

# **McHENRY COUNTY DIVISION OF TRANSPORTATION**

## **PERMIT PROCEDURES AND REQUIREMENTS MANUAL**

**EFFECTIVE JANUARY 1, 2009**



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# Permit Procedures and Requirements Manual

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## 1. INTRODUCTION

This manual has been developed as a companion to the McHenry County Access Control and Right-of-Way Management Ordinance and to provide permit applicants with a “user-friendly” understanding of the various technical and procedural requirements required by the Ordinance.

It is the intent of this manual to provide the necessary guidance, reference materials, and forms for developers, municipalities, townships, and engineering consultants to understand the permitting process and requirements, and to develop complete permit and engineering plan submittals that can easily be reviewed in a timely manner.

McHenry County Division of Transportation staff can be contacted at:

McHenry County Division of Transportation  
16111 Nelson Road  
Woodstock, Illinois 60098  
815-334-4960  
FAX: 815-334-4989

Website: [www.co.mchenry.il.us](http://www.co.mchenry.il.us)

Click on *Departments*, then click on *Division of Transportation*, then click on *Permits/Access Info*.

## 2. ACCESS PERMIT PROCESS

This section provides the necessary guidance and forms for permit applicants requesting access to a County Highway. A flow chart is provided detailing the permit process and this chapter is divided into four (4) sections detailing the permit process and specific requirements for the four (4) types of access permits:

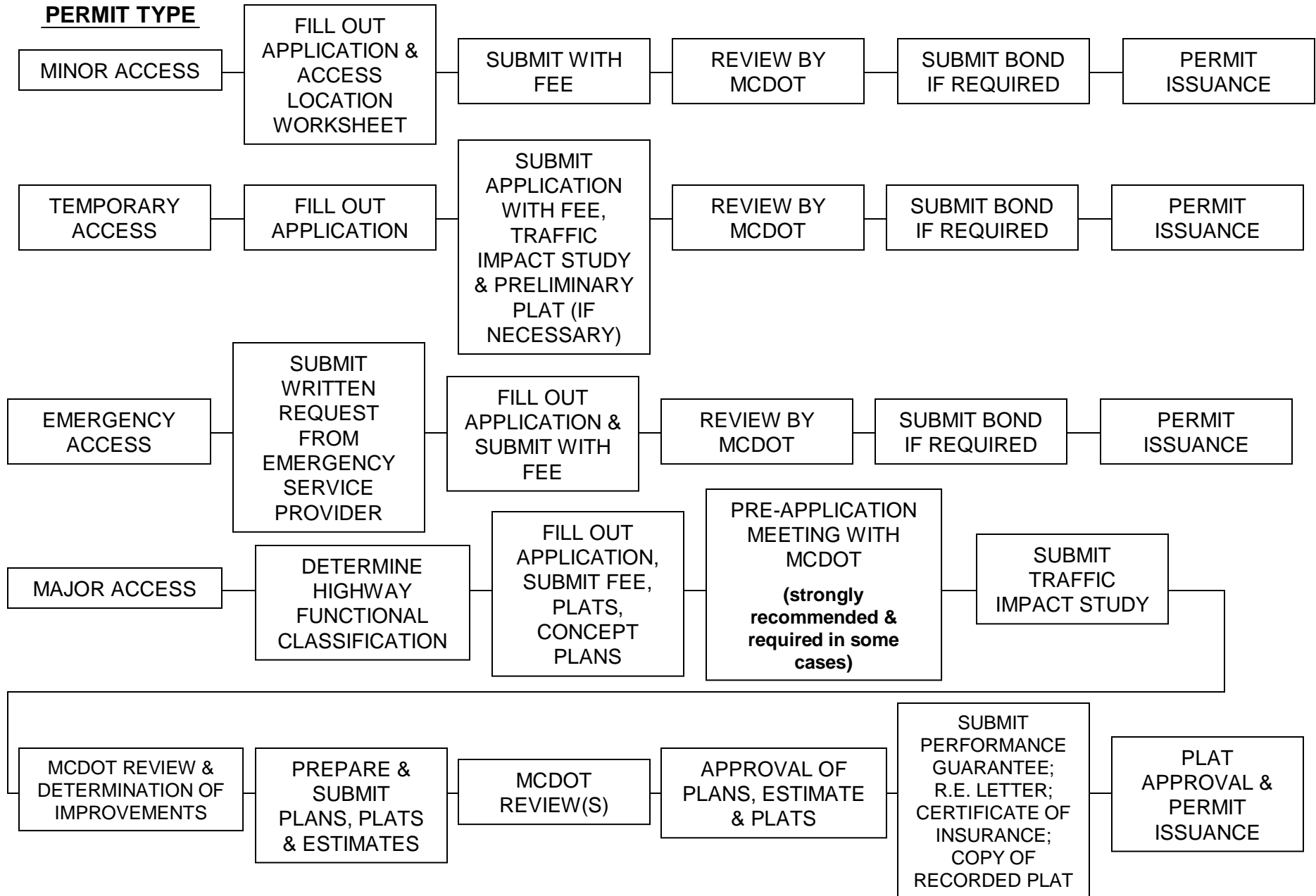
- Major Access
- Minor Access
- Temporary Access
- Emergency Access

### **PERMIT PROCESS**

Figure 1 provides a generalized flow chart of the access permitting process. **For all Major Access Permits on a County Freeway or Principal Arterial, a pre-application meeting is required to assist the applicant in understanding the overall permit process and submittal requirements.**

For Minor Access, Temporary Access, and Emergency Access permit requests, a formal pre-application meeting is not required. However, applicants are strongly encouraged to contact the McHenry County Division of Transportation Permit Department staff for consultation on the application and submittal requirements.

# ACCESS PERMIT PROCESS



## 2.1 MAJOR ACCESS PERMIT REQUIREMENTS

The requirements and permitting process for Major Access Permits is dependent on the functional classification of the County Highway as defined on the Highway Access Classification Map found in the McHenry County Access Control and Right-of-Way Management Ordinance (at the end of Chapter 4).

The Major Access permitting process is divided up into nine (9) steps:

1. Determine the functional classification of the County Highway from which access is being requested. Permitting requirements vary based on the classification of the County Highway.
2. Pre-Application Meeting (if required – see next section)
3. Submittal of Major Access Permit Application with supporting materials, Traffic Impact Study (refer to Chapter 4 of this Manual), and application fee.
4. Concurrence by the McHenry County Division of Transportation on the location, number and associated required highway improvements and right-of-way dedication (if applicable) pursuant to the McHenry County Access Control and Right-of-Way Management Ordinance.
5. Submittal of required engineering plans and studies for any required highway improvements and the plat of subdivision or plat of dedication (if required). **Refer to Chapter 6 of this manual for Engineering plans and study requirements.**
6. Submittal of any access related utility and facility permits
7. Approval of engineering plans and plats by the McHenry County Division of Transportation. (NOTE: Depending on the quality and completeness of submitted engineering plans and studies and plat of subdivision or plat of dedication, multiple reviews may be necessary prior to McHenry County Division of Transportation's approval of the plans, studies, and plats.
8. Submittal of required performance guarantees, cost estimate, Resident Engineer's letter, certificate of insurance, copy of recorded Plat (if applicable), and payment of any other required permit fees.
9. Issuance of Major Access Permit by the McHenry County Division of Transportation.

## **PRE-APPLICATION MEETING**

Access to any designated County Freeway or Principal Arterial requires a pre-application meeting with McHenry County Division of Transportation staff to determine:

- Scope and limits of the required Traffic Impact Study
- Anticipated required highway improvements
- Anticipated right-of-way requirements
- Anticipated engineering plans and studies submittal requirements

Requests for a pre-application meeting shall be made in writing via a letter with a copy of the proposed site plan, concept roadway/access plan, preliminary or tentative plat, and any other pertinent information to allow McHenry County Division of Transportation staff adequate time to prepare for the meeting.

There is no permit fee to hold a pre-application meeting. These meetings are intended to provide initial guidance and direction on the scope and submittal requirements should the permit applicant decide to proceed with formally requesting a Major Access Permit.

All major access requests to County Freeways, pursuant to the Ordinance, will require installation of auxiliary left- and right-turn lanes. As such, the scope and magnitude of the improvements will require detailed engineering plans and drainage studies. The pre-application meeting will assist the permit applicant in determining the overall scope and requirement of the submittal.

Access to those County Highways classified as Arterials or Other does not require a formal pre-application meeting; however, such a meeting is still strongly encouraged to assist the permit applicant in understanding the permit submittal requirements.

## **GENERAL MAJOR ACCESS PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

The following information is required for the initial submittal (application) for a Major Access:

- Completed Highway Access Permit Application Form (included at the end of this section and available on the McHenry County Division of Transportation website.)
- Traffic Impact Study and sight-distance visibility study prepared in accordance with requirements of the Ordinance and Chapter 4 of this Manual.
- Preliminary/Tentative Plat of Subdivision and site plan identifying the desired access location and geometrics (refer to standard detail found in this manual for guidance).
- Payment of applicable fees.

Based on the information submitted, McHenry County Division of Transportation staff will review and either approve the information submitted or request additional clarifications and revisions.

Requirements for engineering plans, studies, plats of subdivision, and performance guarantees are included in subsequent chapters of this Manual.



## 2.2 MINOR ACCESS PERMIT REQUIREMENTS

The following information is required for a Minor Access:

- Completed Highway Access Permit Application Form (included at the end of this section and available on the McHenry County Division of Transportation website.)
- Complete the Minor Access Location Worksheet (included at the end of this section and available on the McHenry County Division of Transportation website.)
- Plat of survey or site plan identifying the desired access location and geometrics (refer to standard detail found in this manual for guidance.)
- Payment of permit fee (due at time of application.)

**Please note that separate permits are required for installation of utilities** such as electric, natural gas, telephone, cable TV, or for connections to municipal sanitary sewer and water mains within the County Highway right-of-way. Please refer to Chapter 6 of the McHenry County Access Control and Right-of-Way Management Ordinance and this Manual for guidance on utilities and facilities.

## 2.3 TEMPORARY ACCESS PERMIT REQUIREMENTS

Issuance of any Temporary Access Permits is limited to a narrow set of circumstances and is only granted when the conditions and requirements as outlined in Section 4.3.4 of the McHenry County Access Control and Right-of-Way Management Ordinance have been met.

Please refer to the Ordinance prior to requesting Temporary Access to ensure that the access being requested meets the requirements of the Ordinance. Applications not meeting the requirements of the Ordinance will be denied.

**NOTE:** If Temporary Access is being requested as part of a larger development, requiring a Major Access Permit, **at a minimum, the applicant must have completed steps 1-4 of the Major Access Permit process outlined in section 2.1 above.**

The following information is required for a Temporary Access:

- Completed Highway Access Permit Application Form (included at the end of this section and available on the McHenry County Division of Transportation website.)
- Plat of survey, plat of subdivision, and/or or site plan identifying the desired access location and geometrics (refer to standard detail found in this manual for guidance.)
- Suitable Performance Guarantee and Maintenance Guarantee. Contact McHenry County Division of Transportation Permit Department Staff for requirements specific to your Temporary Access Permit.

**Please note that separate permits are required for installation of utilities** such as electric, natural gas, telephone, cable TV, or for connections to municipal sanitary sewer and water mains within the County Highway right-of-way. Please refer to Chapter 6 of the McHenry County Access Control and Right-of-Way Management Ordinance and this Manual for guidance on utilities and facilities.

## 2.4 EMERGENCY ACCESS PERMIT REQUIREMENTS

Issuance of any Emergency Access Permits is limited to a narrow set of circumstances and is only granted when the conditions and requirements as outlined in section 4.3.5 of the McHenry County Access Control and Right-of-Way Management Ordinance have been met.

Please refer to the Ordinance prior to requesting an Emergency Access to ensure that the access being requested meets the requirements of the Ordinance. Applications not meeting the requirements of the Ordinance will be denied.

**NOTE:** If an Emergency Access is being requested as part of a larger development, requiring a Major Access Permit, the Emergency Access Permit will typically be granted concurrently with the Major Access Permit and therefore the Major Access Permit process as outlined in section 2.1 above must be completed prior to issuance of an Emergency Access Permit.

The following information is required for an Emergency Access:

- Completed Highway Access Permit Application Form (included at the end of this section and available on the McHenry County Division of Transportation website.)
- Plat of survey, plat of subdivision, and/or or site plan identifying the desired access location and geometrics (refer to standard detail found in this manual for guidance)
- Written letter documentation from the local emergency service provider(s) of the area, justifying and requesting the emergency access.
- Suitable Performance Guarantee and Maintenance Guarantee. Contact McHenry County Division of Transportation Permit Department Staff for requirements specific to your Emergency Access Permit.

**Please note that separate permits are required for installation of utilities** such as electric, natural gas, telephone, cable TV, or for connections to municipal sanitary sewer and water mains with the County Highway right-of-way. Please refer to Chapter 6 of the McHenry County Access Control and Right-of-Way Management Ordinance and this Manual for guidance on utilities and facilities.



# MCHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098  
TELEPHONE (815) 334-4960 FAX (815) 334-4989

## HIGHWAY ACCESS PERMIT APPLICATION

**NAME OF COUNTY HIGHWAY:** \_\_\_\_\_

**PROPERTY LOCATION:** Address, if known \_\_\_\_\_

Property is located on the (check one)  North  South  East  West side of the County Highway.

Project is: \_\_\_\_\_ feet/miles  North  South  East  West of \_\_\_\_\_  
(circle one) (nearest intersecting road name)

Does the property have frontage on another road?  NO  YES. If yes, road name \_\_\_\_\_

Current Property Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

**TYPE OF ACCESS CONNECTION:** (check all that apply)

MAJOR Access for Commercial or Subdivision - Project Name: \_\_\_\_\_

Minor Access – (i.e. Driveway for 1-4 homes or field entrance)

Temporary Access – Provide Dates access will be needed: \_\_\_\_\_

Emergency Access: \_\_\_\_\_  
(Name of Municipal Agency or Department requiring emergency access)

### **PROPERTY OWNER/APPLICANT (or Authorized Representative)**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **ENGINEER OR CONTRACTOR (if Engineer not applicable)**

Company Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**NOTE:** Please return the completed form to the Division of Transportation at the above address with a site plan or preliminary engineering plan. For a Minor Access, provide a sketch, available from the Division, showing the property location and the proposed driveway. In accordance with the Illinois Highway Code, McHenry County Access Control and Right-of-way Management Ordinance, a permit is required for any work within the County right-of-way.

**By my signature, I state that I am the property owner or the property owner's authorized agent and acknowledge that I have read and agree to abide by the General Conditions on the reverse of this form.**

\_\_\_\_\_  
(Applicant Name) (Print or Type) (Applicant Signature) (Date)

form revised Jan. 2003

NOTE: If the project involves a request to install utilities such as communication, electric, gas, oil, cable television, and power, within the County highway right-of-way, a separate **Utility Consent Permit** application shall be submitted for each of those utilities from the respective utility company. If the project involves installation of facilities, within the County highway right-of-way, such as Municipal or Local agency maintained watermains, forcemains, sanitary sewers and/or other facilities such as bikepaths, sidewalks, street lighting, trees, landscaping, pedestrian crossing structures, fire and police emergency signal systems or public transportation shelters the developer shall also have a **Facility Installation Application** submitted. The Facility Installation Application shall be signed by the Local Municipality having jurisdiction over the development.

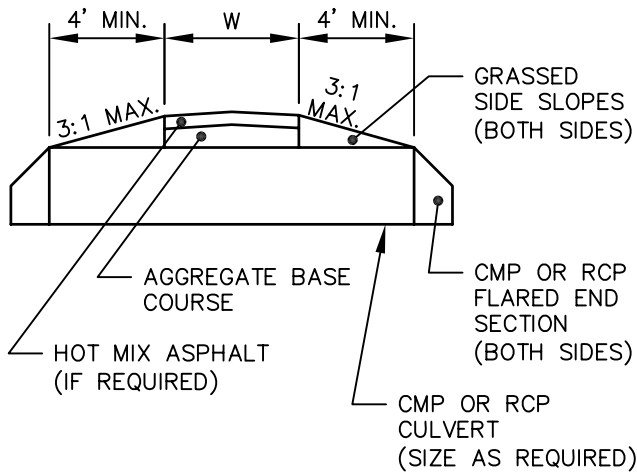
For additional information on the Access Management Ordinance please visit the website @ [www.co.mchenry.il.us](http://www.co.mchenry.il.us)

**SEE GENERAL CONDITIONS ON BACK SIDE OF THIS APPLICATION...**

**HIGHWAY ACCESS PERMIT APPLICATION (continued)**

**GENERAL CONDITIONS**

- 1). In submitting this application, the Applicant agrees to comply with the Access Management Ordinance and written policies, conditions and requirements of the McHenry County Division of Transportation (MCDOT). This application does not relieve the applicant from complying with any statutes, regulations, ordinances or administrative orders of Federal, State or County governments or any political subdivision or administrative agencies.
- 2). The applicant or municipality shall, at no expense to MCDOT, provide information or submittals as may be required for review and make required changes or revisions. Submittals may include, engineering plans, sight distance and traffic studies, performance and maintenance guarantees and a certificate of insurance. Lack of an immediate response to this application or any submittals shall not be construed as approval or acceptance by the County Engineer or MCDOT, nor shall they be held responsible for any costs or delays due to the processing time required. Proposals will be considered inactive after a period of six (6) months without a response on the part of the applicant. After that time, the applicant must reapply and comply with any new conditions, policies and standards in effect.
- 3). The review of the proposed work shall be based on the policy that primary use of the County highway right-of-way is for the safe and efficient movement of vehicular traffic and the maintenance and improvements to support such primary use. Submittal of this application does not obligate the County Engineer to issue a permit. The MCDOT is not responsible for providing room within the County highway right-of-way for the proposed work. Lack of sufficient room can be cause for denying a permit.
- 4). During construction, a representative of the MCDOT must witness the proof-roll prior to the placement of hot mix asphalt. After completion and acceptance of a permitted access, the MCDOT shall maintain, in accordance with normal maintenance policies, the drainage system including ditches, pavement widening including turning lanes, pavement markings and traffic control devices, curb and/or gutters, shoulders and turf areas located within the right-of-way of the County highway. The Permittee may provide additional mowing or other maintenance operations such as removing garbage and debris. The Permittee shall be responsible for the removal of snow, ice, gravel, and other debris from the paved surface of the access and keeping the access in a safe condition.



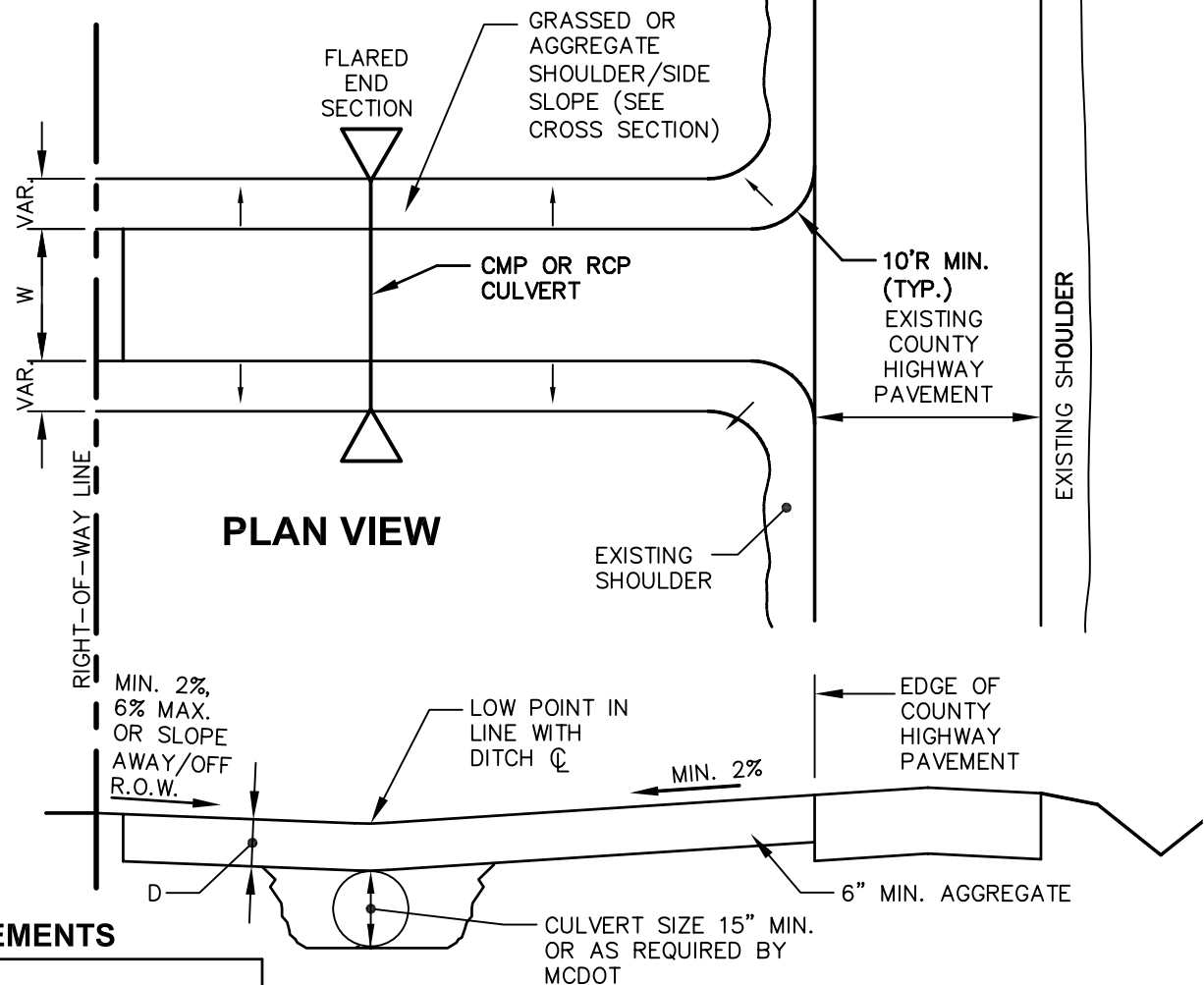
**TYPICAL CROSS SECTION**

NOTE: PLASTIC PIPE IS NOT PERMITTED. VERTICAL END WALLS ARE NOT PERMITTED.

**WIDTH, DEPTH AND SURFACE REQUIREMENTS**


USE	W		D		SURFACE TYPE
	MIN.	MAX.	MIN.	MAX.	
AGRICULTURAL OR 1-3 SINGLE FAMILY HOMES	10 FT.	16 FT.	6"	10"	AGGREGATE
MORE THAN 3 HOMES, OR NON-RESIDENTIAL USE	24 FT.	36 FT.	MIN. 8 INCHES OR AS REQUIRED BY MCDOT	MIN. 4 INCHES HOT MIX ASPHALT OR AS REQUIRED BY MCDOT	

- NOTES:  
 1. FOR USES OTHER THAN AGRICULTURAL FIELD ENTRANCES OR 1-3 SINGLE FAMILY HOMES, MCDOT SHALL DETERMINE THE ACCESS WIDTH AND CROSS-SECTION (DEPTH AND PAVEMENT TYPE).  
 2. FOR AGRICULTURAL USES, MAX. WIDTH MAY BE INCREASED TO ACCOMMODATE LARGE EQUIPMENT.  
 3. CULVERT SHALL BE A MINIMUM OF 15" DIAMETER OR AS DETERMINED BY MCDOT TO ACCOMMODATE DRAINAGE.



