with the latest IDOT District 1 standards. All raised reflective pavement markers used with skip dashes shall be centered in the gap between segments, and offset 4 inches from the centerline of the dash to match the existing markers on the County Highway. All existing raised reflective markers within a widening section shall be removed and adequately backfilled prior to placing the leveling binder and bituminous surface.

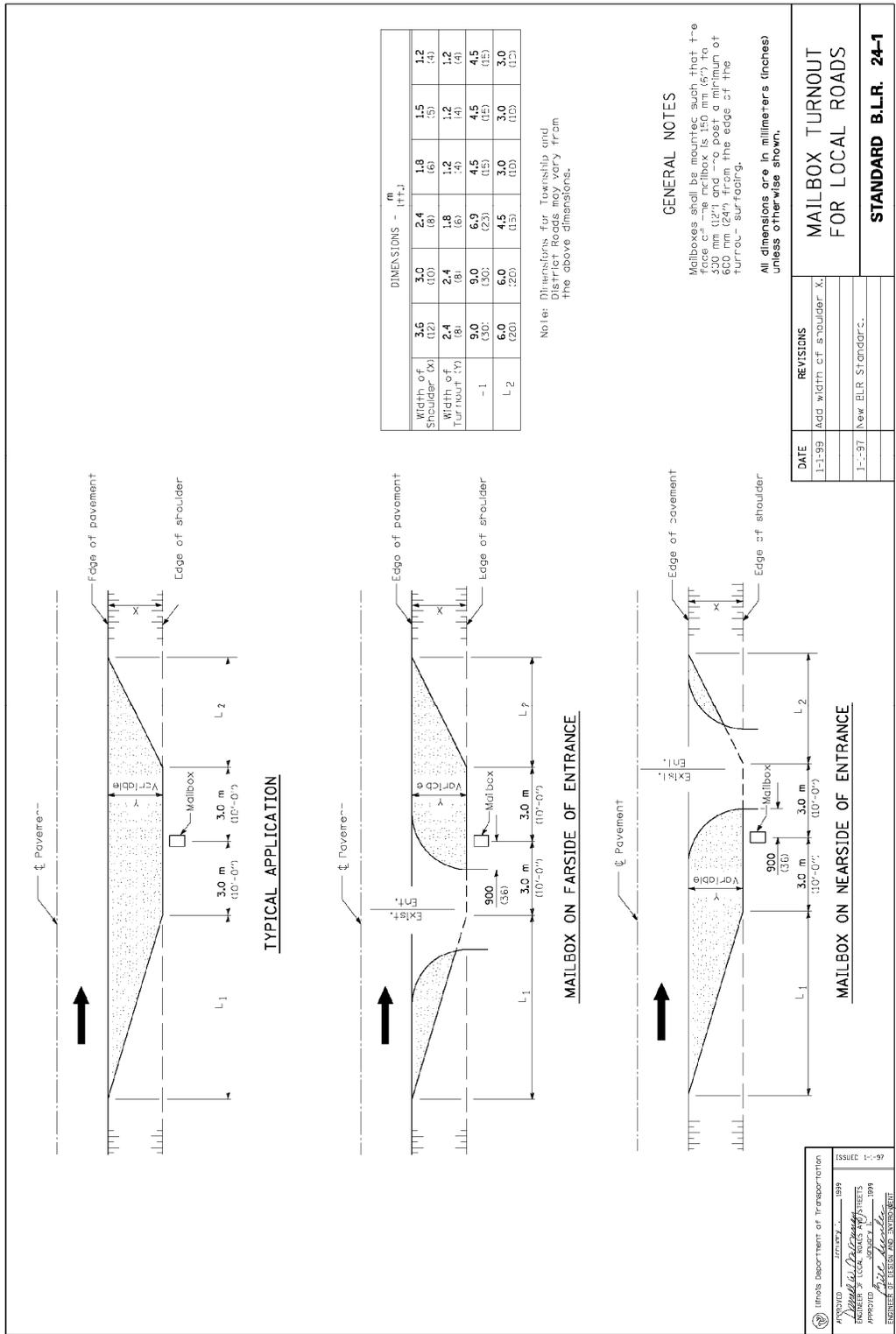
Temporary Access Permits - Construction signs according to IDOT standards shall be placed in advance of the project to alert motorists. Flagmen shall also be utilized at the entrance location to protect the public at any time heavy equipment or material is being brought onto or removed from the site.

2.1.7-13 On-Site Design Elements

- (a) Parking -On-site parking shall be designed so parked cars on a property do not obstruct the sight distance at a driveway or conceal a driveway to street traffic. Parking within the highway right-of-way or on the highway shoulder is prohibited.
- (b) Traffic Circulation -Internal traffic patterns for a development should take into account the overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. The traffic circulation pattern must be consistent with the

type of access operation and should not require on-site traffic to cross or conflict with access traffic or to use the highway via an access as part of the pattern.

- (c) Service Fixtures -Services Fixtures such as gasoline pumps, mailboxes, and drive-up windows, shall be placed as far from accesses as practical so that traffic using the service fixtures does not interfere with normal access operation. Adequate and well-defined stacking areas should be provided for service fixtures where the queuing of traffic may occur. These stacking areas should be positioned on the development so waiting vehicles do not block or impede the movement of access traffic.
- (d) Service Stations -One of the more common and conspicuous service fixture is the gasoline pump and its foundation island. The minimum distance between the highway right-of-way line and the edge of the gasoline pump island shall be 20 feet.
- (e) Drive-up Windows -Favorable operation at drive-up windows is heavily dependent on the provision of adequate and well-defined stacking areas for the drive-up window traffic. All waiting traffic must be stored on private property clear of access and circulation driveways. Applicants for access permits to County highways or freeways for developments which contain drive-in service will be required to furnish the following data, in addition to other information deemed necessary by WCDH.
 - Traffic flow pattern for the facility and, if included, of the service station operation.
 - The total number of off-street stacking spaces for the operation.
 - Information regarding the type of equipment, including the expected hourly output.
 - The number of service operations and amount of time to complete a single transaction as well as anticipated peak hour volume.
 - The hours and days of operation.



DIMENSIONS - m

Width of Shoulder (X)	3.0 (10)	2.4 (8)	1.8 (6)	1.5 (5)	1.2 (4)
Width of Turnout (Y)	2.4 (8)	1.8 (6)	1.2 (4)	1.2 (4)	1.2 (4)
-1	9.0 (30)	6.9 (23)	4.5 (15)	4.5 (15)	4.5 (15)
L 2	6.0 (20)	4.5 (15)	3.0 (10)	3.0 (10)	3.0 (10)

Note: Dimensions for Township and District Roads may vary from the above dimensions.

GENERAL NOTES

Mailboxes shall be mounted such that the face of the mailbox is 150 mm (6") to 200 mm (8") above the minimum of 800 mm (24") from the edge of the turnout surfacing.

All dimensions are in millimeters (inches) unless otherwise shown.

DATE	REVISIONS
1-1-99	ADD width of shoulder 'x'.
1-1-97	New BLR Standards.

MAILBOX TURNOUT FOR LOCAL ROADS

STANDARD B.L.R. 24-1

Illinois Department of Transportation
 APPROVED: *[Signature]* 1998
 ENGINEER: *[Signature]*
 APPROVED: *[Signature]* 1994
 ENGINEER: *[Signature]*
 ISSUE: 1-1-97

2.2 PERMIT APPLICATION FEES

- 2.2.1 **Agricultural Access Permit** – The Will County Department of Highways will charge an application fee for this work. Standard application fee is \$50.
- 2.2.2 **Temporary Access Permit** – The Will County Department of Highways will charge an application fee for this work. Standard application fee is \$450.
- 2.2.3 **Minimum Use Access Permit** – The Will County Department of Highways will charge an application fee for this work. Standard application fee is \$300.
- 2.2.4 **Minor Access Permit** – The Will County Department of Highways will charge an application fee for this work. Standard application fee is \$2,500.00.
- 2.2.5 **Major Access Permit** – The Will County Department of Highways will charge an application fee for this work. Standard application fee is \$4,500.
- 2.2.6 **Permit Renewal or Extension** – The Will County Department of Highways will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Will County Department of Highways shall be included with all application. (All fees are non-refundable)

- 2.2.7 **Review Cost** – Temporary and Major Access permits may require additional pass-through consultant-review costs. Permits fees may include a base fee plus other costs and must be discussed with the Permit Section Staff to determine the total fee.
- 2.2.8 **Fines** – In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way requiring a permit has commenced without a permit. The amount of the fine will be according to the applicable section of Illinois State Law – currently 605 ILCS 5/9-117. Failure to pay a fine will bring about legal action and/or a draw against the associated letter of credit.

2.3 ACCESS PERMIT PROCESS

The following steps outline the process required to acquire an Access Permit from the County.

2.3.1 Agricultural Access

1. The recommended first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Agricultural Access

Permit Application, fees and the following:

- Plat of survey with legal description and PIN number.
 - At time of submittal, it is required that the desired access location be staked.
3. The Permit Section Staff reviews the application for completeness.
 4. Due to the fluid nature of development, all comments by this Department regarding requirements for the proposed access, written or otherwise, prior to the receipt and approval of the permit application by the Permit Section Staff are not binding.
 5. Upon approval, the application will be logged into a master tracking system to show all stages of the project from the application to the issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
 6. The Permit Section Staff shall review all material and send comments to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
 7. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from the Permit Section staff.
 8. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
 9. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, a performance guarantee in the form of a money order, bank draft, or cashier's check shall be deposited with the "Will County Treasurer" in escrow to pay such costs. The standard amount shall be determined by the County Engineer. Upon final inspection and approval by the Department, the funds shall be returned.
 10. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a WCDH Agricultural Access Permit.
 11. The Permit Section Staff will perform the site-observation tasks during construction.

2.3.2 Temporary Access

1. The recommended first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Temporary Access

Permit Application and fees.

3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a design review consultant.
4. If a design review consultant is required, the County Engineer selects the design review consultant(s). At this point, the Applicant must contract with the design review consultant(s) for the review fees.
5. Due to the fluid nature of development, all comments by this Department regarding requirements for the proposed access, written or otherwise, prior to the receipt and approval of the permit application by the Permit Section Staff are not binding.
6. Upon approval, the application will be logged into a master tracking system to show all stages of the project from the application to the issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.
8. The Permit Section Staff will schedule an application meeting (if necessary) for the project and include the following:
 - a. Attendance

The following will be invited to attend the application meeting, as appropriate:

 - County Permit Section
 - Public Works or Engineering Departments of any municipalities involved
 - County Design Review Consultants
 - Applicant/Developer
 - Applicant's/Developer's Engineer
 - b. The Temporary Access Permit packet will be distributed and discussed.
 - c. A sequence of items to be submitted will be established for the project.
9. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting.
10. The Permit Section Staff will review the submittal for completeness and forward it to the design review consultant(s) for review if necessary.
11. The design review consultant (if required) will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected.

