



McHenry County Division of Transportation

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Guidance for License Plate Reader (LPR) installation within County Highway Right-of-Way

License Plate Reader (LPR) installations, also known as License Plate Recognition Cameras, are technology used by law enforcement agencies to gather license plate data, typically at locations where there are higher traffic volumes and/or previous incidences of crime. An LPR installation will typically consist of cameras, controllers, pole structures, electrical power source equipment and communications equipment. Due to the nature of this technology, the requesting agency/applicant may ask to attach the LPR equipment to an existing County maintained facility (e.g., bridge structure, street light pole, signal pole, etc.) or to an existing pole maintained by others that occupies County highway right-of-way (e.g., utility pole or municipal street light pole). In either case, whether installing via a stand-alone pole, attachment to a County facility or other facility that is within County highway right-of-way, a permit submittal seeking approval to install LPR's shall be required for each proposed location along a County Highway in McHenry County and shall be submitted to the McHenry County Division of Transportation (MCDOT).

FOR CLARIFICATION, EVEN THOUGH AN APPLICANT MAY REQUEST TO ATTACH TO AN EXISTING COUNTY MAINTAINED FACILITY, SUCH REQUESTS WILL NOT BE PERMITTED. MCDOT DOES NOT PERMIT ATTACHMENTS TO COUNTY MAINTAINED FACILITIES. ANY SUCH REQUEST WILL BE DENIED.

This document provides guidance in the submittal of, and reviewing requests for, installation of LPR's when received by MCDOT. Application forms and application fees can be viewed at <https://www.mchenrycountyil.gov/departments/transportation/apply-for>

Permit application shall consist of submittal of:

- FACILITY INSTALLATION APPLICATION
 - Applicant name shall be the local governmental or local law enforcement agency wanting to gather data.
 - Permits will not be accepted in the name of the company/vendor of the equipment as applicant. That information can be included in the permit section under the heading ENGINEER FOR PROPOSED WORK.
- \$300 application fee (non-refundable)
 - Check made payable to "McHenry County Division of Transportation".
 - Electronic online payment is also available on the above website (a user fee applies when using the electronic online payment method).
 - Application Fee due at time of permit application submittal.
- Certificate of Insurance (COI)
 - Details and example COI with required language to cover the County are available in the MCDOT Permit Procedures and Requirements Manual (on website).

- Cover letter/narrative describing the LPR installation, the name of the local municipal jurisdiction, reason for request, general description of location, name of entity that will maintain the LPR system with 24-hour emergency contact information provided (e.g., name, address, phone, e-mail), and any other pertinent information that may be of value.
- Detailed plans of the LPR equipment and associated appurtenances, including a plan view of the proposed installation along the County Highway with dimensions provided showing offset relative to the edge of pavement, curb and gutter, and/or right-of-way line as applicable. As part of the design stage, if existing roadway plans are available that show detailed roadway geometry, then those plans shall be requested from the MCDOT and used in preparing the submittal. Applicant shall contact MCDOT staff at (815) 334-4960 to determine plan availability.
 - If an electrical connection is proposed, the conduit run shall be shown on the design plan view sheet with sufficient detail and dimensions provided to allow MCDOT staff to determine the exact location. If electrical connection will be maintained by party other than the applicant/permittee, then separate Utility Consent Permit Application and fee will apply and would be submitted in the name of the applicable utility company. Utility company would need to utilize the LPR plans in their Utility permit submittal.
 - Placements shall meet Clear Zone requirements relative to the highway travel lanes and include break-away components. (specs/details required to confirm).
 - All bases shall be flush with the surrounding adjacent grade.
- Crashworthiness documentation.
- Provide traffic control standards and requirements for the LPR installation. Consult the latest Illinois Department of Transportation Highway Standards (Work Zone Traffic Control and Protection Signing), and the Manual on Uniform Traffic Control Devices to determine the applicable standard that would apply to each location. Proper traffic control setup is required when working along any County Highway in McHenry County.
- The applicant shall provide 24-hour contact information for emergency repair call personnel to be available to de-energize or otherwise deactivate the LPR equipment if the County should require or request deactivation. Can be included in the cover letter/narrative.

Location and installation:

- The location of the LPR installation shall be within the jurisdictional boundary of the local governmental agency or law enforcement agency listed in the cover letter/narrative.
- The LPR installation shall be performed by a qualified electrical contractor at the applicant/permittee's expense. MCDOT may also require the use of a prequalified traffic signal/electrical designer in developing the design plans if deemed necessary. Such requirement will be on a case-by-case basis.

- The applicant shall be responsible for contacting all necessary statewide locating services for determining the location of non-County owned/maintained facilities, including but not limited to underground facilities and County owned/maintained facilities, including but not limited to underground facilities. McHenry County is a member of JULIE.
- The applicant/permittee shall be responsible for the relocation or removal of LPR installations, at no cost to the County, should they conflict with any future County or local work or maintenance activities or any other work that could be permitted by the County to another permit applicant, including but not limited to utility installations, access, and/or roadway improvements for developer projects, etc.
- All traffic control for both the installation and removal of the LPR installation shall be the responsibility of the applicant/permittee.
- LPR installations should be solar powered to the extent possible or utilize a separate electrical meter for energy usage. Applicant/permittee is responsible for such costs. LPR installations shall utilize separate communication methods. Data collection shall not involve County communications infrastructure in any way. The County shall not host nor move data for other agencies, nor record data for storage or later transmission.
- The applicant/permittee is responsible for making recovery for damage to any part of the LPR installation.
- The applicant/permittee shall dispose of and be responsible for the resolution of all waste, special waste, and refuse when work is completed within the County highway right-of-way. All areas disturbed by equipment and workers shall be repaired and returned to their original condition or better.
- The LPR and related equipment shall not interfere with driver sight visibility and shall meet all requirements of the American Disabilities Act (ADA).
- The LPR and related equipment shall not interfere with use of multi-use paths, sidewalks or other pedestrian related areas.
- LPR equipment/installation shall include the display of LPR vendor contact information that is readily visible.
- Prior to the removal of an LPR installation the permittee shall provide written notification of the intended removal to MCDOT with a description of the reason for removal, intended date of removal, and contact information of removal personnel.

Contact the MCDOT staff at (815) 334-4960 for any questions you may have regarding these permit submittal request guidelines. Applications, drawings, details, and fees to be submitted to:

McHenry County Division of Transportation
 16111 Nelson Road
 Woodstock, IL 60098