**PLAN VIEW**

**PROFILE (NOT TO SCALE)**


**McHenry County**  
**Division of Transportation**  
**PERMIT PROCEDURES DETAIL NO. PPD1**  
**MINOR ACCESS DETAIL**

REV. 10/08	INIT. RELEASE

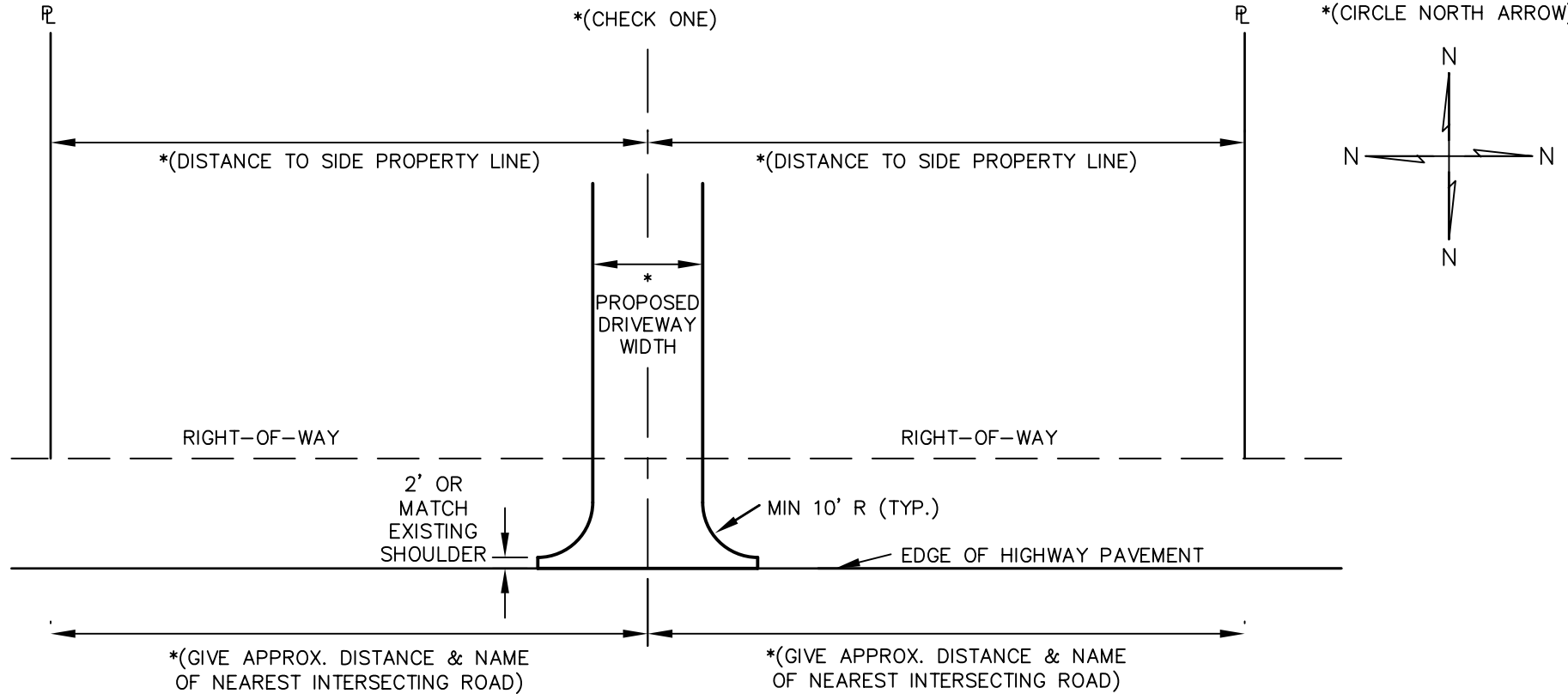
\_\_\_\_\_  
\*(PROPERTY ADDRESS)

APPLICANT TO FILL IN REQUESTED  
INFORMATION MARKED BY \*.

\* ARE THERE ANY EXISTING DRIVES?  YES  NO  
(ONLY ONE [1] ACCESS POINT ALLOWED PER PARCEL)

HOUSE  FARM FIELD  OTHER  
\*(CHECK ONE)


\*(CIRCLE NORTH ARROW)

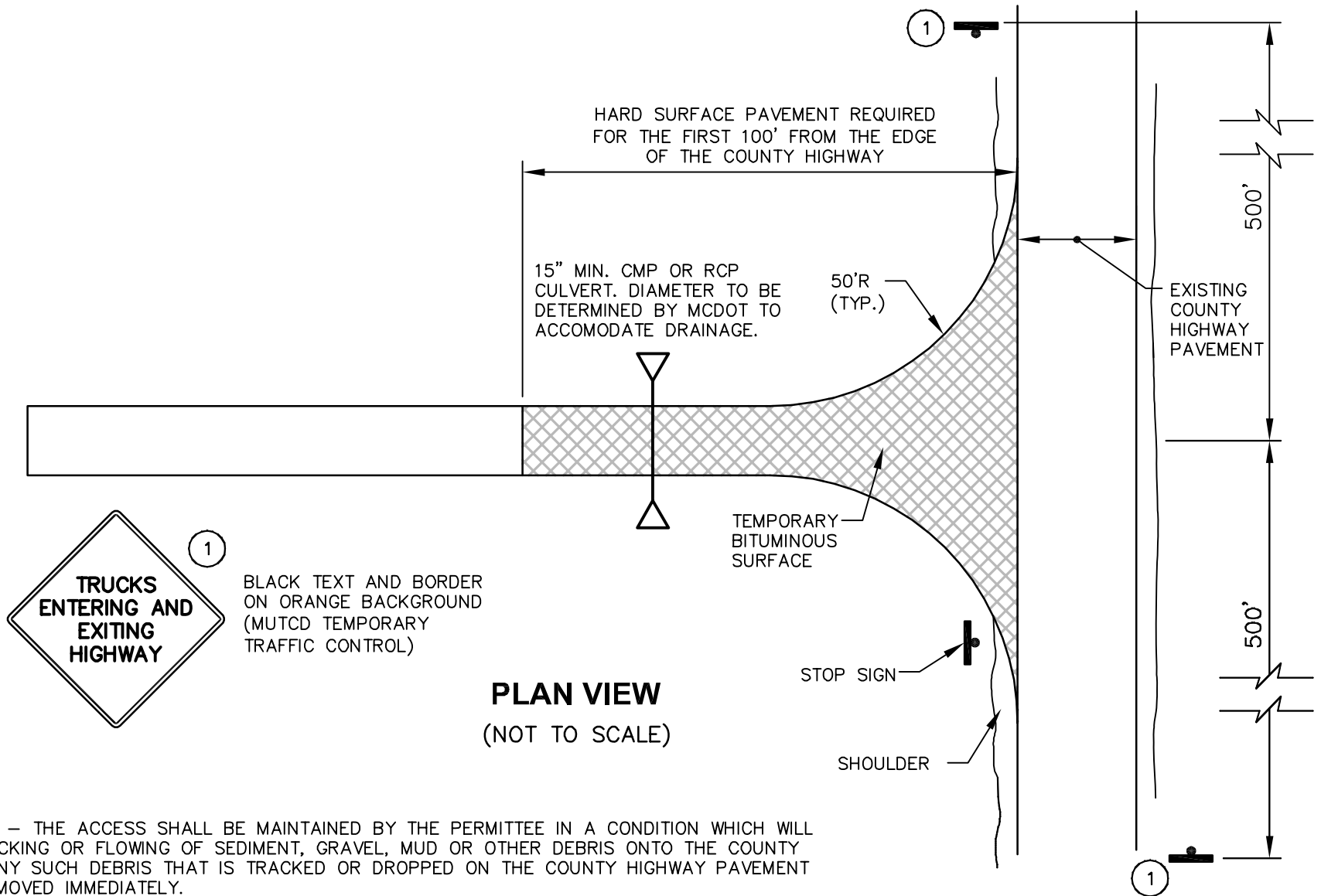


COUNTY HIGHWAY: \_\_\_\_\_  
\*(ROAD NAME)

NOTE:  
A PAVED MAILBOX TURNOUT MAY BE REQUIRED IN ADDITION TO WHAT IS SHOWN.  
ALL MAILBOXES SHALL MEET UNITED STATES POST OFFICE REQUIREMENTS.

REV. 10/08	INIT. RELEASE

	<b>McHenry County Division of Transportation</b>
<b>PERMIT PROCEDURES DETAIL NO. PPD2</b>	
<b>MINOR ACCESS LOCATION WORKSHEET</b>	




BLACK TEXT AND BORDER ON ORANGE BACKGROUND (MUTCD TEMPORARY TRAFFIC CONTROL)

**PLAN VIEW**  
(NOT TO SCALE)

NOTES:

1. MAINTENANCE – THE ACCESS SHALL BE MAINTAINED BY THE PERMITTEE IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT, GRAVEL, MUD OR OTHER DEBRIS ONTO THE COUNTY HIGHWAY.. ANY SUCH DEBRIS THAT IS TRACKED OR DROPPED ON THE COUNTY HIGHWAY PAVEMENT SHALL BE REMOVED IMMEDIATELY.
2. THESE DETAILS SHALL BE INCORPORATED INTO THE SITE PLANS FOR ANY COMMERCIAL OR RESIDENTIAL SUBDIVISION PROJECT (MAJOR ACCESS PERMIT) THAT IS REQUESTING A TEMPORARY CONSTRUCTION ACCESS TO A COUNTY HIGHWAY.
3. THESE DETAILS AND REQUIREMENTS MAY NOT APPLY TO SMALLER SIZE TEMPORARY ACCESS PROJECTS, SUCH AS ACCESS TO BACKYARDS FOR CONSTRUCTION OF POOLS, SHEDS, ETC. CONTACT THE MCHENRY COUNTY DIVISION OF TRANSPORTATION FOR DETAILS AND REQUIREMENTS.

REV. 10/08	INIT. RELEASE



**McHenry County**  
**Division of Transportation**

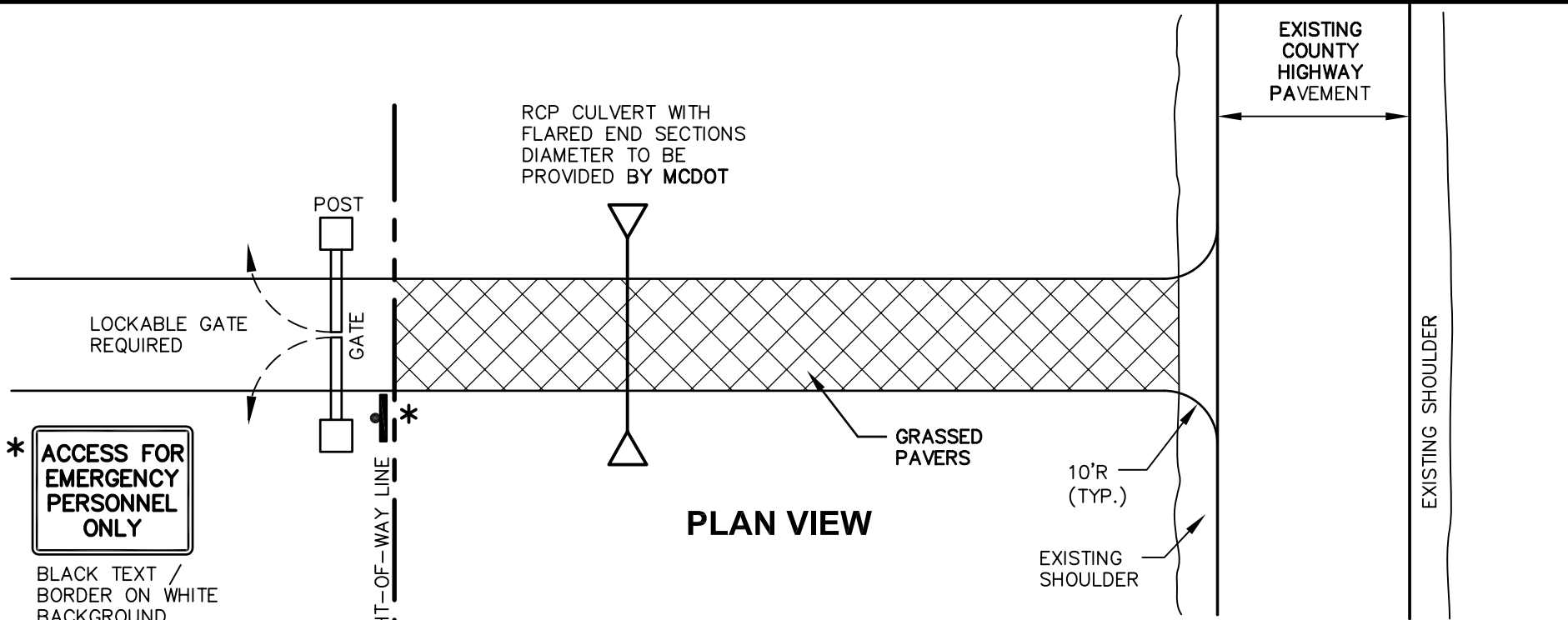
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**PERMIT PROCEDURES DETAIL NO. PPD3**

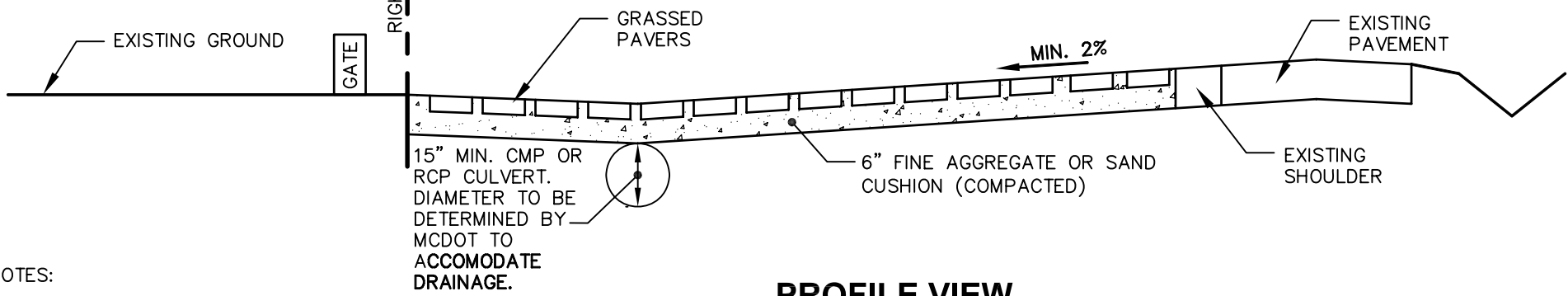
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**TEMPORARY CONSTRUCTION**  
**ACCESS DETAIL**






**PLAN VIEW**



**PROFILE VIEW**

(NOT TO SCALE)

- NOTES:
1. GRASSED PAVERS SHALL EXTEND FROM THE RIGHT-OF-WAY LINE TO EDGE OF THE HIGHWAY SHOULDER.
  2. ALL GATES AND RELATED APPURTENANCES MUST BE LOCATED OUTSIDE OF THE COUNTY HIGHWAY RIGHT-OF-WAY.
  3. GATES SHALL BE LOCATED AT A SUFFICIENT DISTANCE TO ALLOW FOR AN EMERGENCY VEHICLE TO PULL ENTIRELY OFF OF THE COUNTY HIGHWAY ONTO THE ENTRANCE AND STOP.
  4. GATES SHALL SWING AWAY FROM THE COUNTY HIGHWAY.
  5. MAINTENANCE OF THE ACCESS WITHIN THE RIGHT-OF-WAY, INCLUDING SNOW REMOVAL, SHALL BE THE RESPONSIBILITY OF THE PERMITEE.

	<p><b>McHenry County</b> <b>Division of Transportation</b></p>
	<p><b>PERMIT PROCEDURES DETAIL NO. PPD4</b></p>
	<p><b>EMERGENCY ACCESS DETAIL</b></p>

REV. 10/08	INIT. RELEASE

COUNTY ROAD NAME	ACCESS CLASSIFICATION	R.O.W. REQ'D.	ROUTE #	FROM	TO
------------------	-----------------------	---------------	---------	------	----

(SEE HIGHWAY CLASSIFICATION MAP)

(RIGHT-OF-WAYS ARE MINIMUMS)

ACKMAN ROAD	ARTERIAL	55 feet	A 46	Haligus Road	Randall Road
AIRPORT ROAD	PRINCIPAL ARTERIAL	70 feet	A 22	Flat Iron Road	U.S. Route 14
ALDEN ROAD	PRINCIPAL ARTERIAL	70 feet	V 12	Charles Road	IL Route 173
ALDEN ROAD	ARTERIAL	55 feet	V 12	IL Route 173	Wisconsin State Line
ALGONQUIN ROAD	COUNTY FREEWAY	85 feet	A 48	IL Route 47	IL Route 31
ALGONQUIN ROAD EXTENSION	COUNTY FREEWAY	85 feet	A 48	Harmony Road	IL Route 47
ALTENBERG ROAD	ARTERIAL	55 feet	A 18	IL Route 173	Alden Road
BAY ROAD	ARTERIAL	55 feet	A 26	Chapel Hill Road	Lake Co. Line
BLIVIN STREET	OTHER	55 feet	V 43	U.S. Route 12	Main Street
BULL VALLEY ROAD	PRINCIPAL ARTERIAL	70 feet	A 32	Crystal Lake Road	IL Route 31
BURLINGTON ROAD	ARTERIAL	55 feet	V 33	IL Route 31	Wisconsin State Line
CARY ROAD	ARTERIAL	55 feet	V 36	IL Route 31	U.S. Route 14
CHAPEL HILL ROAD	PRINCIPAL ARTERIAL	70 feet	V 45	old River Road intersection	IL Route 120
CHAPEL HILL ROAD	ARTERIAL	55 feet	V 40	IL Route 120	Johnsburg Road
CHARLES ROAD	PRINCIPAL ARTERIAL	70 feet	A 28	Nelson/Alden Road intersection	Greenwood Rd/Route 120 intersection
CHARLES J. MILLER ROAD	PRINCIPAL ARTERIAL	70 feet	A 32	IL Route 31	River Road
CORAL ROAD	PRINCIPAL ARTERIAL	70 feet	A 44	IL Route 23	IL Route 20
CORAL ROAD	ARTERIAL	55 feet	A 44	IL Route 20	South Union Road
COUNTRY CLUB ROAD	ARTERIAL	55 feet	V 25	Ridgefield Road	Fleming Road
CRYSTAL LAKE ROAD	ARTERIAL	55 feet	V 34	Mason Hill Road	Bull Valley Road

COUNTY ROAD NAME	ACCESS CLASSIFICATION	R.O.W. REQ'D.	ROUTE #	FROM	TO
------------------	-----------------------	---------------	---------	------	----

(SEE HIGHWAY CLASSIFICATION MAP)

(RIGHT-OF-WAYS ARE MINIMUMS)

DEERPASS ROAD	ARTERIAL	55 feet	T 59	IL Route 176	Kishwaukee Valley Road
DUNHAM ROAD	ARTERIAL	55 feet	A 29	IL Route 23	U.S. Route 14
DURKEE ROAD	ARTERIAL	55 feet	A 18	Alden Road	Johnson Road
FLAT IRON ROAD	ARTERIAL	55 feet	A 27	Boone County Line	IL Route 173
FLEMING ROAD	OTHER	55 feet	V 25	Country Club Road	IL Route 120
FRANKLINVILLE ROAD	PRINCIPAL ARTERIAL	70 feet	T 68	IL Route 176	Collins Road/South St. intersection
GARDEN VALLEY ROAD	OTHER	55 feet	T 64	Millstream Road	Vermont Road
GARDEN VALLEY ROAD	ARTERIAL	55 feet	T 64	Vermont Road	Union Road
GENOA ROAD	ARTERIAL	55 feet	T 47	DeKalb County Line	Harmony Road
GREENWOOD ROAD	ARTERIAL	55 feet	V 24	Charles Road/ IL Route 120 intersection	IL Route 173
HAMPSHIRE ROAD	ARTERIAL	55 feet	T 66	Kane County Line	Harmony Road
HARMONY ROAD	COUNTY FREEWAY	85 feet	A 49	Boone County Line	Marengo Road/Main St. Intersection
HARTLAND ROAD	PRINCIPAL ARTERIAL	70 feet	T 68	U.S. Route 14	Nelson Road
HOBE ROAD	PRINCIPAL ARTERIAL	70 feet	T 68	Collins Road/South Street intersection	Kishwaukee Valley Road
HUGHES ROAD	PRINCIPAL ARTERIAL	70 feet	T 68	Kishwaukee Valley Road	U.S. Route 14
HUNTER ROAD	ARTERIAL	55 feet	A 19	Boone County Line	White Oaks Road

COUNTY ROAD NAME	ACCESS CLASSIFICATION	R.O.W. REQ'D.	ROUTE #	FROM	TO
(SEE HIGHWAY CLASSIFICATION MAP)		(RIGHT-OF-WAYS ARE MINIMUMS)			
JAMES R. RAKOW ROAD	PRINCIPAL ARTERIAL	70 feet	V 29	McHenry Avenue	IL Route 31
JOHNSBURG ROAD	ARTERIAL	55 feet	A 26	IL Route 31	Spring Grove Road
JOHNSBURG ROAD	OTHER	55 feet	A 26	Spring Grove Road	Chapel Hill Road
JOHNSON ROAD	ARTERIAL	55 feet	A 18	Durkee Road	O'Brien Road
KEYSTONE ROAD	ARTERIAL	55 feet	V 30	Tryon Grove Road	Burgett Road
KEYSTONE ROAD	OTHER	55 feet	V 30	Burgett Road	Wisconsin State Line
KISHWAUKEE VALLEY ROAD	PRINCIPAL ARTERIAL	70 feet	A 33	Boone County Line	U.S. Route 14
LAKE COOK ROAD (east of Route 62)	ARTERIAL	55 feet	A 50	IL Route 62	Kane/Cook County Line
LAKWOOD ROAD	ARTERIAL	55 feet	V 23	Algonquin Road	Ackman Road
LAWRENCE ROAD	ARTERIAL	55 feet	T 50	IL Route 173	Wisconsin State Line
MAIN STREET (Huntley)	PRINCIPAL ARTERIAL	70 feet	A 47	MARENGO ROAD	225'+/- west of Bonnie Brae Drive
MAIN STREET (Spring Grove)	ARTERIAL	55 feet	A 17	Richardson Road	Lake Co. Line (200'+/- north of Lubliner Terrace)
MAPLE STREET	ARTERIAL	55 feet	T 58	Harmony Road	Frances Street
MARENGO ROAD (Marengo to Huntley)	ARTERIAL	55 feet	A 47	IL Route 20	Harmony Rd./Main Street intersection
McGUIRE ROAD	PRINCIPAL ARTERIAL	70 feet	A 22	U.S. Route 14	Alden Road
MENGE ROAD	ARTERIAL	55 feet	T 59	Kishwaukee Valley Road	Dunham Road
MILLSTREAM ROAD	OTHER	55 feet	T 64	IL Route 176	Garden Valley Road

COUNTY ROAD NAME	ACCESS CLASSIFICATION	R.O.W. REQ'D.	ROUTE #	FROM	TO
(SEE HIGHWAY CLASSIFICATION MAP)		(RIGHT-OF-WAYS ARE MINIMUMS)			
O'BRIEN ROAD	ARTERIAL	55 feet	A 18	Johnson Road	IL Route 47
OAK GROVE ROAD (in Town of Chemung)	OTHER	55 feet	A 20	IL Route 173	Ramer Road
OAK GROVE ROAD (in Town of Lawrence);(this is an overlap & also known as Lawrence Road T 50)	ARTERIAL	55 feet	T 50	Lawrence Road	Lawrence Road
OAK GROVE ROAD (east of Route 14)	ARTERIAL	55 feet	A 15	IL Route 23	Alden Road
PYOTT ROAD	ARTERIAL	55 feet	V 32	Algonquin Road	Virginia Road
RAMER ROAD (just east of Town of Chemung)	OTHER	55 feet	A 20	Oak Grove Road	Lawrence Road (far westerly leg)
RAMER ROAD	ARTERIAL	55 feet	A20	Lawrence Road (far westerly leg)	Lawrence Road (next to Milky Way Park)
RANDALL ROAD	COUNTY FREEWAY	85 feet	V29	Kane Co. Line	McHenry Avenue
RICHARDSON ROAD	ARTERIAL	55 feet	V 43	Main Street	IL Route 173
RIDGEFIELD ROAD	ARTERIAL	55 feet	A 38	U.S. Route 14	U.S. Route 14
RIVER ROAD	ARTERIAL	55 feet	V 45	IL Route 176	Charles Miller Road
RIVER ROAD	PRINCIPAL ARTERIAL	70 feet	V 45	Charles Miller Road	old River Road intersection
ROBERTS ROAD	ARTERIAL	55 feet	V 45	Lake County Line	IL Route 176

COUNTY ROAD NAME	ACCESS CLASSIFICATION	R.O.W. REQ'D.	ROUTE #	FROM	TO
(SEE HIGHWAY CLASSIFICATION MAP)		(RIGHT-OF-WAYS ARE MINIMUMS)			
SOUTH UNION ROAD	ARTERIAL	55 feet	T 65	IL Route 20	West Union Road
SPRING GROVE ROAD	ARTERIAL	55 feet	V 40	Johnsburg Road	U.S. Route 12
TRYON GROVE ROAD	ARTERIAL	55 feet	A 16	Greenwood Road	IL Route 31
UNION ROAD (north out of Village)	OTHER	55 feet	T 65	West Union Road	O'Cock/Highbridge Road intersection
UNION ROAD (north out of Village)	ARTERIAL	55 feet	T 65	O'Cock/Highbridge Road intersection	Garden Valley Road
VIRGINIA ROAD	ARTERIAL	55 feet	V 23	IL Route 31	Pyott Road
VIRGINIA ROAD	OTHER	55 feet	V 23	Pyott Road	U.S. Route 14
WALKUP ROAD	ARTERIAL	55 feet	V 34	IL Route 176	Mason Hill Road
WEST UNION ROAD	ARTERIAL	55 feet	A 42	U.S. Route 20	South Union Road
WEST UNION ROAD (a.k.a. Jefferson Street)	OTHER	55 feet	A 42	South Union Road	Union Road
WHITE OAKS ROAD	ARTERIAL	55 feet	A 19	IL Route 173	Hunter Road
WILMOT ROAD	ARTERIAL	55 feet	V 44	U.S. Route 12	Wisconsin State Line

The listed ACCESS CLASSIFICATION colors match the Access Classification Map colors as closely as possible. Reference the McHenry County Access Control and Right-of-Way Management Ordinance for classification details and maps.