12. The Permit Section Staff shall review all the comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
13. The Applicant will furnish a revised submittal to the Permit Section Staff, which includes a written disposition of all comments from Permit Section Staff and the design review consultant(s) and is signed by the Applicant and Engineer.
14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, a performance guarantee in the form of a money order, bank draft, or cashier's check shall be deposited with the "Will County Treasurer" in escrow to pay such costs. The standard amount shall be determined by the County Engineer. Upon final inspection and approval by the Department, the funds shall be returned. In the event the temporary permit is executed to allow construction access into the site prior to the execution of a permit for the permanent improvements to be required for a development, a Temporary Permit Letter of Credit shall be used instead.
16. Once the Applicant meets or exceeds the requirements of these regulations, the request must be brought before the Public Works and Transportation Committee and then the Will County Board for final approval. If directed by the Will County Board, the Permit Section Staff will be responsible for issuing a WCDH Temporary Access Permit.
17. Once the permit has been issued, a pre-construction meeting (if required) will be required prior to starting construction. The general contractor shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
18. If the assistance of the design review consultant is required during construction, the Applicant will be responsible for coordinating with the design review consultant. The design review consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit.

2.3.3 Minimum Use Access

1. The recommended first step is a pre-application meeting with the Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.

2. The review process begins with the Applicant submitting the Minimum Use Access Permit Application, fees and the following:
 - Plat of survey with legal description and PIN number.
 - Copy of site improvement plans which includes the following:
 - Proposed access location
 - Proposed building or facility location
 - Existing culvert location and size within right-of-way
 - Well location
 - Septic field location
 - At time of submittal, it is required that the desired access location be staked.
3. The Permit Section Staff reviews the application for completeness.
4. Due to the fluid nature of development, all comments by this Department regarding requirements for the proposed access, written or otherwise, prior to the receipt and approval of the permit application by the Permit Section Staff are not binding.
5. Upon approval, the application will be logged into a master tracking system to show all stages of the project from the application to issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
6. The Applicant will submit the required items discussed at the pre-application meeting to the Permit Section Staff.
7. The Permit Section Staff shall review all material and send comments to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
8. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from the Permit Section Staff.
9. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
10. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, a performance guarantee in the form of a money order, bank draft, or cashier's check shall be deposited with the "Will County Treasurer" in escrow to pay such costs. The standard amount shall be determined by the County Engineer. Upon final inspection and approval by the Department, the funds shall be returned.
11. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a WCDH Minimum Use Access Permit.

12. The Permit Section Staff will perform the site-observation tasks during construction.

2.3.4 Minor Access

1. The recommended first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Minor Access Permit Application and fees.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a design review consultant.
4. If a design review consultant is required, the County Engineer selects the design review consultant(s). At this point, the Applicant must contract with the design review consultant(s) for the review fees.
5. Due to the fluid nature of development, all comments by this Department regarding requirements for the proposed access, written or otherwise, prior to the receipt and approval of the permit application by the Permit Section Staff are not binding.
6. Upon approval, the application will be logged into a master tracking system to show all stages of the project from the application to the issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.
8. The Permit Section Staff will schedule an application meeting (if necessary) for the project and include the following:

a. Attendance

The following will be invited to attend the application meeting, as appropriate:

- County Permit Section
- Public Works or Engineering Departments of any municipalities involved
- County Design Review Consultants
- Applicant/Developer
- Applicant's/Developer's Engineer

b. The Minor Access Permit packet will be distributed and discussed.

- c. A sequence of items to be submitted will be established for the project.
9. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting.
10. The Permit Section Staff will review the submittal for completeness and forward it to the design review consultant(s) for review if necessary.
11. The design review consultant (if required) will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected.
12. The Permit Section Staff shall review all the comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
13. The Applicant will furnish a revised submittal to the Permit Section Staff, which includes a written disposition of all comments from Permit Section Staff and the design review consultant(s) and is signed by the Applicant and Engineer.
14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, the Construction Observation and Compliance Letter of Credit shall be utilized. The letter of credit must be secured prior to executing the permit.
16. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a WCDH Minor Access Permit.
17. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. The general contractor shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
18. If the assistance of the design review consultant is required during construction, the Applicant will be responsible for coordinating with the design review consultant. The design review consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit.

2.3.5 Major Access

1. The first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. This is required of Major Access Permit

Applicants, and Applicants for all access-permit types are also encouraged to do this.

2. The review process begins with the Applicant submitting the Major Access Permit Application and fees.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a design review consultant is required, the County Engineer selects the design review consultant(s). At this point, the Applicant must contract with the design review consultant(s) for the review fees.
5. Due to the fluid nature of development, all comments by this Department regarding requirements for the proposed access, written or otherwise, prior to the receipt and approval of the permit application by the Permit Section Staff are not binding.
6. Upon approval, the application will be logged into a master tracking system to show all stages of the project from the application to the issuance of the Certificate of Compliance and Final Completion. A hard copy, central file system will also be started at this point.
7. The Permit Section Staff will review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.
8. The Permit Section Staff will schedule an application meeting (if necessary) for the project and include the following:
 - a. Attendance

The following will be invited to attend the application meeting, as appropriate:

 - County Permit Section
 - Public Works or Engineering Departments of any municipalities involved
 - County Design Review Consultants
 - Applicant/Developer
 - Applicant's/Developer's Engineer
 - b. The Major Access Permit Application packet will be distributed and discussed.
 - c. A sequence of items to be submitted will be established for the project.
9. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting.
10. The Permit Section Staff will review the submittal for completeness and forward it to the design review consultant(s) for review if necessary.

11. The design review consultant (if required) will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Staff reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
12. The Permit Section Staff shall review all the comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
13. The Applicant will furnish a revised submittal to the Permit Section Staff, which includes a written disposition of all comments from Permit Section Staff and the design review consultant(s) and is signed by the Applicant and Engineer.
14. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
15. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, the Construction Observation and Compliance Letter of Credit shall be utilized. The letter of credit must be secured prior to executing the permit.
16. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a WCDH Major Access Permit.
17. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. The general contractor shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
18. If the assistance of the design review consultant is required during construction, the Applicant will be responsible for coordinating with the design review consultant. The design review consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit.

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Will County
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Permit Regulations
And
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SECTION 3

UTILITY PERMIT

Emergency
Minor Maintenance
Major Maintenance
Modification or New Construction

Adopted May 18, 2006
Revised January 17, 2008
Revised April 16, 2009

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3.1 UTILITY PERMIT POLICY

3.1.1 Purpose

The purpose of these regulations is to establish policies and procedures for accommodating utilities within right-of-way of the County highway, which will provide public benefit consistent with the preservation of the integrity, safe usage, and visual qualities of the County Highway System. These regulations apply to all utility facilities within highway right-of-way in which the County has an interest, whether those facilities were permitted or not and whether those facilities were in place before or after the promulgation of this Policy. Because it is impossible to anticipate all future highway needs or proposals, the County Engineer reserves the right to deny any application for any reasonable cause.

Refer to Section 1 of these Permit Regulations for additional permitting requirements.

3.1.2 Definitions – See Section 1.1 for full list of definitions

Cable operator – That term as defined in 47 U.S.C. 522(5).

Cable service – That term as defined in 47 U.S.C. 522(6).

Cable system – That term as defined in 47 U.S.C. 522(7).

Clear Zone - the area adjacent to the highway starting at and beyond the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired clear zone width is dependent upon the traffic volumes and speeds, and on roadside geometry. Distances are specified in the IDOT Bureau of Local Roads and Streets Manual (most recent publication).

Commission – means the Illinois Commerce Commission.

Emergency - Any immediate maintenance to the facility required for the safety of the public using or in the vicinity of the right-of-way or immediate maintenance required for the health and safety of the general public served by the utility. The duration of the work period for an emergency repair is generally considered 72 hours or less.

Facility – All structures, devices, objects, and materials (including, but not limited to, track and rails, wires, ducts, fiber optic cable, antennas, vaults, boxes, equipment enclosures, cabinets, pedestals, poles, conduits, grates, covers, pipes, cables, and appurtenances thereto) located on, over, above, along, upon, under, across, or within rights-of-way way under Section 3.

Gross revenues – means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the holder for the operation of a cable or video system to provide cable service or video service within the holder’s cable service or video service area within the County.

(1) Gross revenues shall include the following:

- (i) Recurring charges for cable or video service.
- (ii) Event-based charges for cable service or video service, including, but not limited to, pay-per-view and video-on-demand charges.
- (iii) Rental of set top boxes and other cable service or video service equipment.
- (iv) Service charges related to the provision of cable service or video service, including but not limited to activation, installation, and repair charges.
- (v) Administrative charges related to the provision of cable service or video service, including but not limited to service order and service termination charges.
- (vi) Late payment fees or charges, insufficient funds check charges, and other charges assessed to recover the costs of collecting delinquent payments.
- (vii) A *pro rata* portion of all revenue derived by the holder or its affiliates pursuant to compensation arrangements for advertising or for promotion or exhibition of any products or services derived from the operation of the holder’s network to provide cable service or video service within the County. The allocation shall be based on the number of subscribers in the County divided by the total number of subscribers in relation to the relevant regional or national compensation arrangement.
- (viii) Compensation received by the holder that is derived from the operation of the holder’s network to provide cable service or video service with respect to commissions that are received by the holder as compensation for promotion or exhibition of any products or services on the holder’s network, such as a “home shopping” or similar channel, subject to subsection (ix).
- (ix) In the case of a cable service or video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the holder’s revenue attributable to the other services, capabilities, or applications shall be included in the gross revenue unless the holder can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- (x) The service provider fee permitted by 220 ILCS 5/21-801(b).