The required right-of-way (R.O.W.) dedications shown in this table are minimums. Additional R.O.W. may be required. Reference the McHenry County Access Control & Right-of-Way Management Ordinance for details.

Route #'s shown are those numbers found out on the highway placard signs and maps. The McHenry County Division of Transportation no longer uses County Highway (C.H.) numbering.

Local road names (a.k.a.) are provided for reference only. The established County Road name should be used. (Union Road may also be known as North Union Road; Main Street in Huntley may also be known as West Main Street) (Lawrence Road in the Town of Lawrence may also be known as Oak Grove Road)

### 3. DESIGN REQUIREMENTS FOR HIGHWAY IMPROVEMENTS

All access-related improvements constructed on a County Highway must meet the geometric requirements of the McHenry County Division of Transportation. Depending on the Access Classification of the County Highway for access that is being requested, different standards will apply.

The design of access points and accompanying highway improvements shall comply with the requirements of the McHenry County Division of Transportation. 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 McHenry County Division of Transportation, the most current IDOT BDE 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
- IDOT, BDE Manual
- Manual of Policies and Procedures
- Administrative Policies
- 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

#### McHenry County Design Standards

McHenry County Traffic Signal Design Guidelines

McHenry County Division of Transportation Automated Traffic Law Enforcement Systems Policy

#### **Design Speed**

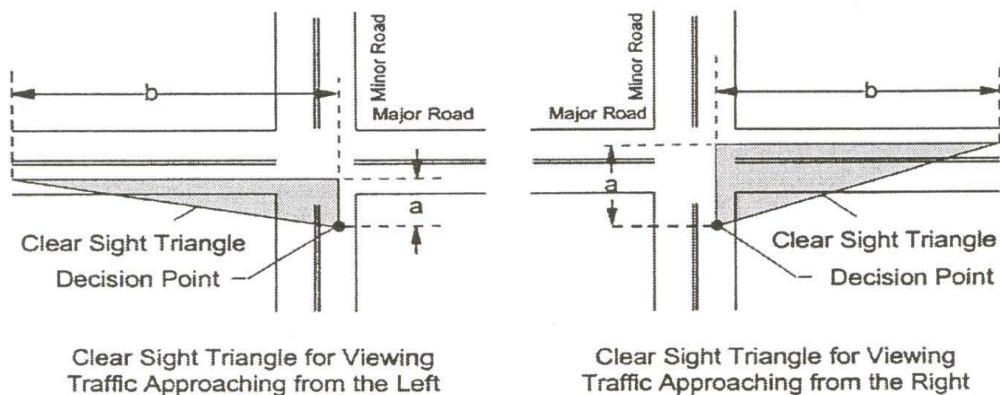
The design speed to be used for designing improvements on highways shall be considered to be a value five (5) mph above the posted or regulatory speed of the

highway to which the improvement is being made. The design speed may be adjusted at the discretion of the McHenry County Division of Transportation but shall be no lower than the existing posted speed limit.

**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. For all major access permit requests or on other access permits, if sight distance is questionable, a sight-distance study performed in accordance with Chapter 3 (Sight Distance) and Chapter 9 (Intersection Sight Distance) of the most current edition of the AASHTO “Policy on Geometric Design of Highways and Streets” shall be submitted by the Applicant for review.

Figure 1 shows the clear sight triangles that provide sufficient distance for a stopped driver on a minor-road approach to enter or cross the major road. Dimension “a” represents the distance between the vehicle on the minor road to the middle of the travel lane on the major road. Dimension “b” represents the distance where the two drivers can see each other’s vehicles. The distances listed in Table 1 shall be goals to meet or exceed when positioning an access along the property frontage. Should these sight distances be physically unobtainable, then the access shall be at a location that provides the sight distance closest to that required, provided that the minimum stopping sight distance, as listed in Table 2, is met or exceeded. In such cases where other highway variables such as grade, highway geometrics, existing and projected traffic volume, or roadside obstacles, may influence safety, it will be at the discretion of the McHenry County Division of Transportation to determine whether adequate sight distance exists, regardless if the requirements in Table 2 are met or exceeded.



**FIGURE 1 – Intersection Sight Triangles  
(Source: AASHTO Exhibit 9-50)**



<b>TABLE 1 – Intersection Sight Distance For Access (Source: AASTHO Case B1- Left Turn From Stop)</b>	
<b>Design Speed (mph)</b>	<b>Distance Required (feet)</b>
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 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.
6. Sight distance shall be as measured in the field and take into account lateral obstructions (brush lines, etc.)
7. Refer AASHTO "A Policy on the Geometric Design of Highways and Streets", latest edition for guidance (see chapter 9 exhibit 9-50 and related text.)

<b>TABLE 2 – Minimum Stopping Sight Distance For Access (Source: AASHTO)</b>	
<b>Design Speed (mph)</b>	<b>Distance Required (feet)</b>
30	200
35	250
40	305
45	360
50	425
55	495
60	570

Notes:

1. Driver's eye height shall be 3.5 feet above pavement edge.
2. Driver's eye shall be 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.
6. Stopping sight distance can be determined from roadway profiles.

The McHenry County Division of Transportation 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 McHenry County Division of Transportation.

It if 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:

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

### **Radius Return**

The radius returns used to connect the access to the highway should fall entirely within the right-of-way. This may require additional conveyance of 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 50 feet for most major 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 Designated Freeways and Principal Arterials shall be as designated by AASHTO WB-65. The minimum design vehicle for all other County highways shall be a SU 30 (school bus) unless otherwise approved by the McHenry County Division of Transportation.

### **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 fifty (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 McHenry County Division of Transportation. If an approach angle less than 90 degrees must be used on an access, the access return radius and/or width should be increased facilitate ingress and egress maneuvers.

### **Exclusive Turn-Lane 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 sixteen (16) to eighteen (18) feet permit reasonably adequate arrangements at left-turn lane facilities. The minimum width of the channelizing island shall be four (4) feet. This can be provided within a median sixteen (16) to eighteen (18) feet wide and a turning-lane width of twelve (12) feet. Curb and/or painted channelizing islands may be used subject to the access width and design speed of the highway.

Island Nose Offsets – For curbed islands a minimum four (4) feet for single left-turn lane and minimum six (6) feet for dual left-turn lanes in width. The curbed nose can be offset from the opposing through traffic lane two (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 four (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.

### **Medians**

Where a divided access for entering and exiting traffic is utilized, the median shall be between four (4) and eighteen (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 four (4) to ten (10) feet from the face of the curb in a curbed section. Landscape medians may be considered if the municipality accepts all maintenance responsibilities.

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.

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.

### **Access Profile, Culverts, 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 ten (10) feet long for residential driveways and forty (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.

Culverts for access locations shall be as directed by the McHenry County Division of Transportation or as a result of drainage studies (Major Access) completed by the applicant's engineer.

### **Shoulders and Curb and Gutters**

The highway shoulders adjacent to driveways being constructed pursuant to the permit shall be designed to the specifications of the McHenry County Division of Transportation. Should a commercial, industrial, or residential development 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 McHenry County Division of Transportation specifications for full length of curb return to at least the right-of-way line.

### **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 McHenry County Division of Transportation and will depend primarily on the intended use of the driveway, as well as the proposed volume and types of vehicles using the access.

#### b. Widening of Highways

When existing highways are to be widened 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 McHenry County Division of Transportation Minimum Design Standards. The final design will need to be reviewed and approved by the McHenry County Division of Transportation. For safety reasons, all highway widening and improvements required for an access shall yield through lane widths of twelve (12) feet. At improvements to intersections with existing lane widths less than twelve (12) feet, widening to twelve (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) The existing edge of pavement to be widened shall be saw cut one (1) foot to full depth to obtain a clean vertical face.
- (2) The depth of the widening shall be based on McHenry County Division of Transportation standards or IDOT pavement design, whichever is greater. A Geotechnical Report containing pavement core information of the existing pavement structure is required on all widening projects.
- (3) 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 the McHenry County Division of Transportation to determine whether or not the existing pavement structure will be adequate for the improvement being done or if corrective measures will be required to meet the minimum existing pavement structure thickness.
- (4) 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 the McHenry County Division of Transportation shall be notified of this condition. The McHenry County Division of Transportation 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 McHenry County Division of Transportation has made a determination on the adequacy of the existing pavement structure and if corrective action will be required to the existing pavement structure.
- (5) When the widening will alter through traffic travel paths (i.e. turning-lane improvements), the existing pavement surface shall be removed and the highway resurfaced with a minimum of two (2) inches of Hot Mix Asphalt to obliterate existing wheel paths and pavement markings.
- (6) All access improvements involving the widening of a Designated Freeway or Principal Arterial shall require paved shoulders. Access

improvements involving widening of a Collector or Local roadway shall require paved shoulders, unless otherwise directed by the McHenry County Division of Transportation.

- (7) Strip Reflective Crack Control Treatment shall be installed over the longitudinal joint of the widened pavement.
- (8) The shoulder area between driveways will be required to be widened and surfaced as required by the McHenry County Division of Transportation.

### **Traffic Control**

Access traffic control devices such as signs, pavement markings, reflective pavement markers (RPM's), and traffic signals shall be used in accordance with the MUTCD, IDOT, and McHenry County Division of Transportation Policies. Stop signs shall be required for any Major Access connecting to a County 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 – A 24-inch-wide white stop bar shall be used in conjunction with stop signs at commercial, industrial, and public road accesses. 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. and may be required by the McHenry County Division of Transportation that signs be used in conjunction with pavement markings to convey information to entry traffic at accesses.

### **On-Site Design Elements**

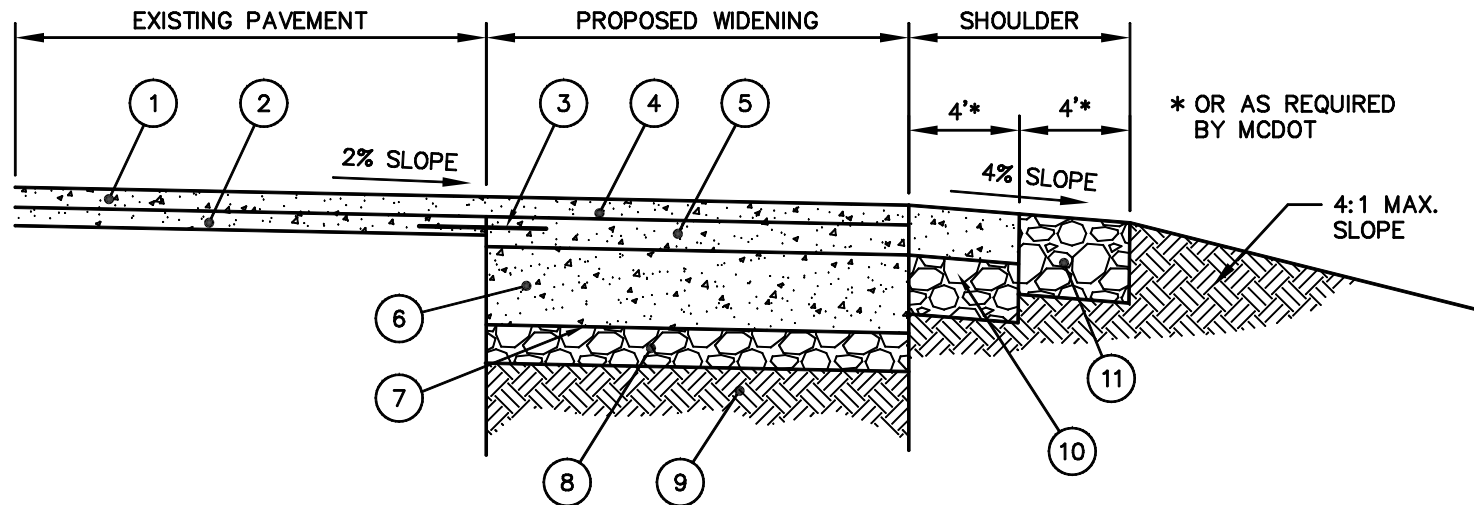
- a. Parking – On-site parking shall be designed so parked cars on a property do not obstruct the sight distance at a driveway or conceal a driveway to street traffic. Parking within the highway right-of-way or on the highway shoulder is prohibited.
- b. Traffic Circulation – Internal traffic patterns 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 twenty (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 the McHenry County Division of Transportation.
  - 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.

The following McHenry County Division of Transportation standards are provided:

- Full-Depth Pavement Widening Detail
- 3-Lane Pavement Width Striping and Shoulder Transition Detail
- Typical Right In/Right Out Detail
- PVC Sign Sleeve Detail
- Typical Butt Joint Detail
- Minimum Offset to Adjacent Internal Roadway/Driveway intersections, Designated Freeways, Principal Arterials
- Requirements for Extension of Widening Between Adjacent Improved Section
- Continuous Right-Turn Lane/Through Lane to Right-Turn Lane Transition



(NOT TO SCALE)

- ① 1-1/2" HOT MIX ASPHALT SURFACE COURSE MIX "D", N70, OVERLAY
- ② 3/4" (NOMINAL THICKNESS) LEVELING BINDER COURSE, MACHINE METHOD, OVER EXISTING PAVEMENT TO CORRECT ANY VARIATIONS OR INCONSISTENCIES OF THE EXISTING PAVEMENT.
- ③ SAWCUT EXISTING PAVEMENT AND INSTALL 24" WIDE STRIP REFLECTIVE CRACK CONTROL TREATMENT, TYPE "A".
- ④ 1 1/2" HOT MIX ASPHALT SURFACE COURSE MIX "D", N70
- ⑤ 2 1/2" HOT MIX ASPHALT BINDER COURSE, IL-19, N70
- ⑥ 9" HOT MIX ASPHALT COURSE PLACED AT A MINIMUM OF THREE LIFTS (TOP LIFT SHALL BE A NOMINAL 2" THICK, COMPACTED)
- ⑦ PRIME COAT, MC-30
- ⑧ 4" AGGREGATE BASE COURSE, TYPE B
- ⑨ SUBGRADE, COMPACTED & PROOF-ROLLED.
- ⑩ 4" BITUMINOUS SHOULDER (1 1/2" BITUMINOUS SURFACE COURSE AND 2 1/2" BITUMINOUS BINDER COURSE) OVER A 6" AGGREGATE BASE
- ⑪ 8" AGGREGATE SHOULDER



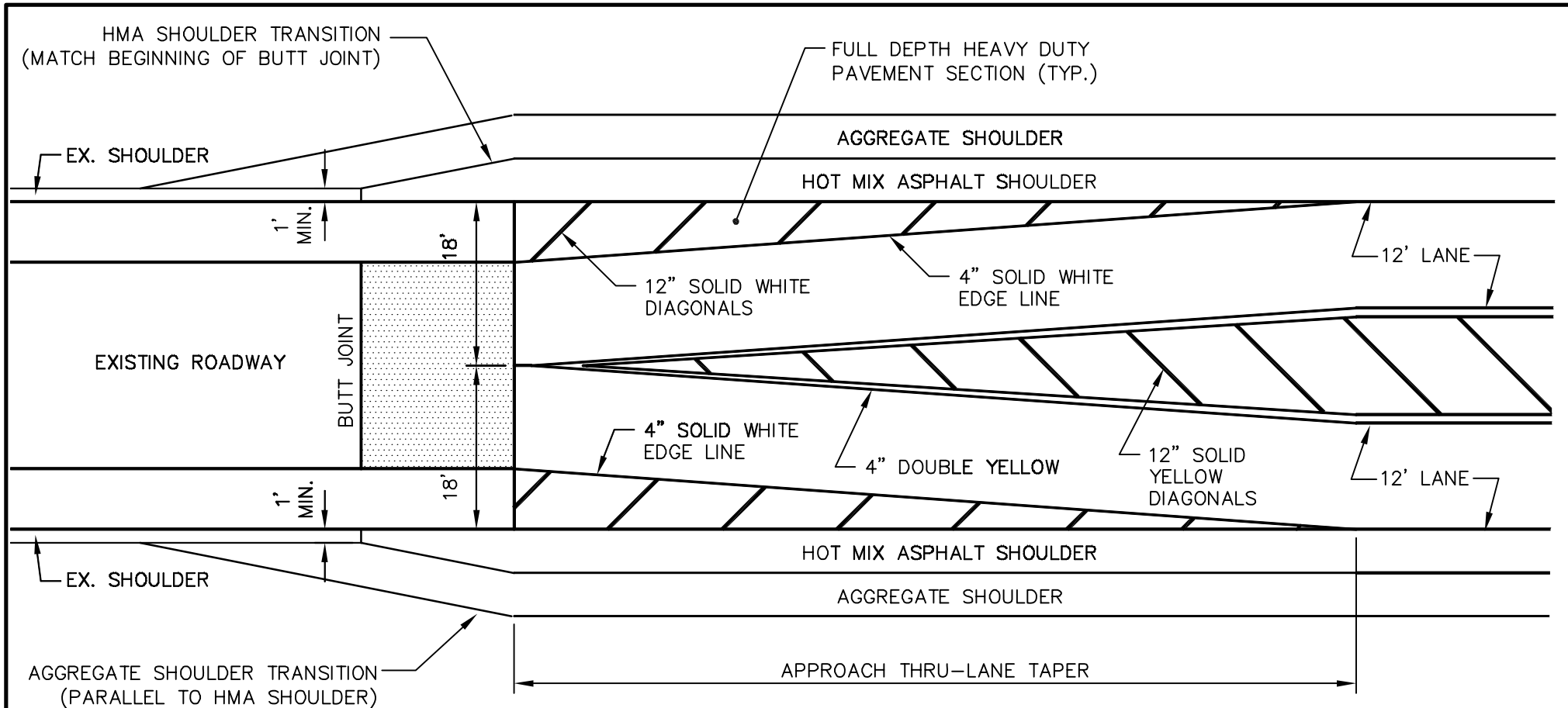
**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD5**

**TYPICAL FULL -DEPTH  
PAVEMENT WIDENING DETAIL**

REV. 10/08 INIT. RELEASE





NOTES:

1. WIDTH OF EXISTING SHOULDERS VARY AND MAY CONSIST OF BITUMINOUS AND/OR AGGREGATE MATERIAL.
2. HMA SHOULDER TRANSITION ENDS AT THE SAME LOCATION AS THE BUTT JOINT.
3. REMOVE SECTIONS OF EXISTING SHOULDERS AS NECESSARY TO ALLOW FOR CONSTRUCTION OF NEW SHOULDER TRANSITIONS.
4. WIDTH OF NEW HMA SHOULDERS AT END OF TRANSITION TO BE A MINIMUM 1' WIDE. IF EXISTING SHOULDER AT END OF TRANSITION IS HMA AND WIDER THAN 1', THEN THE NEW HMA SHOULDER TRANSITION WILL MATCH EXISTING HMA SHOULDER WIDTH.

(NOT TO SCALE)



**McHenry County**  
**Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD6**

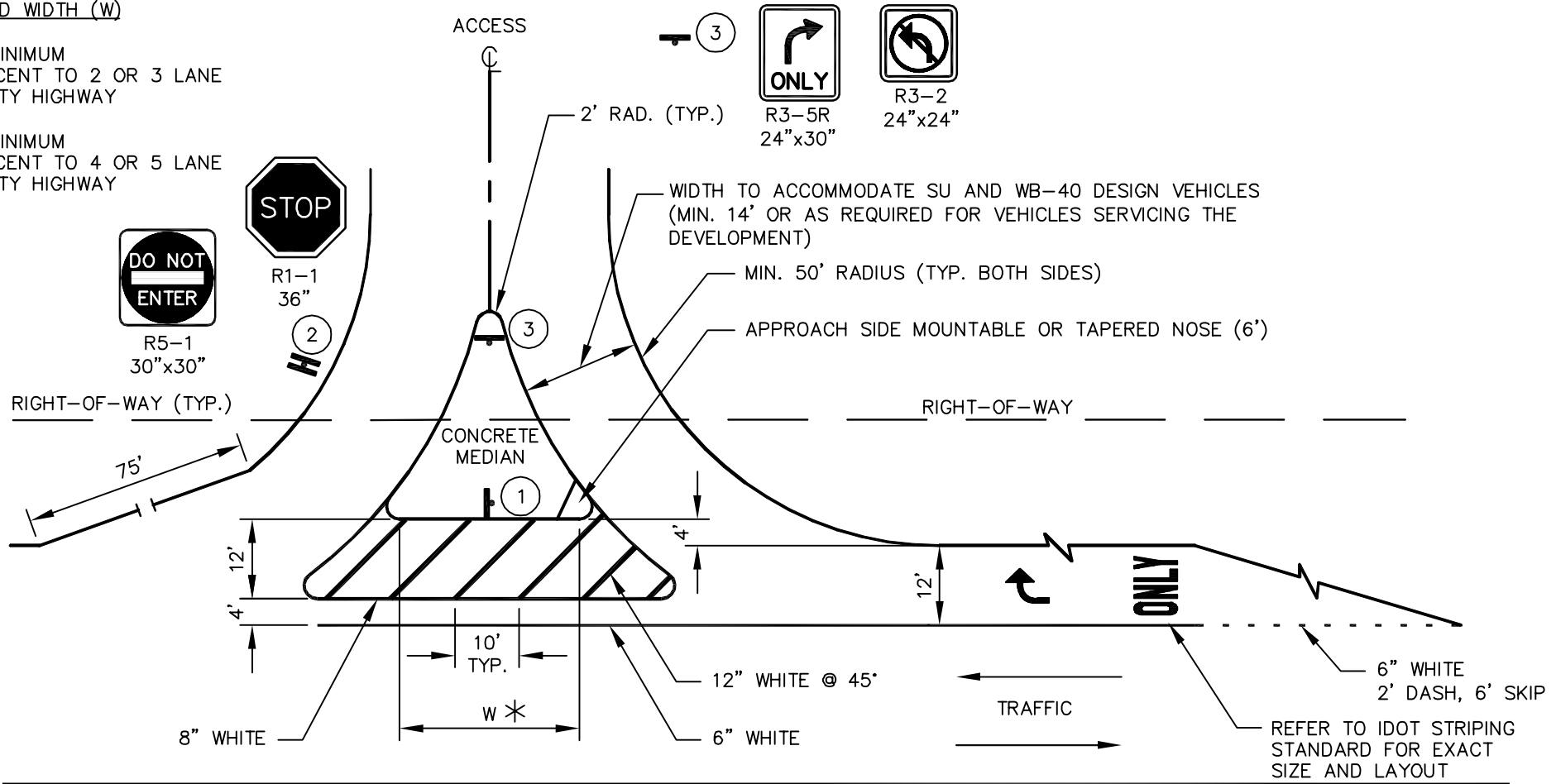
**3-LANE PAVEMENT WIDTH STRIPING AND SHOULDER TRANSITION DETAIL**

REV. 10/08 INIT. RELEASE

\* ISLAND WIDTH (W)

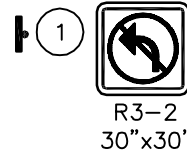
42' MINIMUM  
ADJACENT TO 2 OR 3 LANE  
COUNTY HIGHWAY

60' MINIMUM  
ADJACENT TO 4 OR 5 LANE  
COUNTY HIGHWAY



NOTES:

1. ① ② ③ - SEE ATTACHED SIGNAGE REQUIREMENTS.
2. ALL SIGNS TO BE INSTALLED WITHIN CONCRETE MEDIANS SHALL BE "SLEEVED" (REFER TO PVC SIGN SLEEVE DETAIL).
3. ALL ACCESS DRIVEWAYS, INCLUDING RIGHT-IN/RIGHT-OUT DRIVEWAYS SHALL SLOPE AWAY (DOWN) FROM THE COUNTY HIGHWAY AT A MIN. GRADE OF 2% TO THE RIGHT-OF-WAY.
4. SHOULDERS AND CURB & GUTTER ARE NOT SHOWN.
5. ALL DIMENSIONS ARE EDGE-EDGE OF PAVEMENT.
6. AT THE DISCRETION OF THE MCDOT, THE CONCRETE MEDIAN MAY BE REPLACED WITH PAVEMENT MARKINGS, WHICH WILL REQUIRE ADDITIONAL STRIPING.



(NOT TO SCALE)



**McHenry County**  
**Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD7**

**TYPICAL RIGHT-IN/ RIGHT-OUT ACCESS  
DETAIL**

REV. 10/08	INIT. RELEASE

# McHENRY COUNTY DIVISION OF TRANSPORTATION

## TYPICAL RIGHT-IN/RIGHT-OUT (RI/RO) ENTRANCE SIGNAGE REQUIREMENTS Revised 1/10/05

Signs required for right-in/right-out entrances (islands):

Note: All signs shall conform to the rules and regulations listed in the IMUTCD (Illinois Manual on Uniform Traffic Control Devices) as well as the requirements listed below.

The following signs **shall become** County-maintained upon proper installation.



R3-2  
30" x 30"

1. NO LEFT TURN signs (IMUTCD R3-2)
  - a. One R3-2 placed in the concrete island
  - b. One R3-2 placed across from the one in the island
  - c. Sign to be placed in the direction of traffic opposite the right-in traffic flow
  - d. 30" x 30" size NO LEFT TURN signs
  - e. High-intensity reflectivity for NO LEFT TURN signs
  - f. See typical geometrics drawing.

The following signs are **NOT** maintained by the County. The signs listed below shall be maintained by the **property owner** for a commercial business or subdivision RI/RO entrance, unless the RI/RO entrance is a public street where the McHenry County Division of Transportation shall only maintain the STOP and DO NOT ENTER signs.

1. STOP sign (R1-1) and DO NOT ENTER sign (R5-1)



R5-1  
30" x 30"

- a. The two signs shall be placed back to back on the same post with the STOP being placed at the location where traffic will most likely stop.
- b. 36" size STOP and 30" x 30" DO NOT ENTER signs
- c. High-intensity reflectivity for the STOP and DO NOT ENTER signs
- d. For a public street RI/RO entrance, the McHenry County Division of Transportation shall only maintain the STOP and DO NOT ENTER signs.
- e. See typical geometrics drawing.



R3-5r  
24" x 30"

2. LANE USE CONTROL (R3-5(r)) and NO LEFT TURN (R3-2) signs

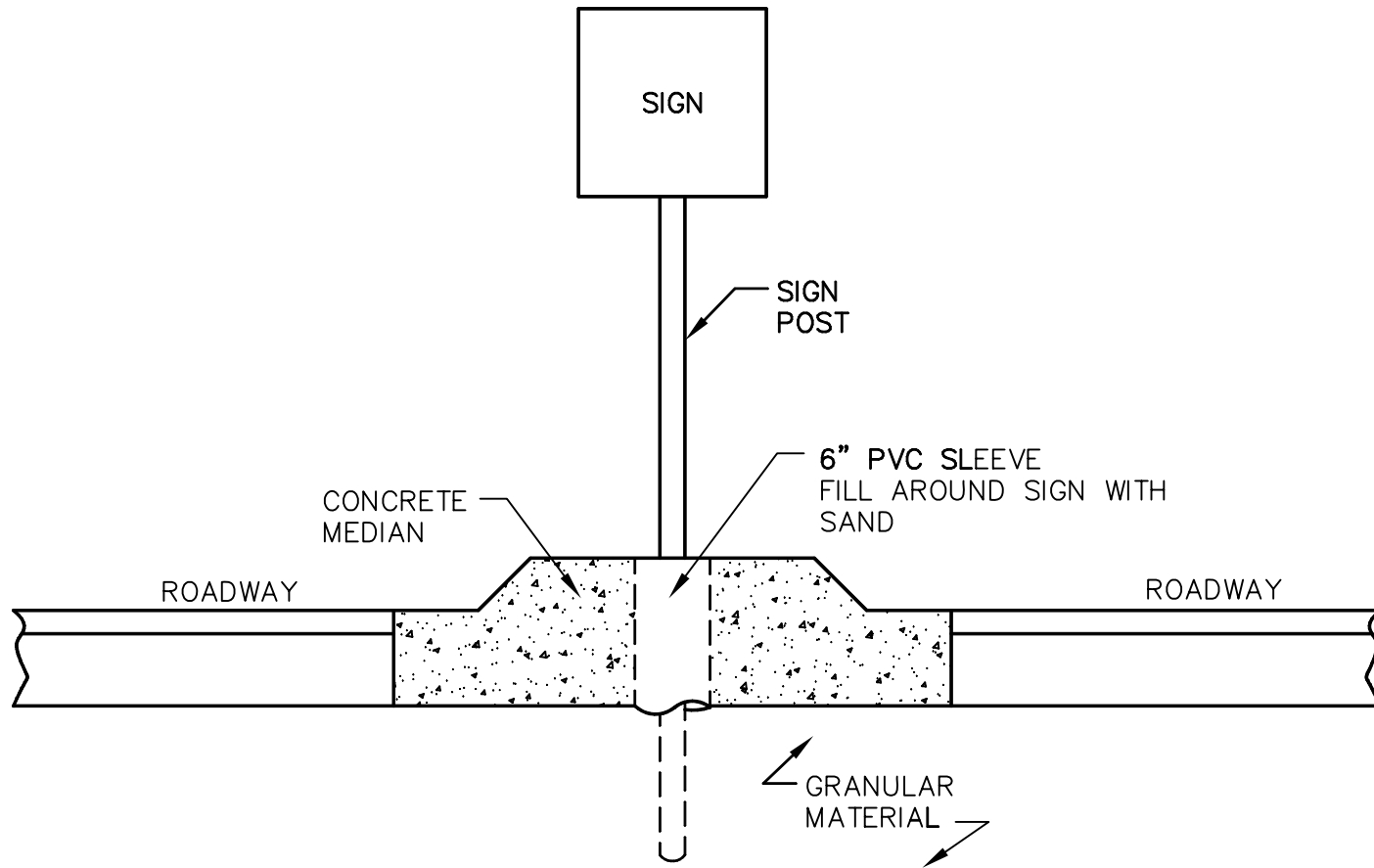
- a. The two signs shall be placed on the same post with the lane use sign placed above the NO LEFT TURN sign at the island point for outbound traffic.
- b. 24" x 30" size LANE USE CONTROL sign and 24" x 24" size NO LEFT TURN sign
- c. High-intensity reflectivity for LANE USE CONTROL and NO LEFT TURN signs
- d. For a public street RI/RO entrance, the McHenry County Division of Transportation shall not maintain the combination LANE USE CONTROL and NO LEFT TURN sign.
- e. See typical geometrics drawing



R1-1  
36"



R3-2  
24" x 24"



(NOT TO SCALE)

NOTES:

1. PVC SLEEVE SHALL BE SCHEDULE 40 (MIN.) AND SHALL EXTEND THROUGH ENTIRE MEDIAN SECTION TO PROVIDE FOR SIGN INSTALLATION, REMOVAL AND REPLACEMENT.
2. THE TOP OF SLEEVE SHALL BE FLUSH WITH THE MEDIAN SURFACE.

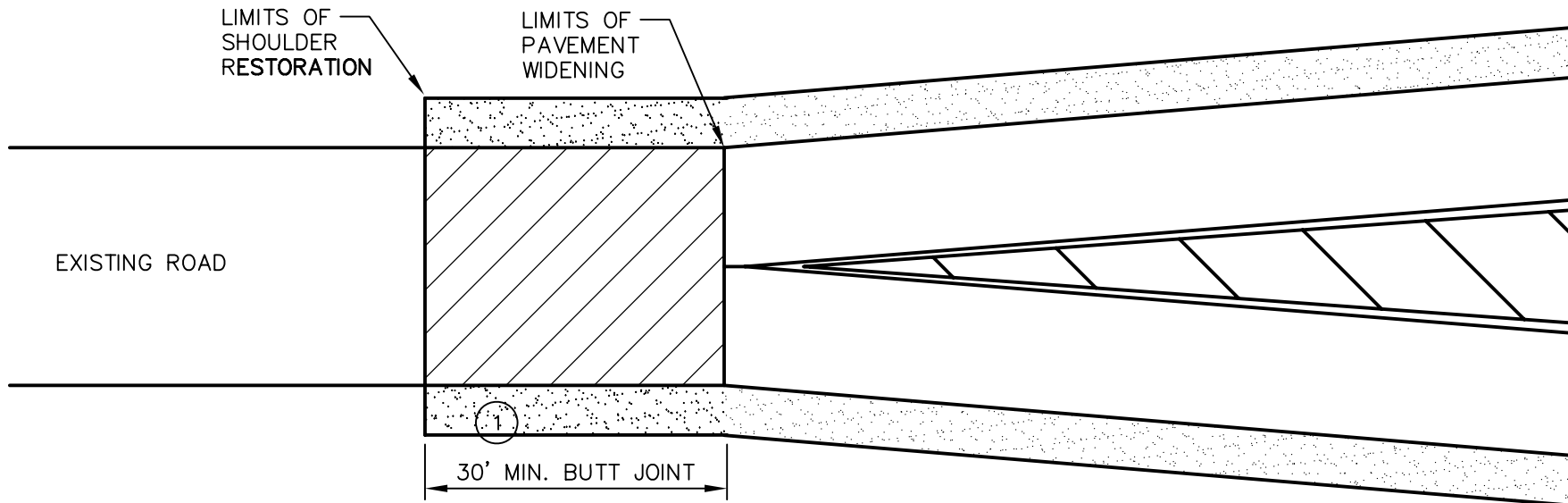


**McHenry County  
Division of Transportation**

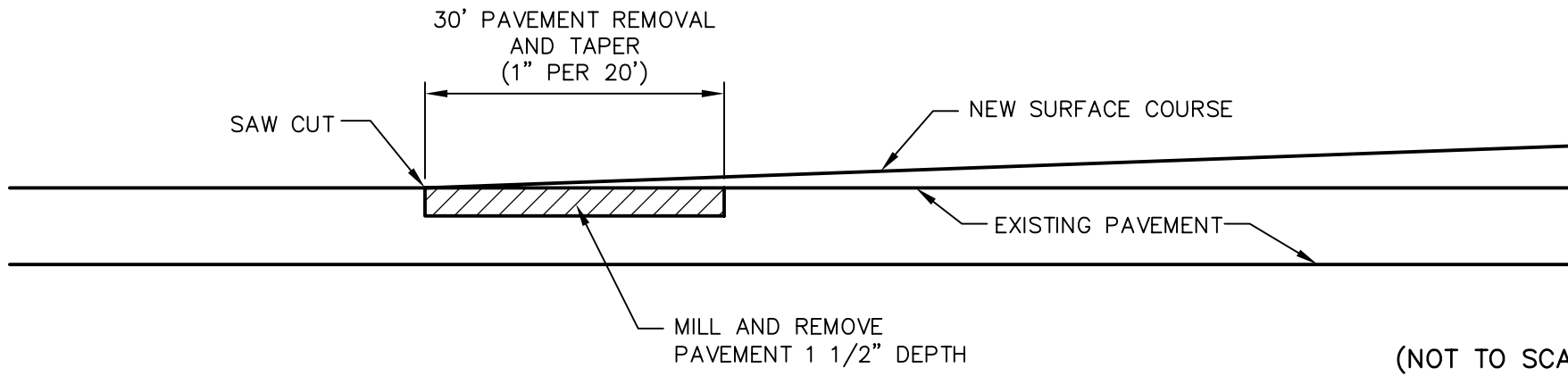
**PERMIT PROCEDURES DETAIL NO. PPD8**

**PVC SIGN SLEEVE DETAIL**

REV. 10/08	INIT. RELEASE



**PLAN VIEW**



**PROFILE DETAIL**

(NOT TO SCALE)

NOTES:

1. BUTT JOINT SHALL BE LOCATED BEYOND THE NEW WIDENING.

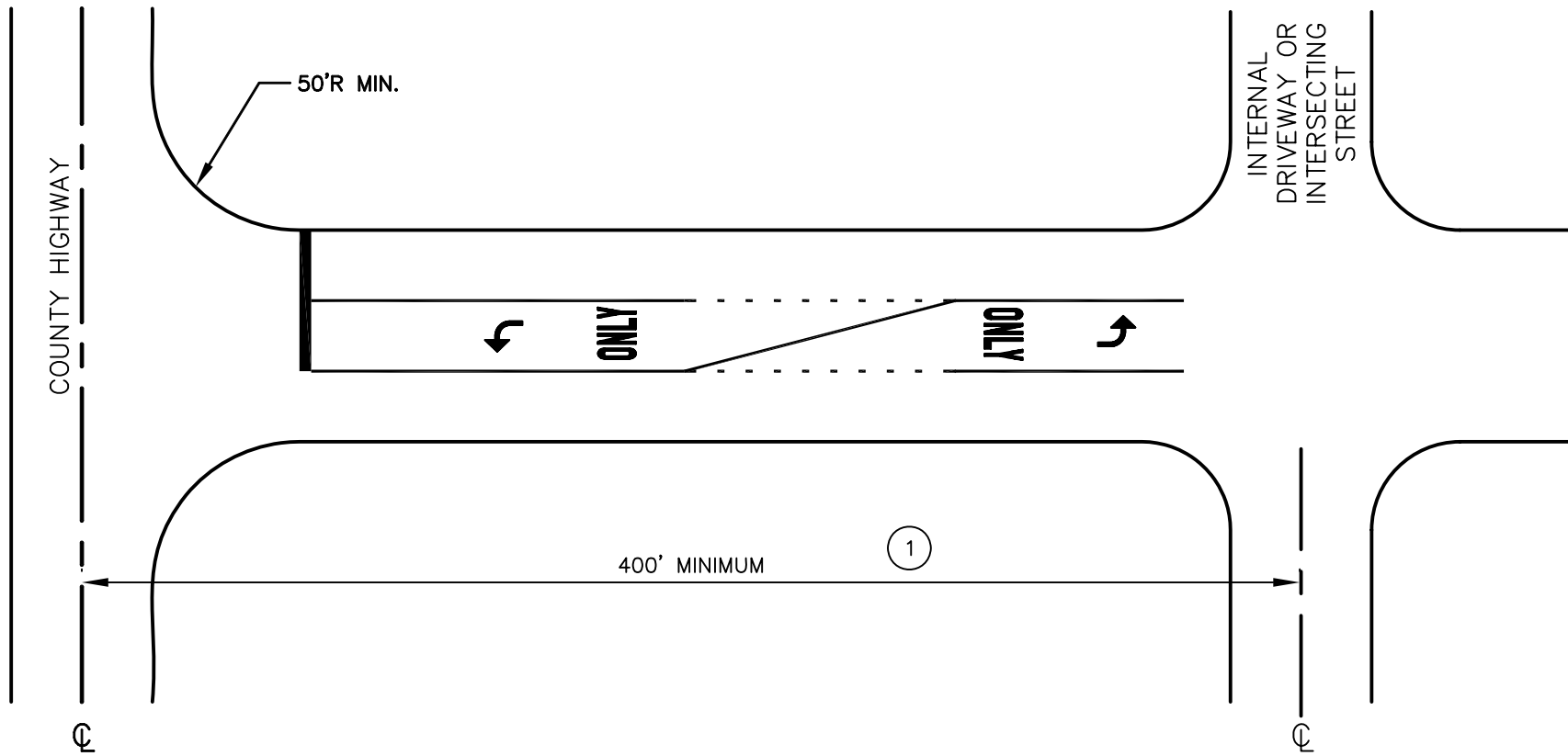


**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD9**

**TYPICAL BUTT JOINT DETAIL**

REV. 10/08	INIT. RELEASE



(NOT TO SCALE)

NOTES:

- ① MINIMUM OFFSET DISTANCE MAY BE INCREASED BASED ON ESTIMATED QUEUE LENGTHS IDENTIFIED IN THE TRAFFIC IMPACT STUDY.

ADDITIONAL THROUGH LANES OR TURN LANES MAY BE REQUIRED IF REQUIRED OFFSET DISTANCE CANNOT BE MET.

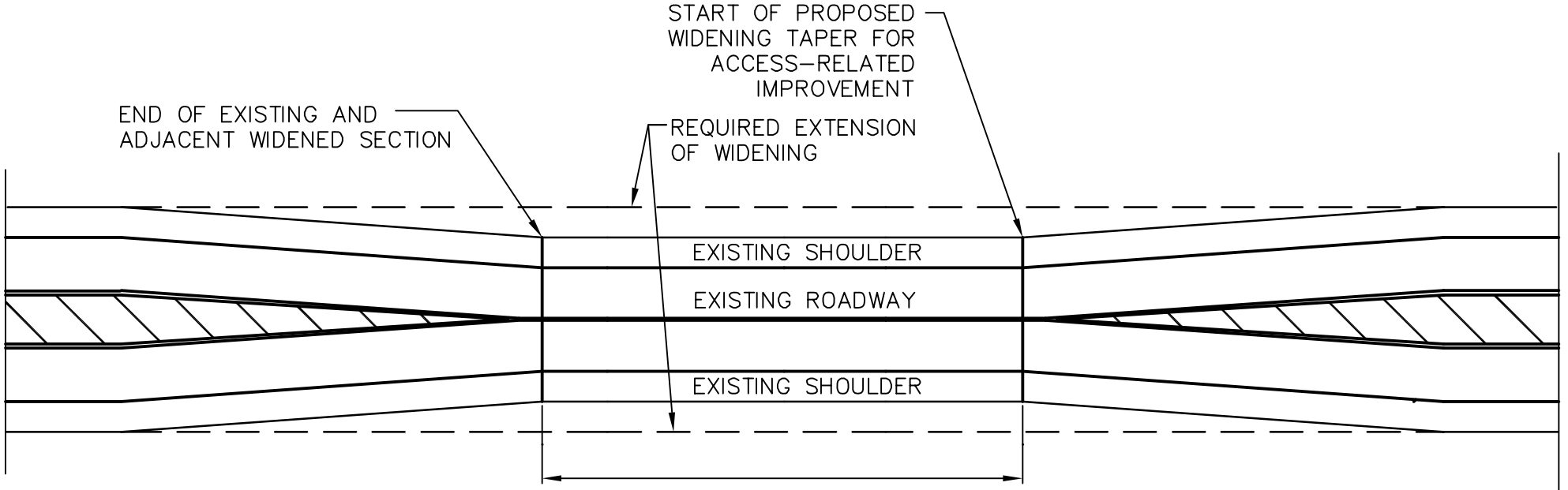


**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD10**


**MIN. OFFSET TO INTERNAL ROADWAY/DRIVEWAYS ON  
DESIGNATED FREEWAYS AND PRINCIPAL ARTERIALS**

REV. 10/08	INIT. RELEASE



IF DISTANCE BETWEEN START OF APPROACH TAPERS IS 700 FT. OR LESS, FULL WIDTH PAVEMENT WIDENING MUST BE EXTENDED FOR CONTINUITY AND LANE ALIGNMENT

(NOT TO SCALE)

	<b>McHenry County</b> <b>Division of Transportation</b>
	<b>PERMIT PROCEDURES DETAIL NO. PPD11</b>
	<b>REQUIREMENTS FOR EXTENSION OF WIDENING          BETWEEN ADJACENT IMPROVED SECTION</b>

REV. 10/08	INIT. RELEASE



R3-5R



R3-5R

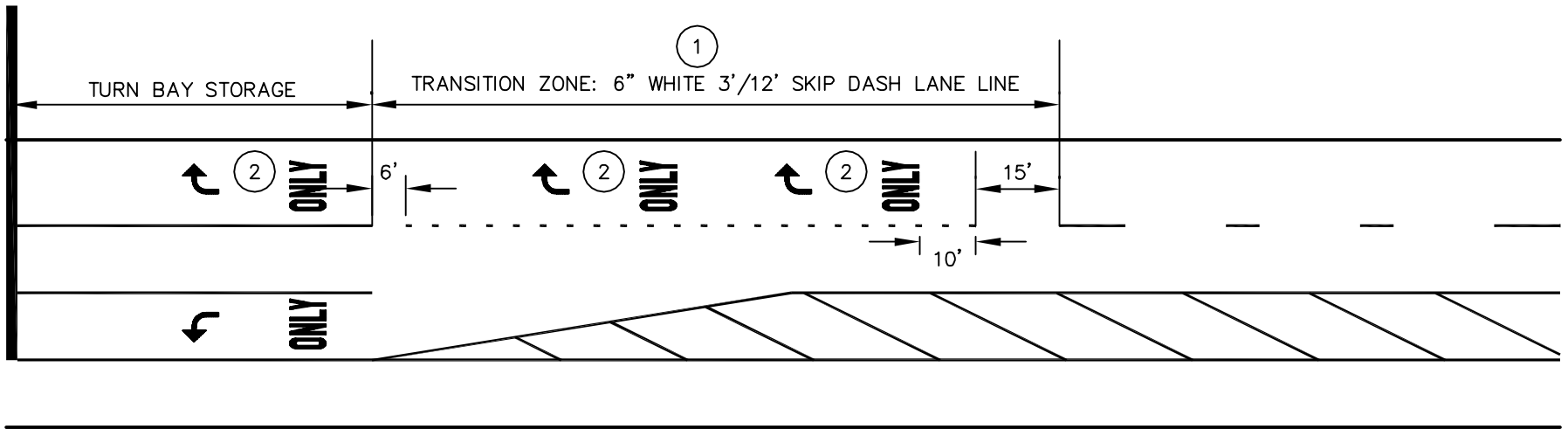


R3-7R  
W16a-1a



R3-7R  
W16a-1a

(NOT TO SCALE)



① MINIMUM TRANSITION ZONE LENGTH

POSTED SPEED	LENGTH
25 M.P.H.	255 FT.
30 M.P.H.	330 FT.
35 M.P.H.	405 FT.
40 M.P.H.	480 FT.
45 M.P.H.	555 FT.
50 M.P.H.	630 FT.
55 M.P.H.	705 FT.

② LOCATION OF PAV'T MARKINGS

(MEASURED FROM BEGINNING OF TRANSITION ZONE)

POSTED SPEED	LOCATION OF PAV'T MARKINGS
25 M.P.H.	10 FT., 260 FT.
30 M.P.H.	10 FT., 170 FT., 340 FT.
35 M.P.H.	10 FT., 210 FT., 410 FT.
40 M.P.H.	10 FT., 170 FT., 330 FT., 490 FT.
45 M.P.H.	10 FT., 190 FT., 370 FT., 560 FT.
50 M.P.H.	10 FT., 170 FT., 330 FT., 490 FT., 640 FT.
55 M.P.H.	10 FT., 180 FT., 350 FT., 520 FT., 710 FT.

NOTES:  
SIGN LOCATIONS TO CORRESPOND WITH TURN LANE ARROW LOCATION.