- (2) Gross revenues do not include any of the following:
- (i) Revenues not actually received, even if billed, such as bad debt, subject to 220 ILCS 5/21-801(c)(1)(vi).
 - (ii) Refunds, discounts, or other price adjustments that reduce the amount of gross revenues received by the holder of the State-issued authorization to the extent the refund, rebate, credit, or discount is attributable to cable service or video service.
 - (iii) Regardless of whether the services are bundled, packaged, or functionally integrated with cable service or video service, any revenues received from services not classified as cable service or video service, including, without limitation, revenue received from telecommunication services, information services, or the provision of directory or Internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing or any other revenues attributed by the holder to noncable service or nonvideo service in accordance with the holder's books and records and records kept in the regular course of business and any applicable laws, rules, regulations, standards, or orders.
 - (iv) The sale of cable services or video services for resale in which the purchaser is required to collect the service provider fee from the purchaser's subscribers to the extent the purchaser certifies in writing that it will resell the service within the County and pay the fee permitted by 220 ILCS 5/21-801(b) with respect to the service.
 - (v) Any tax or fee of general applicability imposed upon the subscribers or the transaction by a city, State, federal, or any other governmental entity and collected by the holder of the State-issued authorization and required to be remitted to the taxing entity, including sales and use taxes.
 - (vi) Security deposits collected from subscribers.
 - (vii) Amounts paid by subscribers to "home shopping" or similar vendors for merchandise sold through any home shopping channel offered as part of the cable service or video service.
- (3) Revenue of an affiliate of a holder shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate rather than the holder has the effect of evading the payment of the fee permitted by 220 ILCS 5/21-801(b) which would otherwise be paid by the cable service or video service.

Holder – A person or entity that has received authorization to offer or provide cable or video service from the ICC pursuant to the Illinois Cable and Video Competition Law, 220 ILCS 5/21-401.

ICC – Illinois Commerce Commission.

J.U.L.I.E. – The Joint Utility Locating Information for Excavators utility notification program.

Major Maintenance – repair, inspection and access to and from an existing utility system that may impact the safety or efficiency of the motoring public within the County highway pavement and shoulder areas. Major maintenance or inspection work may require excavation and roadway lane and shoulder closures. The work period is considered to range from a short-term stationary to long-term stationary duration, which is generally considered work that occupies a location for 60 minutes or more (90 days maximum). The installation of new single residential service installations is considered Major Maintenance.

Minor Maintenance – repair or minor maintenance or inspection and access to and from the existing utility system that will not impact the safety or efficiency of the motoring public within the County highway right-of-way. Excavations and open cuts are not considered Minor Maintenance and will be prohibited under this work item. The work period for Minor Maintenance is considered a short duration, which is generally considered work that occupies a location for 60 minutes or less.

Modification or New Construction – major enhancement, modification or new work and access to and from the existing or new utility system that may impact the safety or efficiency of the motoring public within the highway right-of-way, pavement and shoulder areas. The duration of the work period for Modification or New Construction is generally considered 3 days or more. The installation of new single commercial service installations is considered Modification or New Construction.

Non-public Utility – any utility that is not considered a public utility as defined herein.

Public Utility -a utility that is listed with the Illinois Commerce Commission as a public utility or a utility that has a franchise or license agreement with the County.

Roadway – That part of the highway that includes the pavement and shoulders.

Sale of Telecommunications at Retail – The transmitting, supplying, or furnishing of telecommunications and all services rendered in connection therewith for a consideration, other than between a parent corporation and its wholly owned subsidiaries or between wholly owned subsidiaries, when the gross charge made by one such corporation to another such corporation is not greater than the gross charge paid to the retailer for their use of consumption and not for sale.

Service - means the provision of “cable service” or “video service” to subscribers and the interaction of subscribers with the person or entity that has received authorization to offer or provide cable or video service from the Commission pursuant to 220 ILCS 5/21-401.

Service provider fee - means the amount paid under this Section and 220 ILCS 5/21-801 by the holder to a County for the service areas within its territorial jurisdiction.

Shoulder – the portion of the highway contiguous with the traveled way providing lateral support to the pavement edge and for the accommodation of stopped vehicles and for emergency use.

Single Residential Service Installation – the installation of a new single service utility installation to a residential site. The service installation may require excavations outside the highway pavement and generally do not exceed 200 feet in length. The duration of the work period for a single residential service installation is generally considered 3 days or more. This work will be permitted under the Major Maintenance Permit.

Telecommunications – This term includes, but is not limited to, messages or information transmitted through use of local, toll, and wide area telephone service, channel services, telegraph services, teletypewriter service, computer exchange service, private line services, mobile radio services, cellular mobile telecommunication services, stationary two-way radio, paging service and any other form of mobile or portable one-way or two-way communications, and any other transmission of messages or information by electronic or similar means, between or among points by wire, cable, fiber optics, laser, microwave, radio, satellite, or similar facilities. “Private line” means a dedicated non-traffic sensitive service for a single customer that entitles the customer to exclusive or priority use of a communications channel, or a group of such channels, from one or more specified locations to one or more other specified locations. “Telecommunications” shall not include value added services in which computer processing applications are used to act on the form, content code, and protocol of the information for purposes other than transmission. “Telecommunications” shall not include purchase of telecommunications by a telecommunications service provider for use as a component part of the service provided by such provider to the ultimate retail consumer who originates or terminates the end-to-end communications. “Telecommunications” shall not include the provision of cable services through a cable system as defined in the Cable Communications Act of 1984 (47 U.S.C. Sections 521 and following), as now or hereafter amended, or cable or other programming services subject to an open video system fee payable to the County through an open video system as defined in the Rules of the Federal Communications Commission (47 C.F.R. §76.1500 and following), as now or hereafter amended.

Telecommunications Provider – Means any person that installs, owns, operates or controls facilities in the right-of-way used or designed to be used to transmit telecommunications in any form.

Telecommunications Retailer – Means and includes every person engaged in making sales of telecommunications at retail as defined herein.

Utility - The individual or entity owning or operating any facility as defined in this Section.

Video Service – That term as defined in section 21-201 (v) of the Illinois Cable and Video Competition Law of 2007, 220 ILCS 21-201(v).

3.1.3 Accommodation of Utility in the County Right-of-way

Utilities that have franchise or license agreements with the County or are listed with the Illinois Commerce Commission as a Public Utility shall be allowed to be within the County right-of-way. The public utility will be required to submit evidence of this fact to the County Engineer.

Non-Public Utilities will require special approval from the County Engineer to be within the right-of-way. These utilities will be considered on a case-by-case basis.

All utilities and utility work, regardless of the type, will be required to follow the provisions of these WCDH Permit Regulations and laws of the State of Illinois. The law shall supersede this policy unless such authority is granted to the County Engineer by law.

3.1.4 Permit Types and Application Requirements

As defined previously, there are four types of utility work. The following describes the specific permit application requirements for each of the types of utility work; Emergency, Minor Maintenance, Major Maintenance and Modification or New Construction.

3.1.4-1 Emergency Work

Emergency work **will not** require a permit. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed. If the nature of the emergency is such as to interfere with the free movement of traffic, the County Engineer and Local Police shall be notified. The Will County Department of Highways can be contacted during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) at **(815) 727-8476** or if the emergency occurs after regular business hours, contact the Will County Sheriff's Office at **(815) 727-8575**.

(a) Emergency Work Traffic Control

The applicable IDOT Highway Standards shall be used for traffic control and protection of the public.

(b) Emergency Work Duration

The duration of work under an emergency situation by definition is considered 72 hours or less. The County Engineer recognizes that this time frame is meant to resolve the immediate emergency and that temporary pavements, etc. may have been required as part of this work. For emergency work, all permanent restoration to pavements, shoulders and right-of-way shall be completed within one (1) week of the completion of the emergency repair. If a longer period of time is required by the Applicant, the County Engineer may require that the Applicant submit and work be completed under the appropriate maintenance permit.

(c) Emergency Work Temporary Patches

When temporary patches are required as part of the emergency work, the temporary patches shall be continuously maintained until the permanent pavement restoration is completed. This applies to all permit work. The type of patch shall be determined by the County Engineer based on the time of year and the nature of the emergency.

3.1.4-2 Minor Maintenance Work

A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed.

3.1.4-3 Major Maintenance

A permit **will** be required for Major Maintenance work. The Applicant may only begin this work with the written or verbal authorization of the County Engineer. The permit application process, fees and guideline can be found in Sections 3.2 and 3.3.

3.1.4-4 Modification or New Construction

A permit **will** be required for Modification or New Construction. The Applicant may only begin this work with the written or verbal authorization of the County Engineer. The permit application process, fees and guideline can be found in Sections 3.2 and 3.3.

3.1.5 General Requirements

The following are general requirements pertaining to the various types of utility work proposed within the County right-of-way.

3.1.5-1 Authority of County

A “Permit” from the County Engineer grants permission only to undertake certain activities in accordance with these regulations within County right-of-way, and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way consists of a dedication, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or outside of County right-of-way in accordance with Illinois State Statutes - section 605 ILCS 5/9-113.

3.1.5-2 Written Consent

Only a permit issued by the County Engineer under this policy will satisfy the “written consent” requirement of the Illinois Highway Code except for Emergency Work and Minor Maintenance Work.

3.1.5-3 Compliance

The Applicant shall comply with all other applicable laws relating to the placement of utility lines. The issuance of a utility permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, and EPA.

3.1.5-4 Annual Registration Required

Every utility that occupies right-of-way along the County Highway system shall register on January 1 of each year with the County Engineer, providing the utility’s name, address, and regular business telephone and telecopy numbers, the name of one or more contact persons who can act on behalf of the utility in connection with emergencies involving the utility’s facilities in the right-of-way and a 24-hour telephone number for each such person, and evidence of insurance as required in other sections of these Regulations, in the form of a certificate of insurance.

3.1.5-5 Non-conforming Utilities

The following information pertains to utilities that existed prior to the effective date of the WCDH Permit Regulations that may not be in full compliance with the provisions of this document. The practice of accepting nonconforming utilities is commonly referred to as “grandfathering”. Nothing in these regulations shall prohibit the lawful use of sub-standard utilities provided the utility was permitted with the County Engineer prior to the

effective date of these WCDH Permit Regulations. However, if it is determined by the County Engineer that an existing utility, in whole or portion of, needs to be relocated, the utility must comply with all conditions and requirements of these regulations. Minor and Major Maintenance work to the utility must comply with these WCDH Permit Regulations.

3.1.5-6 Compliance by Other Agencies

State, County, Township, and municipalities, and other local units of government, utility and levee district's occupation or crossing of County right-of-way by their utility installations are subject to all of the requirements of this policy.

3.1.5-7 Signatory Authority

A Utility Permit issued to a public entity shall be executed by a duly authorized officer thereof.

3.1.5-8 Removal of Existing or Abandoned Facilities

The County Engineer, at his option, may require that utility facilities (underground or above ground) being abandoned as part of the permit work be removed from the right-of-way. If the utility facility to be abandoned is not part of permit work, the utility right-of-way user shall notify the County Engineer when the facility is abandoned. The right-of-way user shall submit to the County Engineer a plan for the removal of the abandoned equipment or facility. The County Engineer may require the right-of-way user to post a performance guarantee in an amount sufficient to reimburse the County for reasonably anticipated costs to be incurred in removing the equipment and facilities if the public right-of-way user fails to do so.