**McHenry County**  
**Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD12**

**CONTINUOUS RIGHT-TURN LANE/ THROUGH LANE TO  
RIGHT-TURN LANE TRANSITION DETAIL**

REV. 10/08	INIT. RELEASE



#### 4. TRAFFIC IMPACT STUDY REQUIREMENTS

These requirements are intended to supplement the general requirements identified in the McHenry County Access Control and Right-of-Way Management Ordinance. The scope and study area of the Traffic Impact Study is related to the Access Classification of the County Highway from which access is being requested.

As required by Ordinance, any required Traffic Impact Study (TIS) must be prepared by a licensed Professional Engineer who has been further certified as a Professional Traffic Operations Engineer (P.T.O.E.) as detailed in section 5.2.2 of the Ordinance.

Please refer to Table 1: Traffic Impact Study Requirements for detailed requirements for the Traffic Impact Study based on the Access Classification of the County Highway from which access is being requested.

##### **GENERAL TRAFFIC IMPACT STUDY FORMAT REQUIREMENTS**

In addition to the requirements outlined on Table 1, the Traffic Impact Study shall conform to the following general format:

Introduction: This shall include a brief description of the size of the property or development, its general location relative to adjacent intersections and the political jurisdiction in which the development is located. A general location map and aerial photo exhibit shall be included that identify the site, area roadways, the limits of the traffic study (see Table 1) and any other general information that would assist in the review of the Traffic Impact Study.

Land Uses: Existing and proposed land uses of the development shall be described in the TIS. Land use of adjacent properties shall also be described and identified on the aerial photo exhibit.

Area Roadway Network: The major area roadways, including any roads for which access is being requested, shall be identified and described in the report. Pertinent information such as number of lanes, existing speed limits and roadway jurisdiction shall be included. Traffic volumes (total daily and AM, PM peak hours and Saturday midday if commercial retail development is being proposed) for those intersections required based on Table 1, shall be depicted graphically in the TIS.

Trip Generation Rates and Volumes: A summary table shall be prepared listing each type of proposed land use, its size (intensity) and the average trip generation rates for daily, AM, PM and Saturday midday (if applicable) peak hours. Trip generation estimates shall be based on the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

**TABLE 1: TRAFFIC IMPACT STUDY REQUIREMENTS**

REQUIREMENT	Access Functional Classification			
	DESIGNATED FREEWAY	PRINCIPAL ARTERIALS	ARTERIALS	OTHER ROADWAYS
Pre-application meeting	REQUIRED	REQUIRED	RECOMMENDED	RECOMMENDED
Study Area	To be determined at the pre-application meeting	Next adjacent signalized intersection in each direction. If no signalized intersections exist within 1 mile of the proposed access location, then the next adjacent intersections within 0.5 mile shall be analyzed.	Adjacent intersections within 0.5 mile of proposed access.	Adjacent intersections within 0.5 mile of proposed access or as agreed upon with Division of Transportation staff.
Study Horizon Year	2030 or as required by the MCDOT	10 years	5 years	Completion (build-out) of the development
Estimate of Non-Site Traffic/ Background Growth	To be determined at the pre-application meeting	To be determined at the pre-application meeting	3%/year growth rate non-compounded	3%/year growth rate non-compounded
Pass-By & Internal Capture Reductions <sup>2</sup>	Pass-by per ITE Trip Generation for roadways in excess of 10,000 ADT, no internal capture for developments less than 50 dwelling units	Pass-by per ITE Trip Generation for roadways in excess of 10,000 ADT, no internal capture for developments less than 50 dwelling units	Pass-by per ITE Trip Generation for roadways in excess of 10,000 ADT, no internal capture for developments less than 50 dwelling units	Pass-by per ITE Trip Generation for roadways in excess of 10,000 ADT, no internal capture for developments less than 50 dwelling units
Traffic Analysis Periods <sup>1</sup>	Morning, evening and Saturday midday	Morning and evening peak hour Saturday midday if ADT>10,000	Morning and evening peak hour	Morning and evening peak hour
Traffic Analysis	Peak hour capacity and queuing analysis. Signal system analysis if applicable	Peak hour capacity and queuing analysis. Signal system analysis if applicable	Peak hour capacity and queuing analysis	Peak hour capacity and queuing analysis

<sup>1</sup>Weekday peak periods defined as 6:00 – 9:00 a.m. and 3:00-6:00 p.m. Saturday Midday 11:00 a.m. – 2:00 p.m. or as specified by the MCDOT.

<sup>2</sup> ITE internal capture worksheets shall be submitted for review.

If there are alternate land use scenarios being proposed, each scenario shall be analyzed. The highest trip generation uses shall be used for determining impacts and required highway improvements.

In the event that suitable and accurate data for the proposed land use(s) is not available from the ITE, other estimates may be provided, subject to approval by the McHenry County Division of Transportation as outlined below.

Trip generations rates other than those developed by ITE may be used provided that the following criteria and information are submitted to the McHenry County Division of Transportation for review and approval:

- Five studies of trip generation rates for each land use under consideration.
- At least two (2) of the five studies must have been conducted within the County and the remaining three (3) must have been conducted in the suburban Chicago metropolitan area. The five studies must be from differing geographic areas.
- All five studies must have been conducted within the last five (5) years, from the date of the traffic impact study.
- The entire study, including traffic counts, summaries, analyses, and results must be submitted to the McHenry County Division of Transportation for review.

Trip Distribution: Both a figure and table shall be presented to identify the directional distribution of site-generated traffic approaching and departing the site on the area roadway network. Different trip distribution allocations based on differing land use (residential vs. retail) may be applicable and should be used. An explanation of the rationale and assumptions behind the trip distribution assumptions shall be provided in the TIS.

Trip Assignment: The trip assignment shall be developed based on the trip generation estimates and trip distribution estimate. Delay at intersections shall be taken into account in the trip assignment to ensure that the assignment represents an accurate estimate of intersection/driveway usage based on anticipated delays associated with accessing the County Highway and other heavily traveled routes (e.g., equilibrium assignment) A rationale of the assignment shall be provided in the TIS to corroborate the assignment.

Existing and Projected Traffic Volumes: The existing and projected traffic volumes at all analyzed intersections and driveways shall be depicted graphically in the TIS by individual turning movement for the AM, PM, and Saturday midday (if applicable). Projected traffic shall incorporate area background growth in accordance with the requirements of Table 1.

Capacity Analyses: Capacity analyses shall be conducted at all proposed access locations and impacted intersections. These analyses shall follow the procedures

and techniques described in the most recent edition of the Highway Capacity Manual. Analysis of existing and projected conditions (including adjacent or nearby committed developments) shall be provided in the TIS. Summary tables of both Level of Service (LOS) queue lengths (95<sup>th</sup> percentile back of queue) shall be provided in the TIS for both through movements, turning movements, and the intersection as a whole. Printed summaries of the analysis shall be included in the appendix of the TIS.

Traffic Control Measures: The type and extent of existing and proposed traffic control measures shall be examined. These may include, but are not limited to, regulatory signage, signalization, lane requirements and pavement markings.

Required Highway Improvements: Based on the requirements of the Ordinance, the need for additional turn lanes shall be analyzed and included in the TIS. The policy of the Ordinance is that existing traffic operations on the County Highway shall not be negatively impacted as a result of the proposed access and related traffic. This shall be analyzed in the TIS as follows for proposed access facilities and adjacent impacted intersection:

1. Intersection Level-of-Service (existing + site + background) shall remain the same as existing conditions.
2. Volume-to-Capacity ratios for through lane groups and critical lane groups shall not exceed 0.85 (or 10% of the existing v/c, not to exceed 1.0, whichever is greater.)
3. If the existing through lane group and/or critical lane group is operating below LOS "D", allowable delays for those lane groups shall not increase more than 10%.

## **DESIGNATED FREEWAYS AND PRINCIPAL ARTERIALS**

In addition to the previous requirements:

Through movement lane groups' LOS and critical movement lane groups' LOS shall remain the same for existing and existing + site.

Proposed Traffic Signals. In addition to the above requirements for Required Highway Improvements:

Intersection LOS must be "C" or better (existing + site + background).

For proposed traffic signals on Designated Freeways and Principal Arterials. In addition to the above requirements:

1. Through movements on the arterial must operate at LOS "C" or better (existing + site).
2. If the signal is to be part of an interconnect system, a signal system analysis must be completed. Through-arterial 90th percentile green-band (existing + site) must not decrease more than 10%. Both HCM-based and simulation-based capacity and queuing analysis shall be submitted.

Proposed Modifications to Existing Traffic Signals. In addition to the requirements above:

1. Intersection LOS must be "C" or better (existing + site + background).
2. Through-movement lane group LOS cannot decrease.
3. If the signal is to be part of an interconnect system, a signal system analysis must be completed. Through-arterial 90th percentile green-band (existing + site) must not decrease more than 15%. Both HCM-based and simulation-based capacity and queuing analysis shall be submitted.

Conclusions and Recommendations: A clear, concise description of the findings shall be presented and shall include identification of any highway improvements required under the Ordinance and shall clearly identify any required variances. These recommendations shall include both the access facility and any adjacent intersection.

## 5. PLAT APPROVAL REQUIREMENTS

These requirements are intended to supplement the general requirements identified in the McHenry County Access Control and Right-of-Way Management Ordinance. Pursuant to the Ordinance and State Statute, both the Preliminary and Final Plat of Subdivision must be submitted to the McHenry County Division of Transportation for review. Submittal of the Preliminary Plat should take place as early as possible, as part of the annexation process or re-zoning process. Failure of a permit applicant to submit a Preliminary Plat prior to municipal approval does not constitute grounds for a variance under the Ordinance.

The Final Plat of Subdivision **may not be approved and may not be signed by the County Engineer until all access permitting issues have been resolved.**

Please refer to the “Typical Requirements for Right-of-Way Dedication” standard at the end of this Chapter for guidance on plat preparation.

The following items are required on a plat for any property with frontage on a County Highway. This dedication may be included on any type of plat such as a Plat of Subdivision or Plat of Annexation. The amount of right-of-way required will be determined by the McHenry County Division of Transportation.

- a. Label proposed right-of-way as “Hereby Dedicated for Public Road Purposes”. If the plat is not a Plat of Subdivision, use “Hereby Dedicated to McHenry County for Public Road Purposes”.
- b. Show any existing right-of-way as “Heretofore Dedicated for Public Road Purposes” and reference any document numbers that exist.
- c. Use the correct name of the County Highway \_\_\_\_\_. Include the Route number. (see list of names and route numbers included at the end of this section.)
- d. On Plats of Subdivision, include the following note: ‘Direct access to (name of County Highway), Route \_\_\_\_\_ from lots number \_\_\_\_\_ is prohibited.’ Include lot numbers for all properties with frontage on the county highway. Lots must be listed individually (e.g., “1, 2, 3”, not “1 through 3”).

- e. Include the appropriate signature block for the County Engineer as follows (three samples given):

- (1) For properties with access to the County Highway:

<b>COUNTY HIGHWAY CERTIFICATE</b>	
STATE OF ILLINOIS	)
	)SS
COUNTY OF McHENRY	)
<p>This plat is hereby approved this _____ day of _____, A.D., 20____ by the County Engineer of McHenry County pursuant to Chapter 765, Act 205, Section 2 of the Illinois Compiled Statutes, as amended, as to roadway access to Route No. _____, also known as _____. Direct access to or from the County Highway shall be restricted as shown on this plat and shall be subject to the McHenry County Access Control and Right-of-Way Management Ordinance which requires, in part, that application be made and an access permit be obtained from the County Engineer of McHenry County prior to any access installation.</p>	
<p>_____</p> <p>County Engineer</p>	

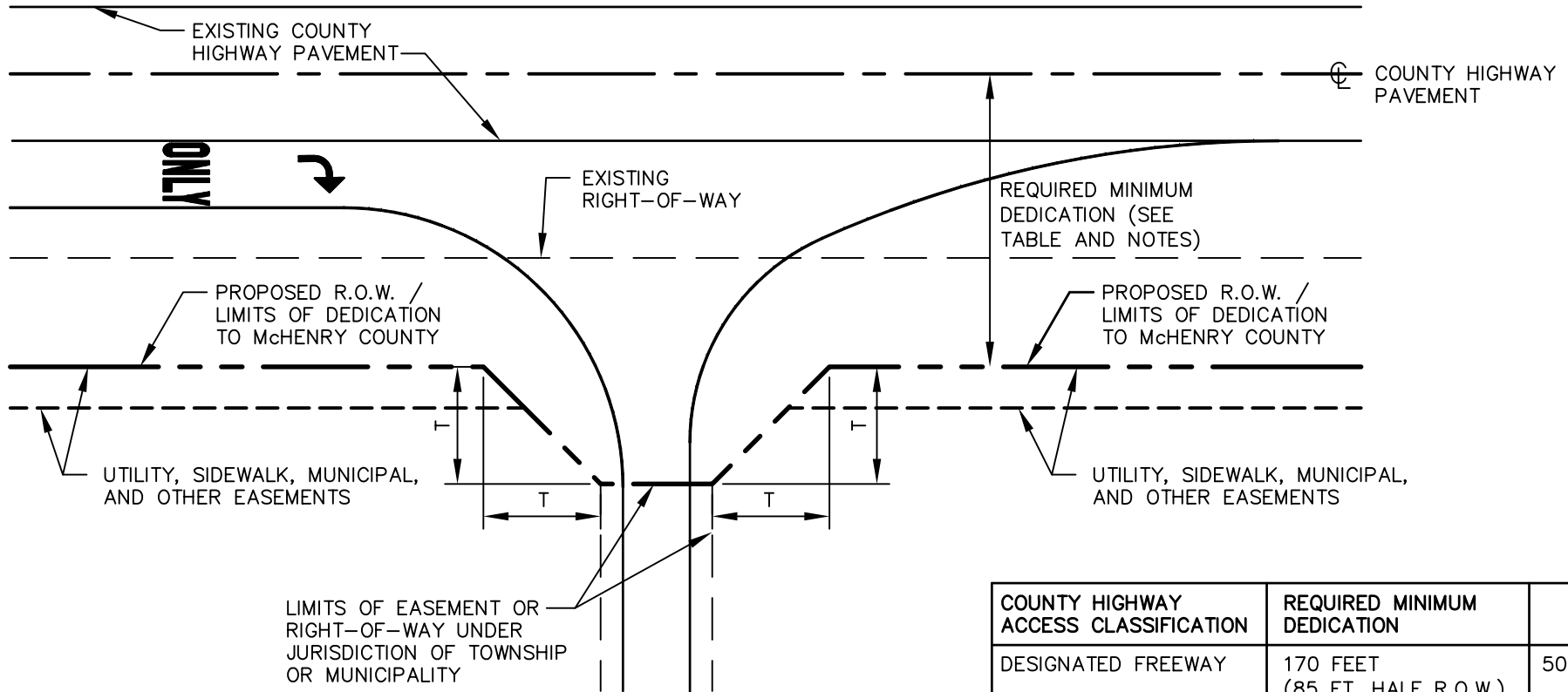
- (2) For properties that do not have direct access to the County Highway:

<b>COUNTY HIGHWAY CERTIFICATE</b>	
STATE OF ILLINOIS	)
	)SS
COUNTY OF McHENRY	)
<p>This plat is hereby approved this _____ day of _____, A.D., 20____ by the County Engineer of McHenry County pursuant to Chapter 765, Act 205, Section 2 of the Illinois Compiled Statutes, as amended, as to roadway access to Route No. _____, also known as _____. Direct access to or from the County Highway is prohibited.</p>	
<p>_____</p> <p>County Engineer</p>	

- (3) For Plats of Dedication or Annexation where property is not be subdivided:

<b>COUNTY HIGHWAY CERTIFICATE</b>	
STATE OF ILLINOIS	)
	)SS
COUNTY OF McHENRY	)
This plat is hereby accepted for public road purposes this _____ day of _____, A.D., 20____ by the County Engineer of McHenry County.	
_____	
County Engineer	





COUNTY HIGHWAY ACCESS CLASSIFICATION	REQUIRED MINIMUM DEDICATION	T
DESIGNATED FREEWAY	170 FEET (85 FT. HALF R.O.W.)	50 FT.
PRINCIPAL ARTERIAL	140 FEET (70 FT. HALF R.O.W.)	50 FT.
ARTERIALS AND OTHER HIGHWAYS	110 FEET (55 FT. HALF R.O.W.)	35 FT.

NOTES:

1. MINIMUM RIGHT-OF-WAY DEDICATION IS BASED ON UTILITIES AND SIDEWALKS, AND OTHER FACILITIES BEING LOCATED OUTSIDE OF THE COUNTY HIGHWAY R.O.W. ADDITIONAL DEDICATION MAY BE NECESSARY TO ACCOMMODATE EXISTING UTILITIES, LANDSCAPED MEDIANS, ETC.
2. MINIMUM DEDICATION IS MEASURED FROM THE CENTERLINE OF THE EXISTING COUNTY HIGHWAY PAVEMENT. THIS MAY NOT BE THE PROPERTY LINE OR THE CENTERLINE OF THE PLATTED RIGHT-OF-WAY. (CONSULT A PROFESSIONAL LAND SURVEYOR IF YOU ARE UNSURE.)
3. THE EXISTING RIGHT-OF-WAY MAY OR MAY NOT BE FULLY DEDICATED (FEE-SIMPLE OWNERSHIP BY McHENRY COUNTY) IN WHICH CASE THE DEDICATION MUST ENCOMPASS BOTH THE EXISTING AND PROPOSED RIGHT-OF-WAY (CONSULT A PROFESSIONAL LAND SURVEYOR IF YOU ARE UNSURE.)

(NOT TO SCALE)



**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD13**

**TYPICAL REQUIREMENTS FOR  
RIGHT-OF-WAY DEDICATION**

REV. 10/08	INIT. RELEASE

## **6. ENGINEERING PLAN REQUIREMENTS**

To assist engineers and developers in the preparation of plans for permit related improvements to County Highways, a *Plan Submittal Requirements Checklist* has been developed and is included in this section. This checklist details the various requirements that need to be included on the Highway engineering plans. The engineer should pay close attention to and adhere to the items listed in preparing such plans.

This checklist may also serve as a review log of the plan submittals to be used by the McHenry County Division of Transportation staff, or its consultant, in the review of the plans. If submittals are found to be deficient, the McHenry County Division of Transportation may return a checklist to the engineer for the project with incomplete items checked off on the list.

In addition to the checklist, this section includes the General Notes and Specifications that are required on all Highway engineering plans submitted for permit projects, Pavement Markings on County Highways requirements and Utility/Facility Conflict Sheet requirements.

**MCHENRY COUNTY DIVISION OF TRANSPORTATION  
PLAN SUBMITTAL REQUIREMENTS CHECK LIST**

**(For use by Engineers and Developers in preparing Highway Engineering Plans  
for submittal to the MCDOT)**

**Project Name:** \_\_\_\_\_

**County Highway Name:** \_\_\_\_\_

First    Second    Third

***COVER SHEET***

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Index of sheets provided.  | _____ | _____ | _____ |
| 2. Show title information in the top center of the sheet and include:                 | _____ | _____ | _____ |
| • project route number and County Highway name,                                       | _____ | _____ | _____ |
| • location of improvement,  | _____ | _____ | _____ |
| • type of improvement,  | _____ | _____ | _____ |
| • County, and   | _____ | _____ | _____ |
| 3. Show the graphic scales used on plans, profiles, and cross sections on each sheet. | _____ | _____ | _____ |
| 4. Provide address, contact name and phone number for all utilities.                  | _____ | _____ | _____ |
| 5. Provide a project layout map at bottom center of the sheet. Include on the map:    | _____ | _____ | _____ |
| • location of project, and north arrow,   | _____ | _____ | _____ |
| • beginning and ending stations,  | _____ | _____ | _____ |
| • all important intermediate stations,  | _____ | _____ | _____ |
| • prominent features,   | _____ | _____ | _____ |
| • names for special features  | _____ | _____ | _____ |
| • route and street names,   | _____ | _____ | _____ |
| • scale of location map,  | _____ | _____ | _____ |
| • township and range numbers, and   | _____ | _____ | _____ |
| • equation stations.  | _____ | _____ | _____ |

	<u>First</u>	<u>Second</u>	<u>Third</u>
6. Provide the project gross and net lengths immediately below the layout map. Only include the mainline distances. Do not include length of intersection improvements.	_____	_____	_____
7. On consultant-designed projects, ensure that the consultant's company name, and the professional Engineer's signature, date of their license expiration, and professional stamp are shown below the client's approval box.	_____	_____	_____
8. Show the information for "JULIE" on the cover sheet.	_____	_____	_____
9. Show the design designation notation on the cover sheet.	_____	_____	_____
10. Show the design traffic, road classification, etc., pavement design information on the cover sheet.	_____	_____	_____

***INDEX OF SHEETS, HIGHWAY STANDARDS, PLANS NOTES, COMMITMENT***

1. Completely fill out the sheet index (On smaller projects this can be placed on the cover sheet).	_____	_____	_____
2. Provide a list of all IDOT Highway Standards and MCDOT standard necessary to construct the project. Also, include the revision number (On smaller projects this can be placed on the cover sheet).	_____	_____	_____
3. Include all applicable general plan notes. (Design and construction notes should be project-specific.)	_____	_____	_____
4. Show legend with applicable items.	_____	_____	_____

***SUMMARY OF QUANTITIES SHEET***

1. Provide IDOT pay item descriptions and make sure quantities match IDOT pay item unit of measure.	_____	_____	_____
2. Use the appropriate pay unit.	_____	_____	_____
3. Fill out the total quantities column.	_____	_____	_____
4. Provide separate schedule of quantities sheet for as many pay items as practical.	_____	_____	_____

**TYPICAL SECTION SHEET**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Ensure that all applicable typical sections are provided.  | _____ | _____ | _____ |
| 2. Provide the mainline typical sections first, followed by other typical sections as they appear along the mainline. | _____ | _____ | _____ |
| 3. Note the title of the typical section and applicable station limits directly below the typical section.            | _____ | _____ | _____ |
| 4. Ensure the following have been included on the typical section:  | _____ | _____ | _____ |
| • horizontal dimensions,  | _____ | _____ | _____ |
| • vertical dimensions,  | _____ | _____ | _____ |
| • the profile grade line reference, if different from the centerline,   | _____ | _____ | _____ |
| • types and depths of surface, base, and sub-base courses,  | _____ | _____ | _____ |
| • curb and gutters/medians,   | _____ | _____ | _____ |
| • landscaping,  | _____ | _____ | _____ |
| • side slopes expressed as a ratio of vertical to horizontal distances,   | _____ | _____ | _____ |
| • cross slopes expressed in percent (pavement and shoulders)  | _____ | _____ | _____ |
| • percent of superelevation, and  | _____ | _____ | _____ |
| • all other applicable notations.   | _____ | _____ | _____ |
| 5. Include all notes applicable to the typical sections.  | _____ | _____ | _____ |
| 6. Include the structural pavement design information.  | _____ | _____ | _____ |

**ALIGNMENT, TIE, AND BENCHMARK SHEET**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. If required by MCDOT for complex projects, include a geometric alignment figure. Also, include a coordinate layout sheet for all alignments, intersections, side roads, radius returns, and parking lots. | _____ | _____ | _____ |
| 2. Show schematics for reference tie locations which will include:   | _____ | _____ | _____ |
| • the applicable centerline station,   | _____ | _____ | _____ |
| • the applicable control ties, and   | _____ | _____ | _____ |
| • the complete description of the features used to determine the tie location.   | _____ | _____ | _____ |

	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• All coordinate values for survey points are in Illinois State Plane System using the North American Datum (NAD83) with a 1997 HARN adjustment, Illinois East Zone 1201.</li> </ul>	_____	_____	_____
3. Show all mainline reference ties first, followed by those for other facilities.	_____	_____	_____
4. Round all reference tie dimensions to the nearest 10 <sup>th</sup> of a foot.	_____	_____	_____
5. Provide the benchmark data on this sheet and include the following information:	_____	_____	_____
<ul style="list-style-type: none"> <li>• centerline station,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• distance and direction from the centerline,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• description of location,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• benchmark elevation,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• relationship to NAD83, and</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• coordinate information (if available).</li> </ul>	_____	_____	_____

**STAGES OF CONSTRUCTION AND TRAFFIC CONTROL SHEETS**

1. Determine which <i>IDOT Highway Standards</i> and MCDOT requirements are applicable for the traffic control on the project.	_____	_____	_____
2. If required by the MCDOT, provide plan view sheets showing:	_____	_____	_____
<ul style="list-style-type: none"> <li>• temporary highway horizontal alignment,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• temporary pavement widths and tapers,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• temporary traffic lanes,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• proposed construction staging,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• location of signing for work zones,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• temporary pavement markings (types and sizes),</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• roadside safety and layouts, and</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• general notes for construction, closures, time frames, etc.</li> </ul>	_____	_____	_____
3. If required by the MCDOT, provide the temporary highway profile grade line on the profile sheet.	_____	_____	_____
4. Utilize and reference IDOT Traffic Control Standards and MUTCD Standard.	_____	_____	_____

**PLAN/PROFILE SHEET**

Plan and Profile Views

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Provide the mainline plan and profile sheets first, followed by other plan and profile sheets as they appear along the centerline. | _____ | _____ | _____ |
| 2. Plot existing facilities with a light, dashed line and the proposed facilities with a solid, dark line.                            | _____ | _____ | _____ |
| 3. Keep all notes brief, clear, consistent, and project-specific.   | _____ | _____ | _____ |
| 4. Label the applicable plan view stations in the title block at the lower right-hand corner on each sheet.                           | _____ | _____ | _____ |

Plan View

- |  |       |       |       |
|--|-------|-------|-------|
| 5. Show mainline stationing increasing from left to right (south to north or west to east). Note where the centerline is not coincident with the survey or construction line.                            | _____ | _____ | _____ |
| 6. Provide tic marks along the centerline at 50' intervals and note the station on every even 100' interval and at all intersections.  | _____ | _____ | _____ |
| 7. Use match lines with baseline station labeled on the match line.  | _____ | _____ | _____ |
| 8. On projects where a coordinate system has been set up, show the coordinates for all control points and other critical points, such as PI's, POT's, etc.   | _____ | _____ | _____ |
| 9. Use a plan view scale of 1"=20'.  | _____ | _____ | _____ |
| 10. Show all P.C.'s and P.T.'s along the centerline.   | _____ | _____ | _____ |
| 11. Place the horizontal curve data on the inside of the curve to which it applies. Include superelevation rates and superelevation transition stations with horizontal curve information if applicable. | _____ | _____ | _____ |
| 12. Where deflection angles are used, show the angle to nearest second of a degree. Include coordinates, if available.   | _____ | _____ | _____ |
| 13. Note all pavement widths at the beginning and end of each sheet and wherever there is a change in pavement width.  | _____ | _____ | _____ |
| 14. Provide a North arrow on each sheet.   | _____ | _____ | _____ |

- |  |       |       |       |
|--|-------|-------|-------|
| 15. Ensure station call outs are provided at:  | _____ | _____ | _____ |
| • beginning and ending points of the project,  | _____ | _____ | _____ |
| • matchlines with other projects,  | _____ | _____ | _____ |
| • omissions from paving and station equations,   | _____ | _____ | _____ |
| • 100' station increments,   | _____ | _____ | _____ |
| • horizontal curve points,   | _____ | _____ | _____ |
| • beginning and ending points of tapers, radii, P.C.'s, P.T.'s, P.C.C's, etc.  | _____ | _____ | _____ |
| • construction limit locations,  | _____ | _____ | _____ |
| • right-of-way alignment breaks,   | _____ | _____ | _____ |
| • curb returns for entrances and intersections,  | _____ | _____ | _____ |
| • entrance centerlines,  | _____ | _____ | _____ |
| • special construction applications,   | _____ | _____ | _____ |
| • side street intersections,   | _____ | _____ | _____ |
| • permanent survey and right-of-way markers,   | _____ | _____ | _____ |
| • section lines,   | _____ | _____ | _____ |
| • other necessary locations, and   | _____ | _____ | _____ |
| • show all utility and drainage information.   | _____ | _____ | _____ |
| 16. If separate right-of-way sheets are included with the plans, show the existing and proposed right-or-way limits on the plans. If the right-of-way plans are not included with the plans, also incorporate the following: | _____ | _____ | _____ |
| • dimensions of the properties to be acquired,   | _____ | _____ | _____ |
| • station ties to property lines,  | _____ | _____ | _____ |
| • property ownership lines,  | _____ | _____ | _____ |
| • parcel numbers,  | _____ | _____ | _____ |
| • property owner names,  | _____ | _____ | _____ |
| • station locations of right-of-way alignment breaks   | _____ | _____ | _____ |
| • temporary and permanent easement locations,  | _____ | _____ | _____ |



- points where the control of access does not coincide with the right-of-way line, \_\_\_\_\_
- the existing surface material type; \_\_\_\_\_
- 17. Show all approved points of entry or exits across control of access lines. \_\_\_\_\_
- 18. Show the locations for all new and existing guardrail installations. **NOTE:** Guardrail warrants/analysis must be provided for any project involving modifications to existing guardrail or proposed new guard rail. Use of guard rail to avoid additional right-of-way or easements is not permitted by MCDOT unless an extreme hardship is demonstrated and then only if approved by the MCDOT. \_\_\_\_\_
- 19. For entrances and side road intersections, show the following: \_\_\_\_\_
  - the facility with the applicable street name, route number, or entrance type; \_\_\_\_\_
  - the existing surface material type; \_\_\_\_\_
  - the width of the intersecting facility; \_\_\_\_\_
  - for intersections with public roads, the angle of intersection from the side road centerline to the mainline centerline; and \_\_\_\_\_
  - direction of ditch drainage. \_\_\_\_\_
- 20. Properly label all additional constructed improvements. \_\_\_\_\_

Profile View

- 21. Show the profile of the finished surface, left and right ditch profiles (different line types) along the centerline for the proposed facility. Label both ditch profiles. \_\_\_\_\_
- 22. Use the same horizontal scale as shown for the plan view. The vertical scale is typically 1" = 5'. Consider 1" = 2' for overlay plans or flat profiles. \_\_\_\_\_
- 23. Show the existing ground line to the nearest 0.1' and proposed pavement surfaces to the nearest 0.01'. \_\_\_\_\_
- 24. Show the vertical curve data above the profile line for crest curves and below the profile line for sag curves. Include the following vertical data for each curve: \_\_\_\_\_
  - small triangle at the VPI, \_\_\_\_\_
  - small circles at all other vertical curve control points, \_\_\_\_\_

	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• the VPI station, including short segments of vertical tangents,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• the vertical curve length,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• the elevation at the VPI, and</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• superelevation notes information if applicable.</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• Label station and elevation of high and low points of the vertical curve</li> </ul>	_____	_____	_____
25. Show tangent grades to the nearest hundredth of a percent (i.e., 0.01%). Use a "+" prefix for positive grades and "-" prefix for negative grades.	_____	_____	_____
26. Show the elevations for the survey line and proposed centerline vertically every 20'.	_____	_____	_____
27. Provide additional profiles, where necessary, for:	_____	_____	_____
<ul style="list-style-type: none"> <li>• pavement edges,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• drainage structures,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• special ditches</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• side roads, and</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• other situations.</li> </ul>	_____	_____	_____
28. For bridges within the project, show elevations for:	_____	_____	_____
<ul style="list-style-type: none"> <li>• abutments,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• piers,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• low vertical clearance points,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• the high water level (100-year), and</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• stream bed.</li> </ul>	_____	_____	_____

***DRAINAGE AND UTILITIES INFORMATION ON PLAN AND PROFILE SHEETS***

1. For culverts, note the following on the plan view:	_____	_____	_____
<ul style="list-style-type: none"> <li>• centerline station for the ends,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• direction and distance of the ends from the centerline,</li> </ul>	_____	_____	_____
<ul style="list-style-type: none"> <li>• culvert material, strength class, type,</li> </ul>	_____	_____	_____

- pipe size and length,
- flow direction (use line symbol arrows),
- skew angle,
- upstream and down stream flow elevations,
- end section or headwall type and size, and
- all applicable construction notes.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. For storm drainage pipes, show the following:

Plan View

- each run of pipe between manholes, catch basins, and inlets (with flow direction noted using line arrow symbols),
- description of pipe (sanitary, storm, etc.)
- Class, type, diameter, material, and gradient

_____	_____	_____
_____	_____	_____

Profile View

- length,
- pipe description (SS for storm sewer, SAN for sanitary sewer,
- type of pipe material,
- diameter of pipe
- gradient.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. For manholes, catch basins, and inlets, show the following:

Plan View

- structure tag ID (classification of structure (MH, CB, INL), type, size, type of frame and grade (IDOT classification)
- centerline station and offset,
- rim elevation, or grate elevation at edge of pavement, and
- invert elevations and direction (N, S, and E, W) for all pipes.
- drainage table

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Profile View

- invert elevations for all pipes, and bottom of structure
- rim elevation.

_____	_____	_____
_____	_____	_____

4. For end sections, show the following:

Plan View

- structure tag I.D., end section material type, size, invert elevation,
  - centerline station and offset,
  - end treatment (rip rap).
5. Note any special ditch locations (minimal grade or changes in grade in short intervals with elevations at 50' intervals and breaks in grade on the cross sections. On the profile view note left and right ditch grades utilizing different line types
6. Note all overhead utilities, especially where they cross the centerline, and note the type of utility (electric, telecom, cable TV, etc.)
7. Show all underground utilities within the right-of-way limits with different line type. Note material and size if applicable.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***INTERSECTION DETAIL PLANS (1"=20' scale)***

1. Intersection details:
- pavement elevations,
  - lane widths,
  - curb or edge of pavement radii,
  - curb ramps,
  - turning radii for left-turning vehicles,
  - location of median noses and islands,
  - location of traffic signal equipment,
  - location of traffic signs,
  - pavement markings, and
  - construction joint layout (if concrete).

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***CROSS SECTION SHEETS***

1. Plot cross sections at 50' intervals
2. Plot intermediate cross sections at all major grade breaks, culvert crossings, side streets, entrances, and other locations as necessary.

_____	_____	_____
_____	_____	_____

	<u>First</u>	<u>Second</u>	<u>Third</u>
3. Ensure the spacing between cross sections does not overlap.	_____	_____	_____
4. The mainline cross sections are placed first, by increasing stations, from the bottom of the sheet to top of the sheet. Provide the cross sections for other facilities after the mainline cross section in the order they appear along the mainline.	_____	_____	_____
5. Note the stations of the cross section shown on the bottom of the sheet. Also note the name of the facility to which the cross sections apply.	_____	_____	_____
6. Use a horizontal scale of 1"=10'. The vertical scale can be 1"=2' no more than 1"=5'. Show the scales on each sheet.	_____	_____	_____
7. Plot the existing cross section using a light, dashed line and show the existing:	_____	_____	_____
• ground elevations,	_____	_____	_____
• pavement structure,	_____	_____	_____
• drainage structures,	_____	_____	_____
• major utilities (e.g. storm, water main, gas, etc.)	_____	_____	_____
• all structures,	_____	_____	_____
• existing right-of-way and easement lines,	_____	_____	_____
• bodies of water near the right-of-way limits, and	_____	_____	_____
• existing elevations.	_____	_____	_____
8. Plot the proposed cross section using a dark, solid line and show:	_____	_____	_____
• centerline or the profile grade line, if different,	_____	_____	_____
• proposed pavement structure,	_____	_____	_____
• all side road and entrances,	_____	_____	_____
• curb and gutter or shoulders,	_____	_____	_____
• sidewalk locations and depth,	_____	_____	_____
• proposed side slopes,	_____	_____	_____
• special fill materials,	_____	_____	_____
• all proposed drainage structures and pipes with labeling to indicate size and type (SS or SAN)	_____	_____	_____

	<u>First</u>	<u>Second</u>	<u>Third</u>
<ul style="list-style-type: none"> <li>• all underground utilities,</li> <li>• special ditch bottom elevations and drainage direction using flow arrows at top of ditch section</li> <li>• proposed right-of-way and easement lines, and</li> <li>• any other special features.</li> </ul>	_____	_____	_____
9. Provide the proposed centerline pavement surface elevation vertically on each cross section.	_____	_____	_____
10. Label both the foreslope and backslope using a vertical to horizontal ratio.	_____	_____	_____
11. Label the width of the ditch bottom	_____	_____	_____
12. Show the average end area cut and fill amounts, in square feet, above or beside each cross section.	_____	_____	_____
13. Show all undercutting for subgrade and unsuitable material.	_____	_____	_____
14. Show all earthwork pavement for temporary pavements.	_____	_____	_____
15. Provide separate cross sections for all approaches including side roads and entrances, and note the approach type, direction from centerline, and station next to the cross section.	_____	_____	_____

**LANDSCAPING**

1. All disturbed areas seeded with mulch or blanket or sodded.	_____	_____	_____
2. 4" topsoil.	_____	_____	_____
3. Sod adjacent to developed property.	_____	_____	_____
4. Salt tolerant sod adjacent to highways.	_____	_____	_____
5. Fertilizer.	_____	_____	_____
6. Erosion control blanket for all seeded area.	_____	_____	_____

**EROSION CONTROL**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Standard notes.  | _____ | _____ | _____ |
| 2. Layout of erosion control methods (Temporary and Permanent). | _____ | _____ | _____ |
| • Perimeter erosion control barrier,                            | _____ | _____ | _____ |
| • Inlet & pipe protection,                                      | _____ | _____ | _____ |
| • Ditch checks,   | _____ | _____ | _____ |
| • Siltation basins.   | _____ | _____ | _____ |
| 3. Properties and sensitive areas protected.                    | _____ | _____ | _____ |
| 4. Storm Water Pollution Prevention Plan (SWPPP)                | _____ | _____ | _____ |
| 5. Completed Notice of Intent (NOI)                             | _____ | _____ | _____ |

**SIGNING**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Existing sign locations shown with description of sign type, station, and offset. | _____ | _____ | _____ |
| 2. Is station/offset labeled for proposed sign location?                             | _____ | _____ | _____ |
| 3. Is reflective media specified if not in specs or general notes?                   | _____ | _____ | _____ |
| 4. Are sign dimensions shown or MUTCD sign designation labeled?                      | _____ | _____ | _____ |
| 5. Is sign location in accordance with the MUTCD, MCDOT, or IDOT standard?           | _____ | _____ | _____ |
| 6. Are Appropriate MCDOT Standards included?   | _____ | _____ | _____ |

**PAVEMENT MARKING**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Note scale.  | _____ | _____ | _____ |
| 2. Label type of pavement markings material.  | _____ | _____ | _____ |
| 3. Are pavement markings in accordance with IDOT District 1 Standards for Typical Pavement Marking? | _____ | _____ | _____ |
| 4. Are recessed reflective pavement markers (RPM's) shown?  | _____ | _____ | _____ |

- |  |       |       |       |
|--|-------|-------|-------|
| 5. Are all stations, offsets and lanes widths marked?  | _____ | _____ | _____ |
| 6. Are all storage lanes marked and taper rates labeled?                                       | _____ | _____ | _____ |
| 7. Are MCDOT or IDOT Standard Details for recessed reflective pavement markings (RPM's) shown? | _____ | _____ | _____ |

**TRAFFIC SIGNAL SHEETS**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Was the McHenry County Division of Transportation Traffic Signal Design Guidelines used in design process? | _____ | _____ | _____ |
|---|-------|-------|-------|

**Summary of Quantities Sheet(s)**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Is a Summary of Quantity Table provided for each intersection?   | _____ | _____ | _____ |
| 2. Is the Summary of Quantities shown on the Cable Plan sheet?  | _____ | _____ | _____ |
| 3. Does the Summary Table show list items in pay item code number sequence priority, with the full pay code item description? | _____ | _____ | _____ |

**MCDOT Standard Traffic Signal Design Details**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Were MCDOT Traffic Signal Design Details provided? | _____ | _____ | _____ |
|---|-------|-------|-------|

**Geometric Plan and Signal Layout Sheet**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Stationing matches roadway plans.   | _____ | _____ | _____ |
| 2. Geometric layout scale: 1"=20'.   | _____ | _____ | _____ |
| 3. Break lines are <u>not</u> allowed. All pavement, driveways and cross streets between the intersection and perimeter loops must be shown. | _____ | _____ | _____ |
| 4. Proposed geometrics only should be shown.   | _____ | _____ | _____ |
| 5. Label and dimension right-of-way.   | _____ | _____ | _____ |
| 6. Dimension pavement marking and lane widths.   | _____ | _____ | _____ |
| 7. MCDOT traffic signal legend provided.   | _____ | _____ | _____ |
| 8. Label highway names.  | _____ | _____ | _____ |
| 9. Dimension equipment locations.  | _____ | _____ | _____ |
| 10. Dimension loops and their locations.   | _____ | _____ | _____ |



	<u>First</u>	<u>Second</u>	<u>Third</u>
11. Dimension and size conduit runs.	_____	_____	_____
12. Special detail sheet(s) should be referenced from this sheet.	_____	_____	_____
13. Curb, sidewalk, known utilities, driveways, buildings and other features adjacent to right-of-way, etc.	_____	_____	_____
14. Locate drainage structure(s) which may affect signal appurtenances.	_____	_____	_____
15. Are traffic signal controller, video detection, battery backup system, and LED included per McHenry County Division of Transportation Minimum Design Standards?	_____	_____	_____

**Cable Plan, Sequence of Operation and Schedule of Quantities Sheet(s)**

1. North arrow up or to the right. Same orientation as the Signal Layout Sheet.	_____	_____	_____
2. Cable plan including signal heads.	_____	_____	_____
3. Cable plan legend.	_____	_____	_____
4. Schedule of Quantities.	_____	_____	_____
5. Phase Designation Diagram or Chart Sequence of Operation. If these Diagrams or Chart Sequences do not fit on this sheet, a separate sheet may be used. Also include diagram or chart sequence for emergency vehicle preemption and chart sequence for railroad preemption.	_____	_____	_____

**System Interconnect Sheets**

System Interconnect Plan Sheet

1. North arrow up or to the right.	_____	_____	_____
2. Geometric layout scale: 1"=50'.	_____	_____	_____
3. Label and dimension right-of-way.	_____	_____	_____
4. Dimension and size conduit runs.	_____	_____	_____
5. Denote limits of system within intersections and system loops.	_____	_____	_____
6. Denote which intersection system detectors feed.	_____	_____	_____
7. Interconnect Plan Legend.	_____	_____	_____

System Interconnect Schematic

- |   |       |       |       |
|---|-------|-------|-------|
| 1. System Schedule of Quantities (Put on interconnect schematic plan)   | _____ | _____ | _____ |
| 2. System detectors and what intersection they are assigned to, number of conductors to each system detector, cable between controllers, type of conductor (either copper or fiber optic) between controllers, location of the master controller and telephone service. | _____ | _____ | _____ |
| 3. Interconnect Schematic Legend.   | _____ | _____ | _____ |

**Temporary Signal Design Sheet(s)**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. North arrow up or to the right. Should be the same orientation as the Signal Layout Sheet. | _____ | _____ | _____ |
| 2. Geometric layout scale: 1"=20'.  | _____ | _____ | _____ |
| 3. Temporary traffic signal legend.   | _____ | _____ | _____ |
| 4. MCDOT notes for temporary traffic signals.   | _____ | _____ | _____ |
| 5. Temporary cable plan and legend.   | _____ | _____ | _____ |
| 6. Existing and proposed geometrics.  | _____ | _____ | _____ |
| 7. Dimensioned pole locations.  | _____ | _____ | _____ |
| 8. Sequence of Operation.   | _____ | _____ | _____ |
| 9. Locations of existing equipment and legend.  | _____ | _____ | _____ |
| 10. Schedule of existing equipment to be removed, salvaged or returned.                       | _____ | _____ | _____ |
| 11. Existing signal inventory and note concerning who will receive and how.                   | _____ | _____ | _____ |
| 12. Notes concerning any controller specifications.   | _____ | _____ | _____ |
| 13. Temporary maintenance of interconnects.   | _____ | _____ | _____ |

**Special Detail Sheet(s)**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Are details labeled per pay code item designation?  | _____ | _____ | _____ |
| 2. If multiple details are supplied on one sheet, are they labeled separately in the title block and on the title sheet? | _____ | _____ | _____ |
| 3. Reference all special details sheet numbers on layout sheet.  | _____ | _____ | _____ |

**Mast Arm Mounted Sign Design Sheet(s)**

- |    |   |       |       |       |
|----|---|-------|-------|-------|
| 1. | Use the MCDOT design sheet.                             | _____ | _____ | _____ |
| 2. | Multiple intersection designs may be used on one sheet. | _____ | _____ | _____ |

**District 1 Traffic Signal Specifications**

- |    |  |       |       |       |
|----|--|-------|-------|-------|
| 1. | Are the latest MCDOT Traffic Signal Specifications used?   | _____ | _____ | _____ |
| 2. | Any additions, modifications, or subtractions to the MCDOT Traffic Signal Specifications <b><u>must first be approved by the County.</u></b> | _____ | _____ | _____ |

**HIGHWAY LIGHTING SHEETS**

- |     |  |       |       |       |
|-----|--|-------|-------|-------|
| 1.  | Was the Illinois Department of Transportation District 1 "General Guidelines for Lighting Design and Plan Preparation" used in the design process.                   | _____ | _____ | _____ |
| 2.  | Highway classification and pedestrian conflict area provided.  | _____ | _____ | _____ |
| 3.  | Basic Lighting layout showing locations of light poles, control installation, conduits and cables.   | _____ | _____ | _____ |
| 4.  | Calculations and supporting documentation showing the levels of illuminance, luminance and veiling luminance and uniformity ratios as designated in the IES RP-8-00. | _____ | _____ | _____ |
| 5.  | Light pole setback and type of pole, breakaway or non-breakaway.   | _____ | _____ | _____ |
| 6.  | Voltage-drop calculations and cable sizing.  | _____ | _____ | _____ |
| 7.  | One line diagram.  | _____ | _____ | _____ |
| 8.  | Load tabulations for each circuit.   | _____ | _____ | _____ |
| 9.  | Grounding scheme.  | _____ | _____ | _____ |
| 10. | Legend   | _____ | _____ | _____ |
| 11. | Plan stationing for lighting matches roadway plan stationing   | _____ | _____ | _____ |

**McHENRY COUNTY DIVISION OF TRANSPORTATION**  
**(THE FOLLOWING GENERAL NOTES AND SPECIFICATIONS**  
**ARE TO BE PLACED ON ENGINEERING PLANS)**

**GENERAL NOTES**

The review and approval of these final engineering plans by the McHenry County Division of Transportation does not constitute a release from or a grant of variation from the standards and specifications required by the McHenry County Division of Transportation. The developer, the developer's designated representatives, and/or all successors and assigns shall be solely responsible for all work and improvements within the limits of the county highway right-of-way. All work and materials necessary to construct highway, drainage, and access facilities within the limits of the county highway right-of-way shall be in conformance with the provisions and requirements of the McHenry County Division of Transportation, unless otherwise specified and approved as a written condition of the permit.

**SPECIFICATIONS**

1. The construction, including materials used, for this access facility shall be in conformance with the applicable portions of the current editions of the "Standard Specifications for Road and Bridge construction", "Supplemental Specifications and Recurring Special Provisions", "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways", and "Standard Specifications for Traffic Control Items", including all amendments and successors documents to the aforementioned documents as published by the Illinois Department of Transportation, unless otherwise stated in these engineering plans.
2. The McHenry County Division of Transportation shall not be held liable for any errors or omissions in these engineering plans and specifications or for any additional work which may be needed due to errors or omissions in these engineering plans.
3. The permittee shall be responsible for any additional work and all costs thereof required because of errors or omissions in these engineering plans and specifications and for the correction of any construction, maintenance, or safety problems which become apparent during construction or through inspections made by the Developer's Engineer or the McHenry County Division of Transportation.
4. The Developer's Engineer shall be responsible for establishing the proper line and grades for all construction work including earthwork, paving, curbing, and drainage. The Developer's Engineer shall also be responsible for all other engineering work including inspections and any testing required by the McHenry County Division of Transportation. An inspector, as provided or approved by the Developer's Engineer, shall be present during critical phases of the construction work.
5. The Developer's Engineer shall note any changes from these engineering plans and shall notify the McHenry County Division of Transportation immediately of any changes that deviate from the intent of the engineering plans such as changes in drainage, geometrics, or grading.
6. The McHenry County Division of Transportation shall be notified at least two (2) working days prior to the start of any work within the county highway right-of-way at (815) 334-4972.