3.1.5-9 Obligation to Remove, Relocate or Modify Existing Utility Facility

The Applicant shall remove, relocate, or otherwise modify its facilities, including the removal of bridge attachments, as specified by the Illinois Highway Code. The Illinois Highway Code gives sole authorization to the County Engineer. The failure of an Applicant to comply with the directions of the County Engineer may cause sanctions to be imposed on it.

3.1.5-10 Notice to Remove, Relocate or Modify Existing Utility Facilities

The County Engineer may also give written notice that the Applicant or utility shall remove, relocate, or otherwise modify its facilities. If, within 90 days after receipt of such written notice, satisfactory arrangements are not made, the County Engineer may undertake the requested actions and may bill the Applicant or utility for the total cost thereof per 605 ILCS 5/9/113.

3.1.5-11 Reimbursement for Removal, Relocated or Modify Existing Utility Facilities

The Applicant, by use of its permit, agrees to reimburse the County according to 605 ILCS 5/9/113 for all costs incurred by the County for removal, relocation or modification to an existing utility.

3.1.5-12 Apportionment of Costs

There may be times when the County will incur delays or other costs, including third party claims, because the Applicant will not or cannot perform its duties under its permit. Unless the Applicant can demonstrate to the County Engineer that another allocation of the cost of undertaking the requested action is appropriate, the Applicant shall bear the County's costs of damages and its costs of installing, maintaining, modifying, relocating, or removing the facility that is the subject of the permit.

3.1.5-13 General Location of Facilities

All utility installations shall be located as follows:

No new aboveground utility facilities shall be located in the area established as a clear zone.

No new longitudinal utility installations will be permitted under paved portions of County highways including curb and gutter; however, new cables will be allowed in existing ducts if they can be installed without damage to the pavement.

Utility crossing facilities installed between the ditch lines or curb lines of County highways shall be designed and constructed and shall incorporate materials and protective appurtenances so as to virtually preclude future disruption of these areas. Protection may include encasement, additional cover, or other measures that might not otherwise be required.

Utilities shall not be permitted to cross under County highways in cattle passes, culverts or other drainage facilities.

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

Utility crossings shall be at or as near as practicable to a 90 degree angle with the highway centerline.

No utility appurtenances such as pumping stations and transformers serving a longitudinal facility will be allowed in interchanges.

3.1.5-14 Utility Attachments to Bridges or Traffic Structures

It shall be the general policy of the County Engineer to grant approval for accommodation of utilities on bridges or grade separations only when engineering and economic study substantiates that all other means of accommodating the utility are not practical. Other means shall include, but not be limited to, underground, under stream, independent poles, cable supports and tower supports, all of which are completely separated from the bridge. The utility company shall include the supporting data in their request that indicates the impracticality of alternate routing. All cost required to develop the engineering and economic study shall be paid by the utility.

3.1.5-15 Scenic Restrictions

Special restrictions on utility facilities may be imposed where visual quality and aesthetic consideration are an important consideration; for example, scenic easements, roadways, rest areas, public parks, overlooks, and recreation areas. The Applicant may contact the County Engineer for the location and additional information regarding these special scenic areas.

3.1.5-16 Access of County Right-of-Way

Access from the through travel lanes on County highways will not be permitted for installing or servicing of utility facilities except as may be provided in the AASHTO publication titled A Policy on the Accommodation of Utilities within Freeway Right-of-Way and approved for access by the County Engineer. All access from or to a County freeway must be approved by the Will County Board.

3.1.5-17 Easements

New utility easements shall not be allowed within the County right-of-way.

3.1.5-18 Suitability of Materials and Workmanship

Only materials approved by the County Engineer shall be used in utility installations in the County right-of-way. The quality of workmanship in every respect, including geometrical layout of work, proper installation of all facilities, and proper finish of exposed work, shall conform to County standards. At the sole opinion of the County Engineer, the Applicant shall be required to replace all faulty material and reconstruct or correct any work showing or developing unsatisfactory conditions. The completed work shall be inspected for compliance with the terms of this permit by the County

Engineer. A letter will be furnished to the Applicant from the County Engineer itemizing the incomplete or unsatisfactory work.

3.1.5-19 Pavement Open-cuts/Augering

Open cutting of pavements shall not be allowed on any County Highway with the exception of storm sewer. All installation of mains, pipes, conduits, etc., under a County Highway shall be done by approved pipe boring and jacking methods.

Casing pipe shall be of a length great enough to extend from right-of-way to right-of-way.

A temporary run around or one lane traffic with flaggers shall be used where possible to minimize the impact of the work delay to the traveling motorist. Where it is impossible to maintain normal traffic flow through the work site a temporary detour shall be put in place.

3.1.5-20 Temporary Dewatering for Construction Activities

The County Engineer will permit the temporary discharge of water from dewatering activities associated with construction activities assuming the following criteria have been met.

- (a) The outlet velocity at the point of discharge must not cause scour or erosion within the right-of-way.
- (b) The downstream drainage systems must have the capacity to convey the dewatering flow as well as the ten-year storm for the tributary area.
- (c) Downstream right-of-way or off-site impacts are the responsibility of the Applicant.
- (d) The Applicant shall indemnify the County from impacts or damages to either the right-of-way or off site areas caused by the dewatering discharge.
- (e) All dewatering discharge shall be contained within a pipe system until discharged at a location approved by the County Engineer. The discharge point may be a significant distance from the dewatering activities due to a lack of a suitable discharge point.
- (f) A regional map will be required, showing the location of all drainage features, including ponds, ditches, storm sewers, etc., effected by the work. This exhibit shall also include sizes and elevations of all relevant features.

The County Engineer may require the assistance of a consultant to review the submittal to ensure that there are no adverse impacts to the County right-of-way or off-site areas. The costs of this review shall be the responsibility of the permit Applicant.

At no time will the dewatering discharge system be located within any ditch in the right-of-way. The water will be conveyed off the right-of-way as far as is practical and then allowed to traverse the right-of-way in a manner that will not disrupt the normal use of the right-of-way to a suitable discharge point.

The permit will be revoked at any time should the County Engineer determine that there are any damages or adverse impacts to the County right of way or off-site areas.

3.1.5-21 Detours

The County Engineer recognizes that there may be situations when highway detours are necessary. In certain situations WCDH will assist in setting up the detour. In all cases, the Applicant or utility is required to coordinate the detour with WCDH. The following requirements shall be followed when initiating a detour.

For emergency work, the Applicant should contact WCDH as outlined in these permit regulations, with the exception that WCDH shall be contacted immediately since a detour is involved. The Will County Department of Highways will assist in determining the appropriate traffic route based on the road classification.

For an emergency, the County contact number is 815-727-8575.

For maintenance, modification or new construction work, the Applicant should contact WCDH as outlined in these permit regulations. Under this process WCDH should be notified that a detour will be required. The Will County Department of Highways will coordinate with the Applicant to determine an appropriate traffic route based on the highway classification and other work within the County. Under these permits a drawing or maintenance of traffic plan will be required showing the detour(s). Advance notification of the detour is required (see Advance Notification in this section). The Applicant will be responsible for the coordination, setup, maintenance and cost of the detour.

The Applicant shall maintain the detour at all times and shall respond to maintenance of traffic deficiencies noted by the County Engineer within 2 hours of the contact. Corrective measures shall be completed within the time specified after notification of the deficiency. If corrective measures are not

commenced within this length of time, the County Engineer will take appropriate action to ensure correction of the deficiency to the County Engineer's satisfaction at the expense of the Applicant.

3.1.5-22 Damage to County Right-of-Way

Those facilities and roadway structures and appurtenances (i.e., guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to WCDH. Damaged items will be replaced or repaired by the Applicant to satisfaction of WCDH in a reasonable length of time as established by WCDH. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. The occurrence will be immediately reported to WCDH.

3.1.5-23 Duty to Correct Defects

The Applicant shall guarantee the restoration of the County right-of-way for twenty-four (24) months following the issuance of the Final Completion and Compliance Certificate. During the 24-month period, the Applicant shall, upon written notification from the County Engineer, correct all non-complying work using methods and materials required by the County Engineer. The corrective measures shall be completed within ten (10) calendar days of the receipt of the notice from the County Engineer, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If corrective measures are not commenced within the length of time specified, WCDH will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

3.1.5-24 Inspection

All improvements to a County highway shall be inspected by a representative of WCDH or one of the County's consultants. The level of inspection will be determined by the County Engineer based on the complexity and magnitude of the improvements to the County highway.

3.1.5-25 Enforcement

If improvements to the County highway are not constructed in accordance with the approved design or made in accordance with the conditions of the permit, the County Engineer will issue a stop work order or revoke a permit as described below. If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days after notification, the County Engineer has the right to correct the deficiencies

either through the Letter of Credit or other security for the permit or as a bill submitted to the Applicant. In addition, the Final Completion and Compliance Certificate will be withheld until the improvement conforms to the approved design.

3.1.5-26 Stop-Work Order/Revocation of Permit

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- The work was started without a valid permit. In addition to the permit application fee, a fine will be assessed according to section 1.2.2-10.
- A material provision or condition of the permit has been substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the work within the time specified in the permit unless the failure to complete the work is due to reasons beyond the Applicant's control.
- The Applicant failed in a timely manner to correct work that does not conform to applicable standards, conditions federal, state or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

3.1.5-27 Lifting of Stop-Work Order/Reinstatement of Permit

The County Engineer may lift a Stop-Work Order or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations

included in the original permit application.

- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

3.1.5-28 Advance Public Notification

Advance public notification may be required prior to commencing with the work. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic. For highways identified as a County freeway or S.R.A. route, the advance notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer.

3.1.5-29 Existing Utility Location Drawing

For Major Maintenance and Modification or New Construction permit work, the Applicant must provide a detailed location drawing separately or as part of the plans (which ever is applicable) of all existing facilities prior to the Permit Section Staff's permit review of the proposed facilities.

3.1.5-30 Traffic Control

The Applicant is responsible for providing, installing and maintaining traffic control devices. Such traffic control devices may include, but are not limited to traffic signals, beacons, signs, protective devices, pavement markings and flaggers. To provide protection of the traveling public and the utility's workers when working within the right-of-way, all warranted traffic control devices shall be installed and maintained in accordance with the provisions of MUTCD, the Illinois Supplement to the MUTCD and the IDOT Highway Standards (latest revisions).