7. A representative of the McHenry County Division of Transportation must be present during a proof-roll of the subgrade prior to the placement of any base course material.
8. For mainline traffic lanes, the pavement surface shall not vary more than 3/16 of an inch in a 16-foot distance as measured along the wheel lanes. For turning lanes including bypass lanes, the pavement surface shall not vary more than 3/8 of an inch in a 16-foot distance, as measured along the wheel lanes.
9. In order to satisfy the above smoothness requirements for a pavement overlay, the existing pavement may need leveling binder or cold milling in order to provide a proper base for the bituminous binder course. The Resident Engineer shall determine if leveling binder or cold milling will be necessary.
10. The McHenry County Division of Transportation shall at its discretion require the contractor to test pavement for smoothness. For testing, the bituminous contractor shall provide the necessary equipment including construction signing and two flaggers. A representative of the McHenry County Division of Transportation, the bituminous contractor, and the Resident Engineer or a representative shall be present during testing. Any pavement areas that do not pass the above smoothness requirements shall be removed by the grinding method to a 1½" depth and resurfaced with Hot-Mix Asphalt Surface Course of the mix design required for the average daily traffic on the roadway.
11. Upon completion of the work within the county highway right-of-way, the Licensed Professional Engineer acting as the Resident Engineer shall submit to the Permit Manager of the McHenry County Division of Transportation a written request for a final inspection and written certification that improvements meet the requirements of the permit and the McHenry County Division of Transportation.



# McHenry County

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## Division of Transportation

Joseph R. Korpalski, Jr., P.E.  
Director of Transportation/County Engineer

### PAVEMENT MARKINGS ON COUNTY HIGHWAYS

#### NEW PAVEMENT MARKINGS

1. As technology and new paving techniques change, so do the types of pavement markings that are used on roadways. The McHenry County Division of Transportation (MCDOT) should be contacted to determine the current type of pavement markings to be used on a County Highway.
2. The following note shall be included on all pavement marking sheets, at a minimum:

**“All pavement markings on the County highway shall be \_\_\_\_\_, and recessed reflective pavement markers on the County Highway and within the County Highway right-of-way shall be installed per McHenry County Division of Transportation and MUTCD standards.”**

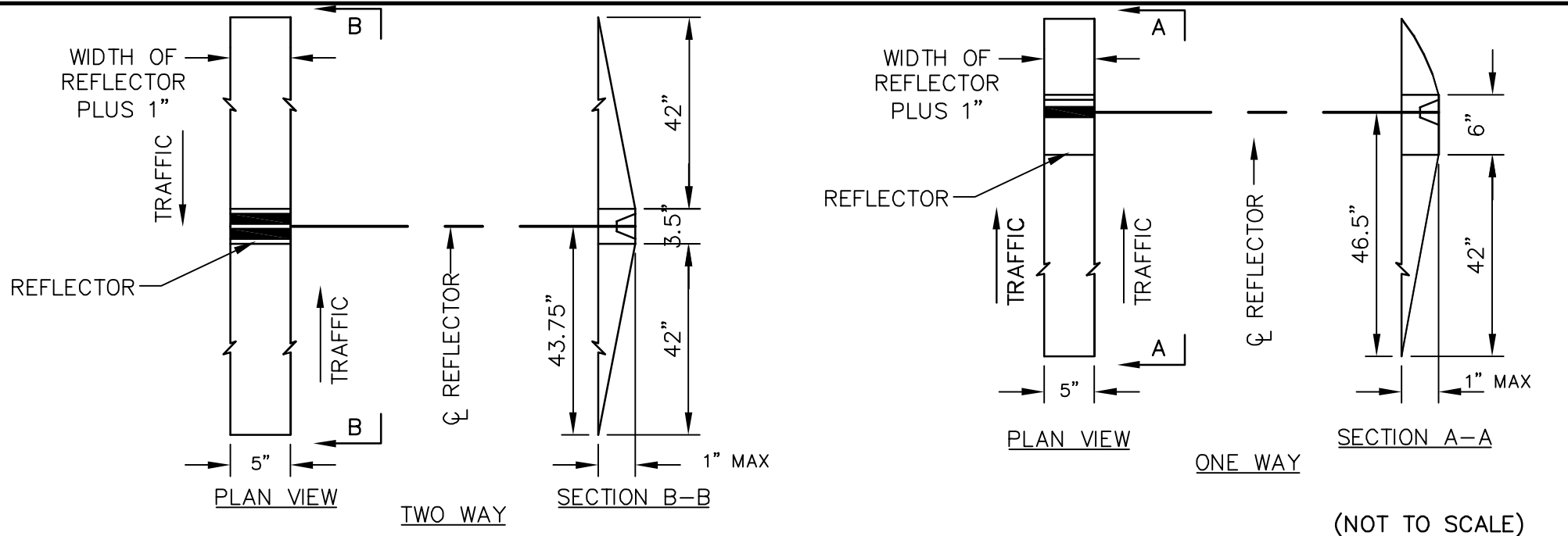
Note: (insert the type of pavement markings after consulting with the MCDOT).

#### REMOVAL OF EXISTING PAVEMENT MARKINGS

1. If the existing pavement markings on a County Highway are in conflict with the roadway improvements and within the improvement area, then the marking conflicts are typically resolved by a pavement overlay.
2. In the event the removal of existing pavement markings are necessary on a County Highway but will not be part of an overlay, the markings shall be removed by milling and resurfacing the roadway. An example of this situation would be where pavement markings are being modified in a left-turn lane, but the remainder of the roadway will not be restriped. **Grinding of pavement markings will not be permitted.** The method for removal is to mill the existing surface to a depth of 1½”, resurface with a 1½” new bituminous surface and then place new pavement markings.
3. When milling to remove existing pavement markings, it is important that the limits of milling be wide enough to go beyond the edges of the markings and include removal of any existing Reflective Pavement Markers (RPM's). Typical lane widths are 12 feet; however, if RPM's exist, the milling widths will be wider.

## REFLECTIVE PAVEMENT MARKERS (RPM's)

1. Recessed Reflective Pavement Markers (RRPM's) are required on all permit projects associated with major access where roadway improvements are taking place, unless otherwise directed by the McHenry County Division of Transportation.
2. A detail of the RRPM's is included in this manual and is also available from the McHenry County Division of Transportation.
3. The installation of RRPM's shall be by grooving the pavement as follows:
  - a. The recessed reflective pavement markers shall be constructed by removing a 5" x 24" area of the bituminous pavement at a depth of  $\frac{3}{4}$ ". This depressed area shall be tapered vertically from the full depth of  $\frac{3}{4}$ " to 0" in 30" at both ends for the two-way markers and at the approach end only for the one-way markers. The depressed area shall be oriented lengthwise and longitudinally with respect to the roadway.
  - b. The recessed area shall be cleaned free of all loose material by means of sand blasting and also free of moisture before the placement of the pavement markers. All excess material resulting from the construction of the recessed area shall be completely removed from the surface of the roadway by means of vacuum sweeper truck.
  - c. A 3M 290 series pavement marker or approved equivalent shall be placed and cemented with epoxy in the center of the  $\frac{3}{4}$ " deep depressed area.
  - d. Placement of pavement markers shall also comply with the Manual on Uniform Traffic Control Devices (MUTCD).



**RECESSED REFLECTIVE PAVEMENT MARKERS**

GENERAL CONDITIONS

IT IS THE INTENT OF THESE SPECIFICATIONS TO DESCRIBE THE LABOR AND MATERIALS REQUIRED FOR THE REFLECTORIZE PAVEMENT MARKERS OF SPECIFIC COUNTY ROADS IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND ROADS, PAR III, MARKINGS ON THE ILLINOIS DEPARTMENT OF TRANSPORTATION. ALL WORK SHALL COMPLY WITH SECTION 781 OF THE STANDARD SPECIFICATIONS.

INSTALLATION

THE RECESSED REFLECTIVE PAVEMENT MARKERS SHALL BE CONSTRUCTED BY REMOVING A 5" X 24" AREA OF THE BITUMINOUS PAVEMENT AT A DEPTH OF 3/4". THIS DEPRESSED AREA SHALL BE TAPERED VERTICALLY FROM THE FULL DEPTH OF 3/4 INCHES TO 0 INCHES IN 30 INCHES AT BOTH ENDS FOR THE TWO-WAY MARKERS AND AT THE APPROACH END ONLY FOR THE ONE-WAY MARKERS. THE DEPRESSED AREA SHALL BE ORIENTATED LENGTHWISE AND LONGITUDINALLY WITH RESPECT TOT HE ROADWAY.

A 3M 290 SERIES PAVEMENT MARKER OR APPROVED EQUIVALENT SHALL BE PLACED AND CEMENTED WITH EPOXY IN THE CENTER OF THE 3/4" DEEP DEPRESSED AREA.

THE RECESSED AREA SHALL BE CLEANED FREE OF ALL LOOSE MATERIAL BY MEANS OF SAND BLASTING AND ALSO FREE OF MOISTURE BEFORE THE PLACEMENT OF THE PAVEMENT MARKER. ALL EXCESS MATERIAL RESULTING FROM THE CONSTRUCTION OF THE RECESSED AREA SHALL BE COMPLETELY REMOVED FROM THE SURFACE OF THE ROADWAY BY MEANS OF VACUUM SWEEPER TRUCK.

INSTALLATION NOTES:

1. SAWCUT (IN DIMENSION SHOWN).
2. SAWCUT AREAS TO BE DRY AND FREE OF MATERIAL THAT ADVERSELY AFFECTS THE ADHESIVE BOND.
3. INSTALL THE REFLECTOR WITH AN APPROVED TWO-COMPONENT EPOXY ADHESIVE, EPOXY SHOULD NOT OBSCURE OR BLOCK THE LENS.
4. INSTALL TOP OF REFLECTOR 1/2" TO 1/4" INCH BELOW THE PAVEMENT SURFACE.
5. REFLECTOR SHALL BE 3M SERIES.

GENERAL NOTES:

1. INSTALLATION SHALL CONFORM IN IDOT HIGHWAY STANDARDS 781001-02 (OR LATEST) FOR MARKER PLACEMENTS.
2. IDOT STANDARD 781001-02 SHALL BE MODIFIED TO REFLECT IN RECESSED PAVEMENT MARKERS INSTEAD OF RAISED PAVEMENT MARKERS.



**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD14**

**RECESSED REFLECTIVE PAVEMENT  
MARKING APPLICATION**

REV. 10/08	INIT. RELEASE



## SIGNAGE ON COUNTY HIGHWAYS

### NEW SIGNAGE ON PERMIT PROJECTS

1. Placement of new signage may be required on major access permit projects where roadway improvements are to occur. Consult with the McHenry County Division of Transportation regarding the type, size, and location of new signage that will be required on plans for installation by the permittee.
2. The following note shall be included on all pavement marking and signage sheets:

**All signs on the County highway and within the County highway right-of-way shall conform with IMUTCD, include Diamond Grade DG<sup>3</sup> reflective sheeting and be installed on 2" GS telescoping posts with GS winged soil anchors".**

3. The installation location and mounting heights for signage shall meet the requirements of the McHenry County Division of Transportation and the MUTCD.

### EXISTING SIGNAGE

1. All existing signage within the limits of proposed construction area shall be shown and identified as to type on the roadway engineering plans. A signage table, similar to a drainage table, should be prepared and included on the plans indicating the existing station location, type of sign, and if the sign is to be removed, relocated, or to remain. New signs should also be included on the signage table with similar information.
2. Existing signage found along the highway within the limits of a construction project shall be kept in good working order. Signs that are allowed to be taken down temporarily must be stored in a safe location and be available for inspection or reinstallation, if necessary.
3. All regulatory-type signs (Speed Limit; Stop; Curve; Signal Ahead, etc.) shall remain in place to provide guidance to the motoring public. Such signage may need to be temporarily relocated from the original location during construction but must remain in use, unless otherwise directed by the McHenry County Division of Transportation.
4. Existing signs on the County Highway that are not to be used shall be returned to the McHenry County Division of Transportation.



# McHenry County

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## Division of Transportation

Joseph R. Korpalski, Jr., P.E.  
Director of Transportation/County Engineer

### UTILITY/FACILITY CONFLICT SHEET

Any development requiring a Major Access Permit shall also be required to develop a Utility/Facility Conflict Sheet as part of the preparation of roadway access and improvement plans for the County Highway. This sheet(s) shall be labeled as such and show the following information, as a minimum, for areas within the County Highway right-of-way:

- Existing pavements and shoulders, either paved or aggregate.
- Proposed pavement widening and proposed shoulders (labeled).
- Existing and proposed storm drain structures and ditch lines.
- Any existing or proposed signal cabinets, poles, streetlights, or connecting cables.
- Any utilities or facilities that are being proposed by the developer or required by the local authority to service the development.
- All existing utilities or facilities that are present within the County Highway right-of-way including under existing or proposed pavement, shoulder and curbed sections of roadway along the entire frontage of the development and adjacent to all areas of the proposed roadway improvements which may extend beyond the limits of the development frontage.

The purpose of this sheet is to identify, prior to permit approval and construction of the access and improvements to the County Highway, any possible utility or facility conflicts that may exist and that may require relocation or removal. Utility conflicts often account for a significant amount of delay during construction (utilities are too shallow, in way of structures, would become exposed as part of the new grading, etc.) and therefore need to be identified well before construction begins so they can be adjusted or relocated as necessary.

If the Conflict Sheet is not submitted as part of the roadway access and improvement plans submittal for the County Highway, then a permit for access and/or roadway improvements will not be approved.

It is important to note that the McHenry County Division of Transportation and the McHenry County Access Control and Right-of-Way Management Ordinance require existing utilities/facilities to be relocated out from under pavements and shoulders for permit projects of this type. This relocation work will not be paid for by the County and must be coordinated at an early stage of the design and permitting process in order to give the utility/facility owners adequate time to receive any necessary payments, design and permit the relocations, schedule and then perform the work.

## **7. UTILITY AND FACILITY PERMIT REQUIREMENTS**

This Chapter includes permit application forms for utility and facility permits as required by the McHenry County Access Control and Right-of-Way Management Ordinance. Included in this section are:

- Utility Consent Permit Application, General Conditions
- Facility Installation Permit Application and General Conditions
- Drawing Information Requirements for Utilities and Facilities
- McHenry County Division of Transportation Pipe Trench Standard



# MCHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098  
TELEPHONE (815) 334-4960 FAX (815) 334-4989

## UTILITY CONSENT PERMIT APPLICATION

**NAME OF COUNTY HIGHWAY:** \_\_\_\_\_

**TYPE OF UTILITY:**  Telecommunication  Cable Television  Electricity  Natural Gas  Other: \_\_\_\_\_

**APPLICANT/UTILITY COMPANY (or Authorized Representative)**

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

By signing this application the Applicant/Utility Company or authorized representative hereby agrees to conform to the requirements of the McHenry County Access Control and Right-of-Way Management Ordinance, Special Conditions, and General Conditions as set forth by the Division.

\_\_\_\_\_  
(Applicant Name) (Print or Type) (Title)

\_\_\_\_\_  
(Applicant Name) (Signature) (Date of signature)

**PROJECT LOCATION:**

Project is located on the (check all that apply):  Road crossing  North  South  East  West side of the County Highway.

Project is: \_\_\_\_\_ feet or miles  North  South  East  West of \_\_\_\_\_  
(circle one) (nearest intersecting road name)

Is this project part of a subdivision development?  No  Yes. If Yes, give name of development \_\_\_\_\_

Is work to be performed by Utility Company crews ?  Yes  No. If No, give name of contractor.

**CONTRACTOR:**

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**ENGINEER FOR PROPOSED WORK:**

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

### PERMIT AUTHORIZATION

(for McHenry County Division of Transportation use only)

Permit Number: \_\_\_\_\_ County Highway Name: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

(Issued on behalf of Joseph R. Korpalski, Jr., P.E., County Engineer)

See General Conditions on Page 2

**UTILITY CONSENT PERMIT APPLICATION (continued)**  
**GENERAL CONDITIONS**

1. In submitting the application, the applicant agrees to comply with the various policies, conditions and requirements of the McHenry County Division of Transportation and shall supply at the applicants expense such information or submittals as may be required for review and to make such changes or revisions as may be required by the McHenry County Division of Transportation (MCDOT).
2. Lack of an immediate response to this application or any information or submittals supplied for review and/or comments shall not be construed as approval or acceptance by the County Engineer or the MCDOT, nor shall they be held responsible for any costs or delays due to the processing time required.
3. The MCHD shall not be responsible for providing room within the County highway right-of-way for utilities.
4. The application does not relieve the applicant from complying with any statutes, regulations, ordinance or administrative orders of the Federal, State, County or Municipal Governments or any political subdivision or administrative agencies that may apply to the permitted work including obtaining a permit from the McHenry County Building & Zoning Department and from obtaining permission from the legal property owner of the County Highway right-of-way where the permitted work will be located in accordance with 605 ILCS 5/9-113 (1).
5. The applicant shall indemnify, defend and hold harmless the County of McHenry and the MCDOT including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits actions, losses, expense, damages, injuries, deaths, judgments and demands arising from and relating to the construction, use, maintenance, locations and other related activities of the permitted work regardless of any limitations of insurance coverage.
6. The applicant shall be responsible for the title cost of the construction, County highway right-of-way restoration, use, maintenance, repairs, revisions, adjustments and removal of the permitted work. This includes any costs incurred costs by the MCDOT to enforce this permit or additional costs to its Highway construction and maintenance operations.
7. During construction, maintenance, repairs, revisions, adjustments or removal of the permitted work and/or restoration of the County highway right-of-way, the following requirements shall be observed: a) Vehicle traffic using the County highway (including vehicle traffic to and from adjacent properties) shall be maintained; b) Regulatory signing shall be kept in view; c) Construction equipment and materials shall be stored off the right-of-way or in a safe area behind the ditchline or at least 10 feet away from back of curb or pavement edge; d) Excavation shall be kept to a minimum and closed up or fenced off at the close of each working day; e) Roadway pavements shall not be damaged by construction equipment and shall be kept clean of debris; f) Drainage shall be maintained g) Notify MCDOT about any drainage tile lines found and repair; h) Create no hazards to the public; i) Promptly restore the disturbed areas of the County highway right-of-way to conditions equal to or better than existed prior to installation or as directed by the MCHD; j) Not interfere with the snow and ice removal operations of the MCDOT; k) Workers private vehicles and excess construction vehicles shall not be parked within the County highway right-of-way; l) The contractor shall at his expense furnish construction signage, barricades, cones, and other traffic control devices or personnel in accordance with IDOT traffic control standards; m) Keep a copy of the approved permit at the job site and make the permit available for MCDOT personnel.
8. Rough grading work of disturbed portions of the County highway right-of-way shall be compacted to not less than 95 percent density and shall be checked at regular intervals to insure that the required density is being obtained. Compacting equipment and operations shall be coordinated with the MCDOT.
9. Unless specified on the approved sketch or approved permit, above ground utilities shall be located within two feet of the County highway right-of-way line, underground utilities shall be at a minimum 30-inch depth below the ground surface to the top of the utility and surface utilities shall be flush and contoured to the surrounding ground as directed by MCDOT.
10. This permit is valid for a period of 12 months from the date of issuance at which time the permitted work shall be completed unless additional time is granted by the MCDOT. Failure to start the permitted work within the 12 month period shall render this permit null and void, requiring the applicant to re-apply.
11. The applicant shall be responsible for maintenance of the completed permit work. Such maintenance shall include keeping it in a safe condition; making repairs as needed; not creating any hazardous conditions; not making any changes, additions, connections or revisions without prior approval of the MCDOT; and making any changes, adjustments or removals as needed due to Highway improvements, MCDOT maintenance operations, damage to County property and/or equipment.
12. The applicant shall not hold the County of McHenry or the MCDOT, including their respective elected and duly appointed officers, agents, employees and representatives liable for any damages or losses to the permitted work caused by actions of others.
13. The applicant shall be responsible for making adjustments, revisions, relocations and/or removal of its facilities or abandoned facilities within the County highway right-of-way due to Highway construction or maintenance work.
14. The applicant shall be responsible for locating its facilities within the County highway right-of-way due to highway construction or maintenance work. Such locating can include exposing the facility and/or providing distance and depth measurements.
15. The Terms and Conditions of this permit shall also apply to the successors or assigns of the permitted work.
16. The County reserves the right to stop any and all work if it deems it is proceeding in an unsafe manner or poses a danger to the public or roadway system.

**EMERGENCY REPAIR WORK:** The applicant is permitted to make emergency repair work to its facilities located within the County highway right-of-way without prior notification to the County Engineer. The applicant is, however, required to notify the MCDOT at (815) 334-4960, within 48 hours after the emergency repair has been made, about the location and extent of the work performed. Emergency repair work does not relieve the applicant from complying with the other Provisions of the application, including liability, permitting and restoration responsibilities.



# MCHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098  
TELEPHONE (815) 334-4960 FAX (815) 334-4989

## FACILITY INSTALLATION PERMIT APPLICATION

**NAME OF COUNTY HIGHWAY:** \_\_\_\_\_

**TYPE OF FACILITY:** (check all that apply)

- Bikepath    Sidewalk    Street Lighting    Landscaping    Trees    Pedestrian Crossing Structure
- Fire or Police Emergency Signal System    Public Transportation Shelter    Forcemain    Sanitary Sewer
- Watermain    Storm Drain System    Traffic Signal    Other: \_\_\_\_\_

**TITLE OF PLANS:** \_\_\_\_\_

**PROJECT LOCATION:**

Project is located on the (check all that apply):    North    South    East    West   side of the County Highway.

Project is: \_\_\_\_\_ feet/miles    North    South    East    West of \_\_\_\_\_  
(circle one) (nearest intersecting road name)

Is this project part of a subdivision development?    No    Yes. If Yes, give name of development \_\_\_\_\_

**APPLICANT (or Authorized Representative)**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**ENGINEER FOR PROPOSED WORK:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**OPERATIONAL AND MAINTENANCE RESPONSIBILITIES FOR COMPLETED WORK:**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**THIS SECTION SHALL BE COMPLETED BY THE LOCAL MUNICIPALITY:**

\_\_\_\_\_  
(Name of Municipality) (Print or Type)      \_\_\_\_\_ (Municipal Clerk) (Print or Type Name)

BY: \_\_\_\_\_  
(Municipal Mayor/President) (Print or Type Name)      \_\_\_\_\_ (Municipal Clerk signature)      \_\_\_\_\_ (Date of signature)

BY: \_\_\_\_\_  
(Municipal Mayor/President signature) (Date of signature)

By signing above the municipality listed hereby agrees to be responsible for operation and maintenance of the listed facility and for the cost of changes needed to accommodate future McHenry County or McHenry County Division of Transportation construction, maintenance operations and/or roadway improvement projects as deemed necessary by McHenry County Division of Transportation.

**FACILITY INSTALLATION APPLICATION (continued)**  
**GENERAL CONDITIONS**

- 1). In submitting this Application, the listed Municipality agrees to comply with the requirements of the McHenry County Access Control and Right-of-Way Management Ordinance, and the conditions and requirements of the McHenry County Division of Transportation and McHenry County.
- 2). The Applicant or Municipality shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the McHenry County Division of Transportation.
- 3). Lack of an immediate response to this application form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the McHenry County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
- 4). The review of the proposed work shall be based on the primary use of the County highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use. Submittal of this application does not obligate the County Engineer to issue a permit.
- 5). The McHenry County Division of Transportation is not responsible for providing room within the County highway right-of-way for the proposed work and lack of sufficient room can be cause for not permitting the proposed work to be located within the County highway right-of-way.
- 6). This Application does not relieve the Municipality from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County governments or any political subdivision or administrative agencies that may apply to the proposed work.
- 7). The Applicant shall obtain written permission from the legal property owner of the County highway right-of-way where the Facility will be located.
- 8). Unless otherwise stated in the issued Division of Transportation permit, the Municipality and its successors and assigns shall be responsible for the following:
  - a. The operation and maintenance of the Facility within the County highway right-of-way. Such operation and maintenance shall include keeping the Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance such as cleaning ice and snow from sidewalks or bikepaths or additional mowing of adjacent turf areas, making changes or revisions to the Facility needed because of the maintenance operations of the McHenry County Division of Transportation or use of the County highway right-of-way by the General Public and restoring portions of the County highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the Facility without a McHenry County Division of Transportation permit being issued.
  - b. Any additional costs to the County of McHenry and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the Facility within the County highway right-of-way. Such costs can include adjustments needed to the Facility to accommodate said road improvements and/or maintenance work and/or damage to County property and/or equipment.
  - c. For indemnifying, defending and holding harmless the County of McHenry and McHenry County Division of Transportation including the elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgements and demands arising from and relating to the location and/or use of the Facility within the County highway right-of-way regardless of any limitations of insurance coverage.
  - d. Other items as specified in the McHenry County Highway Department Utility and Facility Placement Policy.
- 9). The County and McHenry County Division of Transportation reserves the right to stop any and all work if it deems the work is proceeding in an unsafe manner or poses any danger to the public or roadway.