- (a) Traffic Control Plan - For emergency and maintenance permit conditions that require traffic control devices, the Applicant shall submit to the County Engineer sketches, drawings or a list of traffic control standards and devices that they intend to utilize during the

work.

For modification or new construction, maintenance of traffic plan sheets detailing traffic control plan, traffic stages and standards shall be required as part of the plan submittal.

- (b) Traffic Control Devices Condition - The initial erection of a traffic control installation shall not include devices that are bent, scratched, faded, worn, dirty, or otherwise present a worn and shabby appearance. The Applicant is required to conduct routine inspections of the worksite at a frequency that will allow for the prompt replacement of any traffic control device that has become displaced, worn, or damaged to the extent it no longer conforms to the shape, dimensions, color, and operational requirements of the MUTCD/Illinois Supplement, and the Traffic Control Standards or no longer presents a neat appearance to motorists. A sufficient quantity of replacement devices, based on vulnerability to damage, shall be readily available to meet this requirement.
- (c) Traffic Control Deficiency – Repair or Replacement - If the Applicant fails to respond within two (2) hours on the initial attempt of notification by the County Engineer, and/or fails to restore the traffic control and protection in compliance with this policy at the earliest opportunity, but in no case greater than eight (8) hours of the original attempt of notification, the County Engineer may execute such work as deemed necessary to correct the deficiencies. The cost associated with making these corrections will be drawn from the posted Letter of Credit or the Applicant will be billed directly through his/her bonding company, which ever is applicable.

3.1.5-31 Tree Cutting

The permission herein granted does not confer upon the Applicant the right to trim, cut, remove, or destroy trees or shrubs within the right-of-way that are not specifically identified on the plan or drawing attached to the permit or relieve Applicant from obtaining any consent otherwise required from the owner of the property adjacent thereto.

3.1.5-32 Driving Limitations

Driving or parking on County trails or sidewalks shall only be permitted for those operations requiring direct access to the highway area where adequate shoulder width is not available. Vehicles within the right-of-way shall utilize their warning flashers at all times.

Vehicles driving on trails or sidewalks shall not operate in excess of 5 miles

per hour. Vehicles shall operate at slower speeds when weather conditions, trail conditions, poor visibility, obstructed sightlines or other conditions require special precautions to ensure the safety of the public.

Vehicles shall not be parked on trails or sidewalks in such a manner as to unnecessarily impede the safe and efficient use of trails or sidewalks by the general public.

Vehicles or equipment traversing roads, trails and sidewalks shall not utilize caterpillar traction, or any other form of traction that will result in damage to the surface. Any damage to the surface of trails or sidewalks will be repaired by the Applicant to the satisfaction of the County Engineer.

3.1.5-33 Erosion Control

Temporary erosion control will be required until the restoration work is completed. Temporary erosion control measures shall be installed and maintained in accordance with the provisions of the Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control (latest edition) and/or The Will County Storm Water Management Ordinance, which ever is more stringent.

3.1.5-34 Clean-up and Restoration

The right-of-way shall be restored to a condition that is at least equal to that before the permitted work took place. The restoration shall be completed within 30 days of the completion of the work, regardless of the type of permit the work was completed under. This includes restoration of entrances, side road and shoulders. Restoration of highway surfaces will be made using WCDH approved materials and methods described in the Will County Minimum Design Standards.

Special care must be taken during the day to avoid tracking mud or other material onto the highway. Mud or other material tracked onto the highway shall be removed immediately.

3.1.5-35 Record Drawings for Emergency and Minor Maintenance Work

If the emergency or maintenance work required a physical change in the location of the permitted facilities, the Applicant shall submit a set of Record Drawings to WCDH within 60 calendar days after the completion of the work. The deviation shall be identified and shall be treated as a request for variance in accordance with this section. If the County Engineer does not reject the Record Drawings within 60 calendar days after their receipt, they will be considered approved. If the County Engineer disapproves the Record Drawings, then the Applicant shall either remove the facility from the right-

of-way or modify the facility so that it conforms to the permit requirements. Record Drawings will also be required for Modification or New Construction work.

3.1.6 Aboveground Facilities

3.1.6-1 Power, Communication, Cable or Video Service Lines

Electric power or communications installations on County right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the National Electric Safety Code and Illinois Commerce Commission's rules entitled Construction of Power and Communications Lines (83 Ill. Adm. Code 305), except for certain vertical-clearance and horizontal-clearance requirements as hereinafter noted. While not called out in the above documents, Cable or Video service installation shall abide by the same standards.

- (a) Ground-Mounted Facilities - The housing for ground-mounted appurtenances shall be painted an inconspicuous color. All ground-mounted facilities shall be installed within designated areas. Ground mounted facilities shall be located no closer than (10) feet to fire hydrants, water valves, manholes, traffic signals or street lighting equipment or within the sight lines of any sign, monument or amenity for facilities. If this is not possible, they shall be placed on an easement that does not fall within the right-of-way.
- (b) Poles - Poles other than wood (A-frame or truss, painted steel) will require special consideration and will be evaluated by the County Engineer on a case-by-case basis.
- (c) Guy Wires and Brace Poles - Guys and braces will be allowed only in areas designated for facilities, and all wires shall be equipped with guards for maximum visibility up to an elevation of 10 feet above ground level.
- (d) Longitudinal Lines - Overhead power, communication, cable or video service lines longitudinal to the centerline of County highways when located in the County right-of-way shall be of single-pole construction, located as near as practicable to the right-of-way line and as nearly parallel to the right-of-way line as reasonable pole alignment will permit. Joint use of poles (by other utilities) will be required where practical.
- (e) Overhead Crossings and Right-of-Way - Overhead power, communication, cable or video service lines crossing a highway shall have a minimum vertical-line clearance over the roadway of 18 feet,

with additional clearances as required by Illinois Commerce Commission's rules entitled, Construction of Electric Power and Communication Lines (8 Ill. Adm. Code 305) for higher-voltage lines. Frequent service crossings will be discouraged, and in many cases, will be required to be placed underground.

3.1.6-2 Light Poles and Lighting Power Lines

This section applies to poles used solely for roadway lighting. Joint poles used for both lighting and transmission/distribution shall meet the requirements of the section on Aboveground Facilities – Power and Communication Lines. Joint poles will not be permitted in the clear zone.

Ground-mounted facilities shall be provided with a vegetation-free area extending one foot beyond the appurtenances in all directions. The vegetation-free area may be provided by an extension of the mounting pad or by heavy-duty plastic or similar material. The housing for ground-mounted facilities shall be painted an inconspicuous color.

Guys and braces for light poles will not be allowed in the right-of-way.

- (a) Design Requirements - Roadway Lighting installations on County right-of-way shall be constructed, operated, and maintained in conformity with the provisions of the Guidelines for Lighting Design and Plans Preparation as issued by IDOT, District One (most current edition).
- (b) Approach Lighting – Generally, approach lighting will not be allowed in the County right-of-way. If permitted, the cost to erect shall be the Applicant's responsibility. The cost to energize and maintain said lighting shall be the Applicant's responsibility to resolve with the municipality and an intergovernmental agreement executed with the County.
- (c) Beacon Lighting – Generally, intersection (beacon lighting) will not be allowed in the County right-of-way. If permitted, the cost to erect shall be the Applicant's responsibility. The cost to energize and maintain said lighting shall be the Applicant's responsibility to resolve with the municipality and an intergovernmental agreement executed with the County.
- (d) Ornamental Lighting - Ornamental roadway lighting will not be allowed in the County right-of-way.
- (e) Light Pole Breakaway Requirements - Because of the potential hazard posed to vehicle occupants by roadside fixed objects, the general

approach to lighting standards will be to use breakaway supports wherever possible. All new lighting standards located within the clear zone of a roadway where no pedestrian facilities exist shall be placed on breakaway supports, unless they are located behind or on a barrier or protected by impact attenuators, which are necessary for other roadway design reasons. Poles outside the clear zone on these roadways should be breakaway where there is a possibility of being struck by errant vehicles.

Frangible poles shall be poles with AASHTO or FHWA-approved breakaway provisions.

On highways where pedestrian facilities exist, the designer should review the amount of pedestrian traffic to determine if a breakaway support would present a greater potential hazard to the pedestrian traffic than a non-breakaway support would to the vehicular traffic. Examples of locations where the hazard potential to pedestrian traffic would be greater include the following: transportation terminals; sports stadiums and associated parking areas; tourist attractions; school zones; central business district and local residential neighborhoods where the speed limit is 30 mph or less. In these types of locations, non-breakaway supports shall be used.

- (f) Light Pole Location Requirements - Light Pole locations in general should be kept as far away from the highway as possible, be located behind existing barrier or guard rails where possible, or shall have foundations built into barrier or retaining walls where feasible.

Minimum pole setback requirements from back of curb or edge of traveled pavement to the face of the pole are as follows:

Urban Areas

Behind Barrier Curb	Without Barrier Curb
1.5 Feet	4 Feet

Rural Areas

Behind Barrier Curb	Without Barrier Curb
As near as practicable to ROW line, where possible, in protected areas	

No light poles will be permitted within two (2) feet of the bottom of the ditch line of any County highway.

- (g) Lighting Power Lines - Aboveground power lines serving only to

provide power to lights shall not be allowed in the County right-of-way.

Lighting power lines shall be 30 inches minimum below grade.

Lighting power lines shall be installed in rigid galvanized-steel conduit or steel-reinforced concrete encased Schedule 40 PVC duct banks under roadways, driveways, and sidewalks and shall extend not less than two feet on either side of the crossing.

All power lines within the County right-of-way not installed in conduit or duct banks shall be installed in unit duct.

3.1.6-3 Other Utilities -Aboveground Facilities

Other light poles, power lines and communication lines facilities and appurtenances to underground facilities such as regulator vault gauge boxes, highway crossing casing vents, service and system pressure regulator installations and pipeline markers will be allowed above-ground on County highways.

3.1.7 Underground Facilities

3.1.7-1 Power, Communication, Cable or Video Service Lines

Longitudinal lines within the right-of-way shall be located as near the right-of-way line as practicable and parallel to the right-of-way line.

Installation shall have a minimum cover of 30 inches except communication, cable or video service lines installed by plowed method which shall have a minimum cover of 24 inches.

Underground power cables must be grounded in accordance with the National Electrical Code.

(a) Longitudinal Facilities

New or relocated underground power, communication, cable or video service lines longitudinal to the centerline will not be permitted within the right-of-way of County highways under the following conditions:

- The installation of the utility would require pavement cuts.
- A non-emergency repair of the utility would require the use of any part of the highway or shoulder.
- The installation of the utility would endanger or impair other utility facilities already in place.

- The installation of the utility would be aboveground after installation.
- The utility would interfere with or impair the present use or future expansion of the highway.

When new or relocated underground power, communication, cable or video service lines are constructed longitudinally to the centerline of a County highway, the following additional conditions will apply:

- No aboveground appurtenances will be allowed on County highway right-of-way.
- No utility facilities will be allowed between the edge of pavement and the back of abutment of the intersecting highway at grade separation structures.
- Bridge attachments may be allowed as previously specified in this section.

(b) Crossings

Underground power, communication, cable or video service lines will be permitted to cross County right-of-way under the following conditions:

The crossing provides a transmission or distribution service to a general area or an expanding area.

3.1.7-2 Gas Transmission Line

Gas pipelines shall be constructed, maintained, and operated in conformance with Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards.

Gas pipeline crossing shall have a minimum cover of 30 inches at all locations on right-of-way.

New longitudinal gas pipelines shall be located within five (5) feet of the right-of-way line and parallel to the right-of-way line. Existing longitudinal gas pipelines may be permitted to remain if they can be serviced without access from the through-travel lanes, shoulders, or ramps of the County highways.

(a) Crossings

Gas transmission and distribution lines may be permitted to cross County right-of-way under the following conditions:

The crossing provides a transmission or distribution service to a general area of an expanding area.

Crossings under County highways shall be installed by jacking, or boring. Gas transmission lines shall be have vented encasement provided between the ditch lines or toes of slopes of the highway as a minimum or as directed by the engineer. Gas distribution lines of 6" diameter or less may be bored without encasement. Aboveground vent pipes shall be located outside or at the County right-of-way line. The crossing may be installed using tunneling with vented encasement but only when the installation is not possible by other means. When tunneling, the venting of the encasement shall extend to within one foot of the right-of-way line. Crossing may also be installed by the use of "moles," "whip augers" or other approved methods, which compress the earth to make the opening for pipe.

(b) Encasement

Encasement may be eliminated if extra heavy pipe is used; and cathodic protection of the pipe is provided.

If encasement is eliminated, maintenance of damaged or decayed pipe may not disrupt the right-of-way.

Location of crossing pipe shall be avoided where rock excavation or deep cuts would make crossings with proper cover impractical.

In built-up or expanding areas, frequent service crossings are discouraged in favor of establishing distribution on both sides of the County highway. The County Engineer reserves the right to reject permits involving frequent service crossings.

3.1.7-3 Petroleum Products Pipelines

Petroleum products pipelines are those carrying crude or refined liquid petroleum products including, but not limited to, gasoline, distillates, propane, butane, or coal-slurry. Petroleum products pipelines are, with few exceptions, transmission lines delivering products to processing or distribution facilities. Petroleum products pipelines installed on County highway right-of-way shall conform to the applicable sections of ANSI Standard Code for Pressure Piping.

(a) Longitudinal Facilities

New longitudinal petroleum products pipelines will not be permitted within the County right-of-way. Existing longitudinal installations

shall be relocated if they cannot be serviced except from through travel lanes, shoulders, or ramps of the freeway.

(b) Crossings

Crossing installation by open trench will be permitted only prior to highway construction with vented encasement provided between ultimate ditch lines or toes of slopes of the highway as a minimum or as directed by the County Engineer. No aboveground vent pipes shall be located in the area established as clear zone for that particular section of highway.

Petroleum products pipelines may be permitted to cross County right-of-way under the following conditions:

Crossing of completed highway projects shall be installed by jacking or boring with vented encasement provided between the ditch lines or toes of slopes of the highway as a minimum or as directed by the County Engineer. No aboveground vent pipes shall be located in the area established as clear zone for that particular highway. The crossing may be installed using tunneling with vented encasement, but only when the installation is not possible by other means. When tunneling, the venting of the encasement shall be within one foot of the right-of-way line.

(c) Encasement

Encasement may be eliminated if extra heavy pipe is used and cathodic protection of the pipe is provided.

If encasement is eliminated, maintenance of damaged or decayed pipe may not disrupt the right-of-way.

The location of petroleum products pipeline crossings shall be marked at the right-of-way lines with markers that identify the utility and provide emergency telephone numbers in accordance with current Federal regulations.

3.1.7-4 Water Mains

Water mains generally are those pipelines carrying potable water. Permit applications for water mains shall indicate that all requirements of the IEPA, Division of Public Water Supplies, have been satisfied. Water mains shall be installed to meet or exceed the recommendations of the current Standard Specifications for Water and Sewer Main Construction in Illinois, most current edition.

Water main cover shall be sufficient to provide freeze protection and shall be maintained at a minimum of three (3) feet.

Encasement shall be required even if the water main is installed prior to new highway construction or reconstruction. The pipe shall be pulled into place utilizing pipe “chocks”. After installation of the pipe the encasement shall be filled with sand or gravel or as approved by the County Engineer.

Ground-mounted appurtenances to water mains shall be located within one foot of the right-of-way line.

(a) Longitudinal Facilities

New longitudinal water mains may be permitted if located within 5 feet of the proposed County right-of-way or as dictated by other utility conflicts. Existing longitudinal installations shall be relocated if they pose a conflict with any proposed widening of the roadway.

(b) Crossings

Water main crossings of County highways may be permitted under the following conditions.

Crossing the County highway shall be installed by jacking or boring with encasement provided between jacking or bore pits. The encasement shall be filled as previously described.

Crossing shall provide water service to a general or expanding area.

3.1.7-5 Sewers, Sanitary and Storm

Sanitary sewers and storm sewers other than those installed only for highway drainage shall be regulated by these regulations. Drainage piping owned and operated by an organization, drainage district, sanitary district, municipality, or individual is regulated by these regulations.

Permit applications for sewer line installations shall indicate that the land and water pollution requirements of the IEPA, Division of Water Pollution Control, have been satisfied. Sewer lines shall be installed to meet or exceed the recommendations of the most current edition of the Standard Specifications for Water and Sewer Main Construction in Illinois.

Sewer and drain lines shall have minimum cover of 30 inches with cover sufficient for protection from freezing.

(a) Longitudinal Facilities

New longitudinal storm sewers, sanitary sewers, or drainage lines may be permitted if located within 5 feet of the proposed County right-of-way or as dictated by other utility conflicts. Existing longitudinal installations shall be relocated if they pose a conflict with any proposed widening of the roadway.

(b) Crossings

Storm sewers, sanitary sewers, or drainage lines may be permitted to cross highways under the following conditions:

Sanitary sewer crossings of County highways shall be installed by jacking or boring with encasement provided between bore or jacking pits. The encasement shall be filled as previously described.

Storm sewer and drainage line crossings of County highways may be open-cut provided flowable-fill is used as the back fill material up to the bottom layer of asphalt.

Sewer and drain lines shall have minimum cover of 30 inches with cover sufficient for protection from freezing.

3.2 PERMIT APPLICATION FEES

3.2.1 Emergency

The Will County Department of Highways **will not** charge an application fee for this work.

3.2.2 Minor Maintenance

The Will County Department of Highways **will not** charge an application fee for this work.

3.2.3 Major Maintenance

The Will County Department of Highways **will** charge an application fee for this work. The standard application fee for this permit is \$150.00.

Major Maintenance*	\$150
Single Residential Service Installation*	\$150

3.2.4 Modification or New Construction

- 3.2.4-1** The Will County Department of Highways charges an application fee of \$950.00 for the Modification or New Construction Permit. The County Engineer may require an additional usage fee.

Public or Franchise Utility*	\$950
Non-Public Utility*	\$950 plus usage fees
Single Commercial Service Installation	\$950

All fees, including usage fees, for non-public utility work will be applied under this item. Emergency and Minor Maintenance work on an existing non-public utility system will not require an application or any usage fees. Application and usage fees for Major Maintenance and New or Modification (non-public) work will be assessed at the amounts stated above. The application and usage fees will be for each County highway impacted for each occurrence.

3.2.4-2 Permit Renewal or Extension

WCDH will charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Will County Department of Highways shall be included with all applications (all fees are non-refundable).

3.2.4-3 Review Cost

Permit types marked with an (*) asterisk, such as Modification or New Construction, pavement open-cuts and non-public utility permits may require additional pass-through consultant-review costs. Permits fees that include a base fee plus other costs must be discussed with the Permit Section Staff to determine the total fee.

3.2.4-4 Usage Fees

The fee established at the time of permit issuance by the County Board and/or the County Engineer for the use of County right-of-way for placing utility facilities. This fee applies only to the placement of non-public utilities.

3.2.4-5 Cable/Video Service Provider Fee

- (a) Fee Imposed. A fee is imposed on any holder providing cable service or video service in the County.
- (b) Amount of Fee. The amount of the fee imposed is five percent (5%) of the holder's gross revenues or the same as the fee paid to the County by any incumbent cable operator providing cable service, whichever is less.
- (c) Notice to the County. The holder shall notify the County at least ten (10) days prior to the date on which the holder begins to offer cable service or video service in the County.
- (d) Holder's Liability. The holder shall be liable for and pay the service provider fee to the County. The holder's liability for the fee shall commence on the first day of the calendar month following thirty (30) days after receipt of the ordinance adopting this Article by the holder. The ordinance adopting this Article shall be sent by mail, postage prepaid, to the address listed on the holder's application notice sent pursuant to 220 ILCS 5/21-401(b)(6) to the County.
- (e) Payment Date. The payment of the service provider fee shall be due on a quarterly basis, forty-five (45) days after the close of the calendar quarter. If mailed, the fee is considered paid on the date it is postmarked. Each payment shall include a statement explaining the basis for the calculation of the fee.
- (f) Exemption. The fee hereby imposed does not apply to existing cable service or video service providers that have an existing franchise agreement with the County in which a fee is paid.
- (g) Credit for Other Payments. An incumbent cable operator that elects to terminate an existing agreement pursuant to 220 ILCS 5/21-301(c) with credit for prepaid franchise fees under that agreement may deduct the amount of such credit from the fees that operator owes under Section 3.2.4-5(b).
- (h) Applicable Principles. All determinations and calculations under this Article shall be made pursuant to generally accepted accounting principles.