UTILITY AND FACILITY CONSENT PERMIT APPLICATION (continued)

**DRAWING INFORMATION REQUIREMENTS**

The following information, where applicable, shall be included on plans/drawings to be submitted with the Utility Consent Permit Application and/or Facility Installation Permit Application. (Use this as a checklist).

- 1). Be legible.
- 2). Include a legend to describe your symbols, notations, etc.
- 3). Include a vicinity map. (can be copied off County map).
- 4). Include north arrow and scale of drawing.
- 5). Show location of existing highways, drives, culverts, poles, roadway signs, fences, shoulders and other structures or features relevant to the installation.
- 6). Label Highway and all other roads by name.
- 7). Show and label Highway right-of-way.
- 8). Give township name, if known.
- 9). Give a distance from the beginning and end of the project to the nearest intersecting roadway, and include name of intersecting roadway.
- 10). Provide references to local landmarks or adjacent driveways with addresses, when available.
- 11). Show new installation as a highlighted image (allowing proposed work to stand out on plan).
- 12). Give size, type and description of installation, i.e. 10" pvc forcemain; 100 pair cable, etc.
- 13). Show distance from either edge of highway pavement (thru lanes) or centerline of roadway to utility installation at increments of not less than 500' and at least once on each plan sheet.
- 14). Show depth of cover for installation (min. 36" required outside of pavement crossings).
- 15). Show method of crossing over or under existing storm drains, or other utilities, if applicable and the separation (min. 30" for stormdrain crossings).
- 16). Give size and type of existing storm drain or utility to be crossed.
- 17). Give method of crossing Highway, if applicable, i.e. directional bore a 12" steel casing, etc.
- 18). Show depth of cover for road crossings. No open cut of a County Highway allowed.
- 19). Show location and description of existing utilities or other obstacles in vicinity of proposed installation.
- 20). Differentiate between aerial vs. underground; existing vs. proposed.
- 21). Show location of above ground boxes, i.e. slice boxes, phone boxes, etc. These should be placed at the back of the right-of-way, but as a minimum behind the ditchline.
- 22). Proposed guy wires shall be shown and placed outside of shoulders and ditchlines.
- 23). Give numbers on utility poles if it helps in referencing beginning/ending of work.
- 24). Provide other supporting information that is appropriate to plan review and project.
- Additional information may be requested based on the specific project.

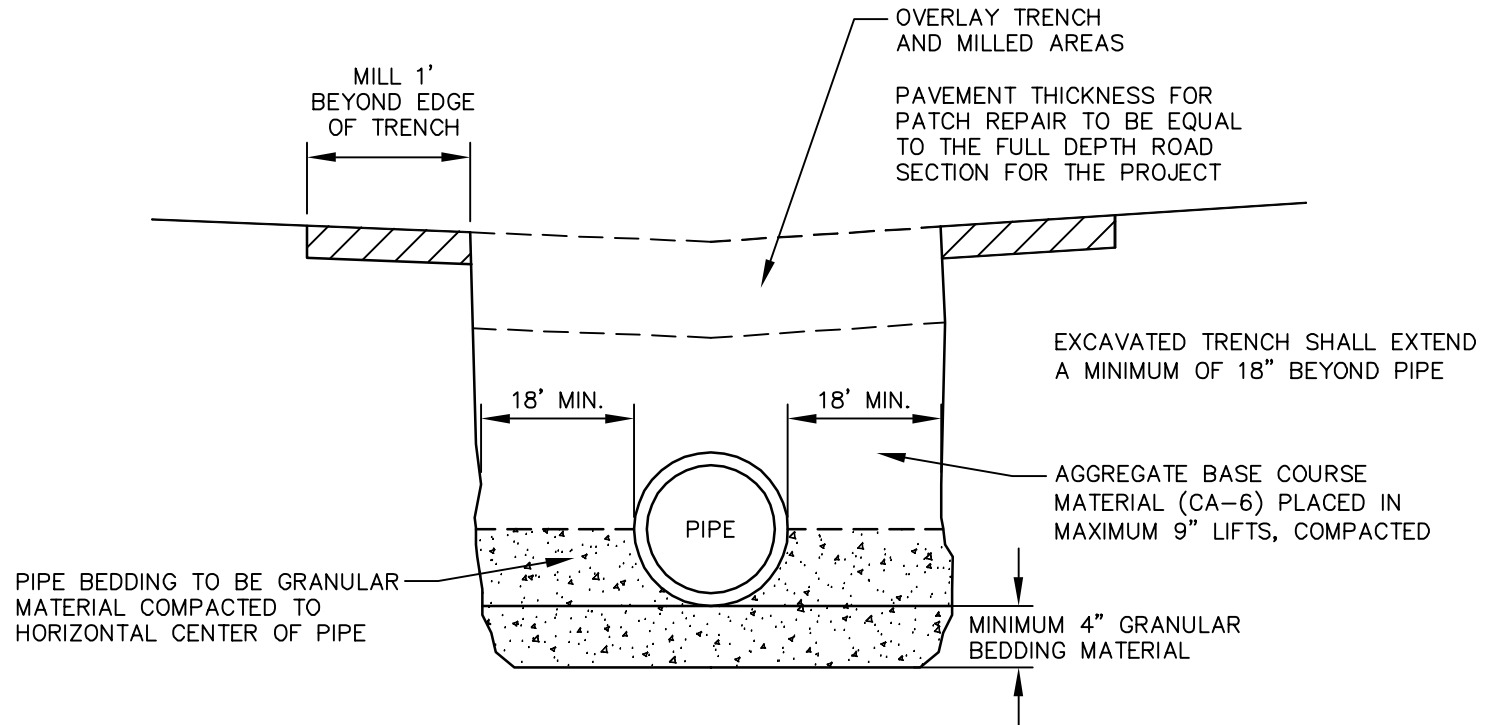
**NOTE: THIS LIST WILL BE USED BY THE HIGHWAY DEPARTMENT AS A DRAWING CHECKLIST. A LIST SENT BACK TO THE APPLICANT WITH CHECKMARKS INDICATES THOSE CHECKED ITEMS ARE REQUIRED FOR PERMIT REVIEW.**

(for McHenry County Division of Transportation use only)

Applicant: \_\_\_\_\_ County Highway: \_\_\_\_\_

Application/drawing review date of: \_\_\_\_\_





NOTES:

1. OPEN CUTTING OF COUNTY HIGHWAY PAVEMENTS TO BE AT DISCRETION OF MCDOT.
2. WHEN BACKFILLING, TRENCH BACKFILL MATERIAL MUST HAVE SUFFICIENT MOISTURE CONTENT TO OBTAIN THE REQUIRED COMPACTION (REFER TO IDOT STANDARD SPECIFICATIONS).
3. BACKFILLING OF PIPE OR CULVERTS SHALL BE DONE SIMULTANEOUSLY ON BOTH SIDES OF THE PIPE TO ENSURE PIPE IS NOT DEFORMED OR DISPLACED FROM UNEQUAL LOADING / SIDE PRESSURES.
4. TRENCH WIDTH SHALL BE WIDE ENOUGH TO ALLOW FOR PLACEMENT OF THE PIPE AND REQUIRED COMPACTION EQUIPMENT.

(NOT TO SCALE)



**McHenry County  
Division of Transportation**

**PERMIT PROCEDURES DETAIL NO. PPD15**

**PIPE TRENCH DETAIL  
EMERGENCY REPAIRS OR MCDOT PERMITTED  
WORK WITHIN COUNTY HIGHWAY R.O.W.**

REV. 10/08	INIT. RELEASE

## **8. SPECIAL PERMITS**

This Chapter includes permit application form and requirements for the temporary closure of County Highway as required by the McHenry County Access Control and Right-of-Way Management Ordinance.



# MCHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098  
TELEPHONE (815) 334-4960 FAX (815) 334-4989

## TEMPORARY HIGHWAY CLOSURE PERMIT APPLICATION

### TEMPORARY HIGHWAY CLOSURE PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED A MINIMUM OF 60 CALENDAR DAYS PRIOR TO THE EVENT

For Office Use Only

Permit #: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Non-Refundable

#### GENERAL EVENT INFORMATION

Please Type or Print Information

Location (County Highway): \_\_\_\_\_

Nearest Street:: \_\_\_\_\_

Date of event: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Start Up Time \_\_\_\_\_

Rain Date: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_

Limits of Closure (from street to street): \_\_\_\_\_

Estimated attendance at \_\_\_\_\_ Estimated number of vehicles: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Address / Zip Code: \_\_\_\_\_

Name of Organizer / Coordinator: \_\_\_\_\_

Address / Zip Code: \_\_\_\_\_

MCHENRY COUNTY DIVISION OF TRANSPORTATION  
TEMPORARY HIGHWAY CLOSURE PERMIT

Day Time Phone Number: \_\_\_\_\_ Pager / Mobile Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

---

Name of Contact Person for Day of the event: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Pager / Mobile Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

Have you sent notification to the Cities and Villages whose roads you are using?

Yes  No

If no please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What roads will be used as a detour route:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the permittee obtained all appropriate approvals for the proposed detour route:

Yes  No

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Traffic Control**

**(Event Route Marker Signs)**

If Applicable

Name of Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ 24 Hour Number: \_\_\_\_\_

---

**(Traffic Control Signs)**

If Applicable

Name of Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address / Zip Code: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Pager Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_ 24 Hour Number: \_\_\_\_\_

MCHENRY COUNTY DIVISION OF TRANSPORTATION  
TEMPORARY HIGHWAY CLOSURE PERMIT

Day Time Phone Number: \_\_\_\_\_  
Facsimile (fax) Number: \_\_\_\_\_

Pager Number: \_\_\_\_\_  
Evening Number: \_\_\_\_\_

These items shall be at the sole expense of the Permittee.

**Terms and Conditions**

1. All Road Closures involving bicycles shall follow the laws as set forth in the latest edition of the Illinois Vehicle Code **Article XV. BICYCLES.** Section 5/11 –208 (A) subsection 8 may be implemented at the discretion of the Kane County Division of Transportation when and if it is deemed necessary.

2. Permittee shall have a safety marshal at any major intersections within or involving the closure. Along with the safety marshal, traffic control signs giving advance warning at all major intersections shall be erected. Illinois Department of Transportation standards shall be followed at all times for traffic control. The safety marshals are to assist the Permittee's Invitee's safely without obstructing, delaying or stopping the motoring traffic intersection. The safety marshals at no time are to direct traffic; only assist the safe passage of the Permittee's Invitee's. The safety marshal shall wear the proper attire while flagging the event. The safety marshal shall be an adult over the age of eighteen (18) and have a valid drivers license.

3. Permittee will not start the event until 30 minutes after sunrise and shall be completed 30 minutes before sunset. Setup time shall start no sooner than 2 hours before the start of the event. And at no time shall setup be before sunrise unless pre-authorization is obtained in advance for the event.

4. Permittee shall obtain all additional permits, from any unit of local or State government, which may be required. If minors are involved in the event, the Permittee shall obtain a parental release for each minor under the age of 18, prior to commencement of the event. Where permit will not be issued by local or State authority, certified notification is required. Before the road closure will be approved, all governmental agencies involved must approve in writing their acceptance of their roads to be used for the event's proposed detour.

5. Permittee shall defend, indemnify and save harmless the County of McHenry, its officers, employees, agents, successors and assigns from all claims, damages, litigation or liability asserted against them or against any of them, including any and all costs, attorney fees incidental thereto, on account of any property damage, or on account of any injury or death to any person or persons whomsoever, caused by or to the Permittee, the Permittee's invitee's, participants, or by their use of McHenry County. If the permit extends to a location owned by an entity other than the County of McHenry, the protections afforded under this paragraph and the insurance provisions of **Paragraph 9** shall also apply to the owner. The Permittee shall also submit to the County a copy of all other governmental agencies certificate of insurances before a permit will be issued.

6. Permittee shall purchase and maintain at the cost of the Permittee comprehensive general liability insurance in the following amounts: a) \$1,000,000.00 for bodily injury or death to any one person as a result of any one person as a result of any one occurrence; and b) \$1,000,000.00 for loss of or damage to buildings, structures, or any tangible property.

7. The Permittee shall furnish to the County of McHenry through the McHenry County Engineer or his duly authorized representative, Certificate of Insurance, evidencing the above described insurance policy or policies shall remain in effect for the duration of said special use. The County of McHenry, the McHenry County Division of Transportation, its employees and agents shall be included as an "additional insured" under the above described insurance policy or policies.

8. Permittee and Permittee's Invitees shall not, except as provided herein, trim, cut, or in any way disturb any trees or shrubs on or along the McHenry County or adjacent property, nor shall Permittee alter in any way, any portion or portions of the County Highway including all appurtenances attached thereto.

9. Permittee shall supply sufficient personnel to supervise Permittee's Invitee's, and safety marshals to provide proper traffic control to insure the safety of all persons using the County Highway. Permittee shall also provide sufficient temporary traffic control signing at major intersections and road closures (when needed) to insure safe and orderly use of the County Highway and all signage shall be removed within 2 hours of the expiration of this permit.

10. Permittee shall not allow any employee, volunteers, or invitees to block, obstruct, or hinder normal passage of bicycles, motorized vehicles, pedestrians, or equestrians.

11. Permittee shall keep the premises free of litter and debris, and at the conclusion of the event, permittee shall empty all trash and debris from the County Highway within limits described herein above.

MCHENRY COUNTY DIVISION OF TRANSPORTATION  
TEMPORARY HIGHWAY CLOSURE PERMIT

- 12. The Permittee and the Permittee's Invitee's shall not consume, keep, sell or in any way distribute or permit the use of any alcoholic beverage within the County right-of-way.
- 13. This permit may be revoked, modified or canceled at any time by the County Engineer or his duly authorized representative.
- 14. Permittee shall immediately notify the McHenry County Division of Transportation of any changes or modifications to the conditions upon which this permit was granted.
- 15. The Permittee shall not perform any work or participate in any activity that is beyond the scope of this permit.
- 16. The Permittee shall be responsible for all damages to the County Highway arising out of actions caused by the Permittee during the terms of this permit.
- 17. The Permittee shall comply with all local, state, and federal rules and regulations relating, but not limited to noise pollution standards.
- 18. Permittee shall **not** place upon the County highways paint of any kind and or permanent markings. All **route marking materials must be pre-approved** by the McHenry County Division of Transportation prior to the event. The only materials MCDOT will consider for route markings will be aerosol water base temporary chalk, sidewalk chalk, removable tape on the pavement and self-standing temporary route markings. These route markings shall not interfere with the normal traffic flow and shall be removed within 2 hours of the finish of the event.
- 19. Permittee holding a bike race, parade, block party, theatrical production or any event obstructing normal traffic flow must close highway before event will take place. Pre-approval shall be obtained through all applicable agencies before permit will be issued. All detours and traffic control must be included as part of the initial permit application.

**Penalties**

Violations of any terms and conditions of this permit by the Permittee will result in immediate revocation of the permit. No future consideration may be made by McHenry County for future permits. MCDOT reserves the right to enforce any further penalties or claims that would otherwise be for non-compliance.

**Signatures**

I have read and agree to all of the above Terms and Conditions set forth in this application.

Petitioner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## **9. PERFORMANCE AND MAINTENANCE GUARANTEE, AND INSURANCE REQUIREMENTS**

Chapter 9 of the McHenry County Access Control and Right-of-Way Management Ordinance outlines the requirements for performance and maintenance guarantees and the requirement of the McHenry County Division of Transportation to obtain a Certificate of Insurance prior to the issuance of a permit for work within the County Highway right-of-way.

Included in this section are:

- Irrevocable Letter of Credit Performance Guarantee
- Irrevocable Letter of Credit Maintenance Guarantee
- Sample Certification of Insurance with required limits and types of Insurance

Along with submittal of the Performance Guarantee is a letter designating the Professional Engineer who will serve as the Resident Engineer. Prior to the release of any guarantee, certification by the Resident Engineer of the project's completion is required. The recommended format for both the project initiation and project completion letters are included in this section.

(Insert Financial House Letterhead)  
**PERFORMANCE GUARANTEE**  
**Irrevocable Letter of Credit (L.O.C.) # \_\_\_\_\_**

TO: McHenry County Treasurer  
c/o McHenry County Division of Transportation  
Attn: Permit Department  
16111 Nelson Road  
Woodstock, IL 60098

County Highway Name \_\_\_\_\_

Permit Applicant: \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal: Company \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Financial House: \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount \$ \_\_\_\_\_ Dates for L.O.C. coverage: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(110% of Engineers cost estimate or as directed by the Division of Transportation) (for a two year period)

Project Name: \_\_\_\_\_

We hereby issue this Irrevocable Letter of Credit in favor of the McHenry County Division of Transportation on behalf of the principal. This Irrevocable Letter of Credit shall serve as the Performance Guarantee required to insure completion of the permitted work and any related items. Completion of the permitted work includes final inspections, project engineer certification, restoration and payment of any outstanding invoice due to the McHenry County Division of Transportation.

Failure of the principal to complete the permitted work to the satisfaction of the McHenry County Division of Transportation will be considered a default. The full face value of this Irrevocable Letter of Credit shall be paid to the McHenry County Division of Transportation within thirty (30) days of written request. Any funds not needed to complete the improvements shall be returned. In the event that only partial payment of the L.O.C. amount is due to the McHenry County Division of Transportation, only that amount shall be requested.

This Letter of Credit is irrevocable and **shall be honored for a period of two (2) years**, or a period otherwise determined by the McHenry County Division of Transportation. If the permitted work is not yet complete at time of bond expiration identified above, a bond extension shall be submitted. The bond may be released prior to the expiration date, at the discretion of the McHenry County Division of Transportation, if all work has been satisfactorily completed. Release of L.O.C. requires replacement with a Maintenance Guarantee.

By: \_\_\_\_\_

Attest \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Direct document inquiries to the Division of Transportation at 815-334-4960 or FAX 815-334-4989.**



(Insert Financial House Letterhead)  
**MAINTENANCE GUARANTEE**  
**Irrevocable Letter of Credit (L.O.C.) # \_\_\_\_\_**

TO: McHenry County Treasurer  
c/o McHenry County Division of Transportation  
Attn: Permit Department  
16111 Nelson Road  
Woodstock, IL 60098

**County Highway Name** \_\_\_\_\_

**Permit Applicant:** \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Principal:** Company \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Financial House:** \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Amount \$** \_\_\_\_\_ **Dates for L.O.C. coverage:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(15% of the Performance Guarantee or as directed by the Division of Transportation) (for a one-year period)

**Project Name:** \_\_\_\_\_

We hereby issue this Irrevocable Letter of Credit in favor of the McHenry County Division of Transportation on behalf of the principal. This Irrevocable Letter of Credit shall serve as the Maintenance Guarantee required to insure completion and maintenance of the permitted work and any related items beyond the Performance Guarantee period. Completion of the permitted work includes restoration and payment of any outstanding invoices due to the Division of Transportation.

Failure of the principal to complete the permitted work to the satisfaction of the McHenry County Division of Transportation will be considered a default. The full face value of this Irrevocable Letter of Credit shall be paid to the McHenry County Division of Transportation within thirty (30) days of written request. Any funds not needed to complete the improvements shall be returned. In the event that only partial payment of the L.O.C. amount is due to the McHenry County Division of Transportation, only that amount shall be requested.

This Letter of Credit is irrevocable and **shall be honored for a period of one (1) year**, unless otherwise determined by the McHenry County Division of Transportation.

By: \_\_\_\_\_

Attest \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Direct document inquiries to the Division of Transportation at 815-334-4960 or FAX 815-334-4989.**

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID RR  
CO01

DATE (MM/DD/YYYY)  
MM/DD/

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED McHenry County Division of Transportation 16111 Nelson Road Woodstock, Illinois 60098	INSURER A:	Acme Insurance Co.
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURED'S LTR	INSURED	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY	ABC 1234567	01/01/04	01/01/05	EACH OCCURRENCE	\$ 5,000,000
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners/Contractor <input type="checkbox"/> Protective Liab. GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000	
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$	
A	X	EXCESS/UMBRELLA LIABILITY	DEF 1234567	01/01/04	01/01/05	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 DEDUCTIBLE \$ RETENTION \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: Project name/location \_\_\_\_\_ . Named insured under this Owner's/Contractor's Protective Policy are: (1) McHenry County Division of Transportation, its employees, agents, and McHenry County is the Owner.

### CERTIFICATE HOLDER

### CANCELLATION

McHenry County Division of Transportation 16111 Nelson Road Woodstock, Illinois 60098	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  REPRESENTATIVES: AUTHORIZED REPRESENTATIVE
---	--

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID RR

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURED

Subcontractor or Vendor Name  
address  
City, State, Zip  
address

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Acme Insurance Co.

INSURER B:

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADDT	LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X			<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ABC 1234567	01/01/04	01/01/05	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A				<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	ABC 1234567	01/01/04	01/01/05	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
				<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	X			<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	DEF 1234567	01/01/04	01/01/05	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
A				<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	SAMPLE 123456	01/01/04	01/01/05	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER EL EACH ACCIDENT \$ 500,000 EL DISEASE - EA EMPLOYEE \$ 500,000 EL DISEASE - POLICY LIMIT \$ 500,000
				<b>OTHER</b> Special Event IF APPLICABLE)	SAMPLE 123456	01/01/04	01/01/05	1,000,000 per occ.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Re: Project name/location \_\_\_\_\_, McHenry County, McHenry County Division of Transportation, its agents, and employees are additional insured with regard to General Liability and Umbrella coverages on a primary and non-contributory basis.

### CERTIFICATE HOLDER

### CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL #30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

REPRESENTATIVES,  
AUTHORIZED REPRESENTATIVE

**RECOMMENDED INITIAL RESIDENT ENGINEER LETTER**

(COMPANY LETTERHEAD)

(Date)

(Project Name)  
(County Highway Name)

The following information is offered in compliance with the requirements and procedures of the McHenry County Access Control and Right-of-Way Management Ordinance:

Company Name:  
Resident Engineer Name:  
State of Illinois P.E. Registration #:  
Address:  
Phone:  
E-mail Address:

\_\_\_\_\_ will be the Resident Engineer for the above-referenced project with regard to work on and within the county highway and right-of-way. The Resident Engineer will make or cause to be made the necessary inspections to verify the work is being constructed according to plans and permit and will, upon completion of the permitted work, certify in writing that the work was completed as specified in the approved plans and permit. The Resident Engineer will also make a written request to the McHenry County Division of Transportation for an inspection of the completed work on and within the county highway and right-of-way.

Please feel free to contact me if you have any questions regarding this notification.

Sincerely,

(Name)  
(Title)

**RECOMMENDED CERTIFICATION LETTER AND REQUEST FOR INSPECTION**

(COMPANY LETTERHEAD)

(Date)

(Project Name)  
(County Highway Name)

In accordance with the requirements and procedures of the McHenry County Access Control and Right-of-Way Management Ordinance, as Resident Engineer, I have completed an on-site inspection and observation of the construction for the above-referenced project work on and within the county highway and right-of-way and hereby certify that the work has been completed in accordance with the terms of the permit and plan requirements and hereby request an inspection by the McHenry County Division of Transportation.

Please feel free to contact me if you should have any questions or require any additional information regarding this notification and request.

Sincerely,

(Name)  
(Title)

SAMPLE