- (i) No Impact on Other Taxes Due from Holder. Nothing contained in this Article shall be construed to exempt a holder from any tax that is or may later be imposed by the County, including any tax that is or may later be required to be paid by or through the holder with respect to cable service or video service. A State-issued authorization shall not affect any requirement of the holder with respect to payment of any Village's or City's simplified municipal telecommunications tax or any other tax as it applies to any telephone service provided by the holder. A State-issued authorization shall not affect any requirement of the holder with respect to payment of the local unit of government's 911 or E911 fees, taxes or charges.
- (j) Audits of Cable/Video Service Provider.
 - i. Audit Requirement. The County will notify the holder of the requirements it imposes on other cable service or video service providers to submit to an audit of its books and records. The holder shall comply with the same requirements the County imposes on other cable service or video service providers in its jurisdiction to audit the holder's books and records and to recompute any amounts determined to be payable under the requirements of the County. If all local franchises between the County and cable operator terminate, the audit requirements shall be those adopted by the County pursuant to the Local Government Taxpayers' Bill of Rights Act, 50 ILCS 45/1 *et seq.* No acceptance of amounts remitted should be construed as an accord that the amounts are correct.
 - ii. Additional Payments. Any additional amount due after an audit shall be paid within thirty (30) days after the municipality's submission of an invoice for the sum.
- (k) Late Fees / Payments. All fees due and payments which are past due shall be governed by ordinances adopted by the County pursuant to the Local Government Taxpayers' Bill of Rights Act, 50 ILCS 45/1 *et seq.*

3.2.4-6 Fees for Local Government Agencies

A permit is required for all work within the County right-of-way, including work performed or sponsored by a local government agency. Application fees will be waived for a permit for a local government agency when the work is to repair or update existing utilities or facilities. Application fees will be charged when the work is for the promotion of future development and for which the work is being performed by the developer and not under a local government agency contract. The waiver of the Application Fee will be at the discretion of the County Engineer.

3.2.4-7 Fines

In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way requiring a permit has commenced without a permit. The amount of the fine will be according to the applicable section of Illinois State Law – currently 605 ILCS 5/9-117. Failure

to pay a fine will bring about legal action and/or a draw against the associated letter of credit.

3.2.4-8 Attachment to Bridge Structures

If approved, charges will also be assessed for the attachment of utility facilities to bridge structures. The assessment charge for utility attachment is based on the actual Engineering review time to assess impacts and provide comments to the County Engineer and Applicant.

3.3 UTILITY PERMIT PROCESS

The following steps outline the processes required to acquire a Utility Permit from the Will County Department of Highways.

3.3.1 Emergency

1. The process begins with the need to perform an emergency repair as defined previously.
2. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed. If the nature of the emergency is such as to interfere with the free movement of traffic, the County Engineer and Local Police shall be notified. The Will County Department of Highways can be contacted during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) at **(815) 727-8476** or if the emergency occurs after regular business hours, contact the Will County Sheriff's Office at **(815) 727-8575**.
3. Construction work and clean up and restoration shall be as required by the Utility Work Design and Construction Standards.

3.3.2 Minor Maintenance

1. The process begins with the need to perform a minor maintenance repair as defined previously.
2. A permit **will not** be required for this work. The work may begin immediately and does not require verbal or written authorization of the County Engineer to proceed.
3. Construction work and clean up and restoration shall be as required by these regulations and as directed by the County Engineer.

3.3.3 Major Maintenance

1. The process begins with the need to perform a major maintenance repair.

2. A permit **will** be required for major maintenance work. The Applicant may only begin this work with the written or verbal authorization of the County Engineer.
3. The contractor, utility company or governing municipal agency shall notify the WCDH during normal business hours (8:00 a.m. to 4:00 p.m., Mon.-Fri.) of the required maintenance repair(s) at (815) 727-8476 or in writing by fax at (815) 727-8476. If there is no answer (815) 727-8575.
4. The Applicant must submit in writing to the County Engineer a description and drawings of the repairs to be undertaken or of the new single family service to be made in the right-of-way.
5. The County Engineer will authorize the work by issuance of a Utility Permit.
6. Construction work and clean up and restoration shall be as required by the Will County Minimum Design Standards.

3.3.4 Modification or New Construction

The Utility Permit Application shall be submitted. The application shall require the Applicant to provide specific information necessary for the County Engineer to determine whether a permit should be issued. The following steps outline the process to acquire a Modification or New Construction Utility Permit from WCDH.

1. The process begins with the Applicant picking up the Utility Permit Application, design standards and instructions. No plans are to be submitted at this time.
2. The Applicant shall then submit the Utility Permit Application and application fee. No plans are required at this time but concept drawings are encouraged.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or a design review consultant.
4. If a design review consultant is required, the County Engineer selects the design review consultant(s). At this point, the Applicant must contract with the design review consultant(s) for the review fees.
5. The application will then be logged into a master tracking system to show all stages from the application to the issuance of the Certificate of Compliance and Final Completion for the utility work. A hard-copy central file system shall also be started at this point
6. The Permit Section Staff shall review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.

7. The Permit Section Staff shall schedule an application meeting (as needed) for the project and the following parties shall be requested to attend:
 - County Permit Division
 - Public Works or Engineering Departments of any municipalities involved
 - County Design Review Consultants
 - Utility Company
 - Utilities Contractor (if subcontractor)
 - Developer (If part of proposed development)
 - Developer's Engineer (If part of proposed development)
 - Applicant (If not one of the above listed)
8. The Permit Section Staff shall lead the application meeting for the project and the discussion shall include, but not be limited to, the following items.
 - a. The Utility Permit Application shall be distributed and discussed.
 - b. A sequence of items to be submitted shall be established for the project.
9. Additional items presented by the Applicant that require special direction will be discussed further outside of this meeting by the Permit Section Staff and a written response to the issues will be provided to the Applicant, the Applicant's engineer, the municipality, and the County's design review consultant.
10. The Applicant shall submit the required items to the Permit Section Staff in the sequence established at the application meeting.
11. The Permit Section Staff shall review the submittal for completeness and forward it to all appropriate WCDH personnel or the design review consultant(s) for review.
12. WCDH Staff or the Design Review Consultant shall review the submittal and return it with written comments to the Permit Section Staff.
13. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant.
14. The Applicant shall furnish to the Permit Section Staff a revised submittal, which includes a written disposition of all comments from Permit Section Staff and the design review consultant(s), which is signed by the Applicant and engineer.
15. The Permit Section Staff shall follow the same procedures outlined above for the revised submittal. The process shall continue until all comments have been satisfactorily addressed by the Applicant.

16. Once the Applicant meets or exceeds the requirements of the WCDH Permit Regulations, the Permit Section Staff shall be responsible for the issuance of a WCDH Utility Permit. A Certificate of Insurance must be supplied prior to the issuance of the permit.
17. If the assistance of the design review consultant is required during construction, the Applicant shall be responsible for coordinating with the design review consultant. The design review consultant shall attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance of the permit.
18. Once the Applicant has submitted all required deliverables to the County the Permit Section Staff will be responsible for scheduling a pre-construction meeting (as needed). The following shall be invited to attend the pre-construction meeting, as appropriate:
 - County Permit Section Staff
 - Public Works or Engineering Departments of any municipalities involved
 - County Design Review Consultants
 - Utility Company
 - Utilities Contractor (if subcontractor)
 - Developer (If part of proposed development)
 - Developer's Engineer (If part of proposed development)
 - Applicant (If not one of the above listed)
19. The Permit Section Staff shall lead the pre-construction meeting for the project. The Utility Permit and special instructions will be issued at this meeting.

3.3.5 State-issued authorization under the Cable and Video Competition Law of 2007

Applications by a utility that is a holder of State-issued authorization under the Cable and Video Competition Law of 2007 shall be deemed granted forty-five (45) days after submission to the County Engineer, unless otherwise acted upon by the County Engineer, provided the holder has complied with applicable County codes, ordinances, and regulations.

Will County
Department of Highways
Permit Regulations
And
Access Control Regulations

SECTION 4

RIGHT-OF-WAY ALTERATION PERMIT

Adopted May 18, 2006
Revised January 17, 2008
Revised April 16, 2009

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4.1 RIGHT-OF-WAY ALTERATION POLICY

4.1.1 Purpose

The purpose of these regulations is to establish policies and procedures for accommodating alterations within right-of-way of the County Highway System, which will provide public benefits consistent with the preservation of the integrity, safe usage, and visual qualities of the County Highway System. These regulations apply to all alterations within highway right-of-way in which the County has an interest. Because it is impossible to anticipate all future highway needs or proposals, the County Engineer reserves the right to deny any application or modify these regulations without notice.

Refer to Section 1 of these Permit Regulations for additional permitting requirements.

4.1.2 Definitions – See Section 1.1 for full list of definitions

Illinois Highway Code -The Illinois Compiled Statutes Road and Bridges Illinois Highway Code, 605 ILCS 5/1-101 *et. seq.*

Clear Zone -The total roadside border area, starting at the edge of the pavement, available for safe use by errant vehicles. This area may consist of a shoulder, a recoverable slope, a non-recoverable slope, and a clear run-out area. The desired width is dependent upon the traffic volumes and speeds, and on the roadside geometry. Distances are specified in the IDOT Bureau of Local Roads and Streets Manual (most recent publication).

4.1.3 Permit Application Requirements

A Right-of-Way Alteration Permit will be required for any proposed change to the County right-of-way, unless the changes are included as part of one of the other permit types issued by the County Engineer. The following is a list of the most common changes to the right-of-way or the area adjacent to the right-of-way.

1. Traffic Signals
2. Roadway widening (non access related)
3. Earthen berm
4. Detention basins
5. Landscaping
6. Drainage ditch work or field tile replacement
7. Sidewalks and bike paths
8. Fences adjacent to the right-of-way
9. Noise-abatement barriers or retaining walls
10. De-watering operations
11. Other, within or adjacent to the County right-of-way

A permit is required for the construction or modification of any of the above-listed items or any other alteration to the right-of-way, as determined by the County Engineer. A permit **will not** be required for routine maintenance of any of these items if they exist in the right-of-way.

In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. It is recommended that the nature and extent of the work be discussed with the Permit Section Staff prior to submitting an application to determine the submittal requirements.

4.1.4 General Requirements

4.1.4-1 Authority of County

A “permit” from the County Engineer grants permission to only undertake certain activities in accordance with these regulations within County right-of-way and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is by grant of easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or adjacent to County right-of-way or highway easements.

4.1.4-2 Written Consent

Only a permit issued by the County Engineer under these regulations will satisfy the “written consent” requirements of the Illinois Highway Code.

4.1.4-3 Compliance

The Applicant shall comply with all other applicable laws. The issuance of a Right-of-way Alteration Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

4.1.4-4 Compliance by Other Agencies

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

4.1.4-5 Traffic Signals

All traffic signal work performed as part of a Right-Of-Way Alteration Permit assumes that this work is not associated with any development seeking access

to a County Highway. Traffic Signal work involving an access to a development will be handled as part of a Major Access Permit and will be as required per these Permit and Access Control Regulations.

- (a) Design Requirements - Traffic Signal installations on County highway right-of-way shall be constructed, operated, and maintained in conformity with the provisions of IDOT, District One Traffic Signal Design Guidelines.
- (b) System Interconnects - If a proposed traffic signal is within one-quarter (1/4) mile of an existing traffic signal on the same County highway or as determined by the County Engineer, it shall be interconnected to that signal. A phone modem shall be provided for stand-alone signal installations (not interconnected).
- (c) Battery Back-up System - A battery back-up system is required on all new installations. The battery back-up system shall be capable of normal operation of a signalized intersection that utilizes all LED type signal head optics, for a minimum of six hours or per IDOT standard, whichever is greater.
- (d) Controller - All controllers shall be full traffic actuated controllers (Econolite or as specified by the County Engineer).
- (e) Cables - Traffic signal control cables shall be installed in rigid galvanized-steel conduit and shall be 30 inches minimum below grade.
- (f) Material and Equipment - All materials and specific equipment shall be as specified in the Will County Minimum Design Standards. All traffic signal and pedestrian heads shall Light Emitting Diodes (LEDs).
- (g) Cabinets - Traffic signal equipment shall be placed in a Type IV cabinet or as required by the IDOT District 1 Traffic Signal Design Guidelines.

4.1.4-6 Roadway Widening (non access related)

All roadway widening work performed as part of a Right-Of-Way Alteration Permit assumes that this work is not associated with any development seeking access to a County Highway. Roadway widening work involving an access to a development will be handled as part of a Major Access Permit and will be as required per these Permit and Access Control Regulations. The applicable articles in Sections 1 and 2 of these Regulations will still apply to a Right-Of-Way Alteration Permit that involves roadway widening.

4.1.4-7 Earthen Berm

Earthen berms are not permitted within the right-of-way. Berms on property adjacent to the right-of-way, in accordance with the Illinois Highway Code, shall not be constructed with the toe of slope closer than 10 feet to the right-of-way line. The berm shall not block the natural drainage paths. The construction of the berms shall be in accordance with State Statutes.

4.1.4-8 Detention Basins

Detention basins, or any part of them, are not permitted within the right-of-way. Detention basins on property adjacent to the County right-of-way, in accordance with the 605 ILCS 5/9-115.1, shall not be constructed within distances set forth by IDOT.

4.1.4-9 Landscaping

Landscaping features, including trees, shrubs, plants, decorative walls, accent lighting, and irrigation systems, are not permitted within the right-of-way. These items on property adjacent to the County right-of-way shall not restrict sight distance at any highway intersection.

4.1.4-10 Drainage Ditch Work or Field Tile Replacement

Work within the right-of-way for ditches or the replacement or repair of field tiles will be allowed, provided there are no negative impacts to the County right-of-way, or violations of Illinois water law or the Will County Storm Water Management Ordinance (or latest Ordinance adopted by the Will County Board).

4.1.4-11 Sidewalks and Bike Paths

Sidewalks and bike paths shall be kept out of the County right-of-way whenever possible. Permit applications including the construction of a sidewalk or a bike path within the right-of-way will be reviewed on a case-by-case basis. Factors to be included in reviewing an application are: logical terminus for the sidewalk or bike path; conformance to County standards; and an intergovernmental agreement or license agreement for the future maintenance of the facility. The Will County Department of Highways will not be responsible for maintaining any of these facilities.

4.1.4-12 Fences

Fences are not allowed within the County right-of-way. Fences on property adjacent to the County right-of-way shall not restrict sight distance at any highway intersection.

4.1.4-13 Noise-abatement Barriers or Retaining Walls

Noise-abatement barriers or retaining walls will not be allowed on the County right-of-way, unless they are installed as part of a County sponsored project. If an adjacent property owner or owners desire to construct a noise-abatement barrier or retaining wall, it shall not be constructed within County right-of-way and shall not be the County's maintenance responsibility. The plans should be submitted to the County Engineer for review if the improvements are within 10 feet of the right-of-way line to verify compliance with this ordinance.

4.1.4-14 Temporary Dewatering for Construction Activities

The County Engineer will permit the temporary discharge of water from dewatering activities associated with construction activities assuming the following criteria have been met.

- (a) The outlet velocity at the point of discharge must not cause scour or erosion within the right-of-way.
- (b) The downstream drainage systems must have the capacity to convey the dewatering flow as well as the ten-year storm for the tributary area.
- (c) Downstream right-of-way or off-site impacts are the responsibility of the Applicant.
- (d) The Applicant shall indemnify the County from impacts or damages to either the right-of-way or off site areas caused by the dewatering discharge.
- (e) All dewatering discharge shall be contained within a pipe system until discharge at a location approved by the County Engineer. The discharge point may be a significant distance from the dewatering activities due to a lack of a suitable discharge point.
- (f) A regional map will be required, showing the location of all drainage features, including ponds, ditches, storm sewers, etc., affected by the work. This exhibit shall also include sizes and elevations of all relevant features.

The County Engineer may require the assistance of a consultant to review the submittal to insure that there are no adverse impacts to the County right-of-way or off-site areas. The costs of this review shall be the responsibility of the permit Applicant.

At no time will the dewatering discharge system be located within any ditch in the right-of-way. The water will be conveyed off the right-of-way as far as is practical and then allowed to traverse the right-of-way in a manner that will not disrupt the normal use of the right-of-way to a suitable discharge point.

The permit will be revoked at any time should the County Engineer determine that there are any damages or adverse impacts to the County right of way or off-site areas.

4.1.4-15 Damage to County Right-of-Way

Those facilities and highway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to the WCDH. Damaged items shall be replaced or repaired by the Applicant to the WCDH's satisfaction in a reasonable length of time as established by the WCDH. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. The occurrence shall be immediately reported to the WCDH.

4.1.4-16 Duty to Correct Defects

The Applicant shall guarantee the restoration of the County right-of-way for twenty-four (24) months following the issuance of the "Final Completion and Compliance Certificate". During the 24-month period, the Applicant shall, upon written notification from the County Engineer, correct all non-complying work using methods and materials required by the County Engineer. The corrective measures shall be completed within fourteen (14) calendar days of the receipt of written notice from the County Engineer, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If corrective measures are not commenced within the length of time specified, the WCDH will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

4.1.4-17 Inspection

All improvements to a County highway shall be inspected by a representative of WCDH or one of the County's Design Review Consultant. The level of inspection will be determined by the County Engineer based on the complexity and magnitude of the improvements to the County highway. The level of inspection will be discussed at the Pre-construction Meeting.

4.1.4-18 Enforcement

If improvements to the County highway are not constructed in accordance

with the approved design or made in accordance with the conditions of the permit, the County Engineer will issue a stop work order or revoke a permit as described below. If the Applicant does not correct any deficiencies or at a minimum contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days after notification, the County Engineer has the right to correct the deficiencies either through the Letter of Credit or other security for the permit or as a bill submitted to the Applicant. In addition, the “Final Completion and Compliance Certificate” and/or “Certificate of Occupancy” will be withheld until the improvement conforms to the approved design.

4.1.4-19 Stop-Work Order/Revocation of Permit

The County Engineer may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- The work was started without a valid permit. In addition to the permit fee, a fine will be assessed according to section 1.2.2-10.
- A material provision or condition of the permit was substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the work within the time specified in the permit, unless the failure to complete the work is due to reasons beyond the Applicant’s control.
- The Applicant failed, in a timely manner, to correct work that does not conform to applicable standards, conditions, or federal, state, or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

If the Applicant does not correct any deficiencies or, at a minimum, contact the County Engineer to discuss the deficiencies with a solution acceptable to the County Engineer within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.

4.1.4-20 Lifting of Stop-Work Order/Reinstatement of Permit

The County Engineer may lift a Stop-Work Order or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, the Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects work that does not conform to applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

4.1.4-21 Advance Public Notification

Advance public notification may be required prior to commencing with the work. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic. With the issuance of the Right-of-way Alteration Permit, the advance notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer.

4.2 PERMIT APPLICATION AND FEES

4.2.1 Right-of-way Alteration Permit – The Will County Department of Highways **will** charge an application fee for this work. Standard application fee is \$450.00.

4.2.2 Permit Renewal or Extension – The Will County Department of Highways **will** charge a fee for the renewal or extension of any permit. The standard fee is \$100.

Fees in the form of a check made payable to the Will County Department of Highways shall be included with all application. (All fees are non-refundable)

4.2.3 Review Cost -This permit may require additional pass-through consultant-review cost. Permit fees that include a base fee plus other costs must be discussed with the Permit Section Staff to determine the total fee.

4.2.4 Fines - In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way requiring a permit has commenced without a permit. The amount of the fine will be according to the applicable section of Illinois State Law – currently 605 ILCS 5/9-117. Failure to pay a fine will bring about legal action and/or a draw against the associated letter of credit.

4.3 RIGHT-OF-WAY ALTERATION PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the right-of-way alteration permit application and fees to the Permit Section Staff.
2. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or a design review consultant.
3. If a design review consultant is required, the County Engineer selects the design review consultant(s). At this point, the Applicant must contract with the design review consultant(s) for the review fees.
4. The application will then be logged into a master tracking system to show all stages from the application to the issuance of the Certificate of Compliance and Final Completion for the development. A hard-copy central file system shall also be started at this point.
5. The Permit Section Staff shall review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.
6. The Applicant shall submit any required items to the Permit Section Staff.
7. The Permit Section Staff shall review the submittal for completeness and forward it to the design review consultant(s) for review if necessary.
8. The design review consultant (if required) shall review the submittal and return it with written comments to the Permit Section Staff.
9. The Permit Section Staff shall review all the comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
10. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from the Permit Section Staff and the design review consultant(s), which is signed by the Applicant and Engineer.
11. The Permit Section Staff shall follow the same procedures outlined above for the revised submittal. The process shall continue until the Applicant has satisfactorily addressed all comments.
12. To protect the Will County Department of Highways against the cost of completing construction or correcting deficiencies, the Construction Observation and Compliance Letter of Credit shall be utilized. However, if the estimate of cost multiplied by 125% for the work is less than \$10,000.00, a money order, bank draft, or cashier's check may be deposited with the "Will County Treasurer" in escrow in lieu of the letter of credit. The

performance guarantee must be secured prior to executing the permit.

13. Once the Applicant meets or exceeds the requirements of these Regulations, the Permit Section Staff shall be responsible for the issuance of a Right-of-Way Alteration Permit.
14. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. The general contractor shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
15. If design review consultant assistance is required during construction, the Applicant will be responsible for coordinating with the design review consultant. The design review consultant will attend the pre-construction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit.

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