



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

May 7, 2021

PROGRAM DEVELOPMENT
Utility Permits

Dear Sir or Madam:

IDOT District 7 has received clarification from the Bureau of Business Services Section, Document Service Unit in Springfield that electronic typed signatures and dates will no longer be accepted. Until further notice District 7 will accept only a handwritten date and signature of your company's representative on permit applications. Please keep in mind that we will continue to accept a scanned emailed copy of the application form, but the signature must be originally signed and dated prior to scanning to be eligible for processing.

The Document Service Unit is working toward a digital signature capability for our permit applications. We thank you for your patience as this process unfolds.

If you have any questions, please contact the Utility Permit Office, Ms. Elly Osborne by phone at 217-342-8310 or Ms. Kitty Adye at 217-342-8338 or by e-mail at Dot.D7.Permits@illinois.gov.

Very truly yours,

Jeffrey P. Myers, P.E.
Region Four Engineer

By:

A handwritten signature in blue ink that reads "Gregory D. Jamerson".

Gregory D. Jamerson
Program Development Engineer

EO: lb



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

August 22, 2019

PROGRAM DEVELOPMENT

Utility Permits

Dear Sir or Madam:

To serve our customers better and provide fast, reliable information, the utilities permit application is now a fillable form. When submitting utility permit applications, please use the most recent permit application form. Please use the following web link to access the latest utility permit application <http://www.idot.illinois.gov/Assets/uploads/files/IDOT-Forms/OPER/OPER%201113.pdf>. The fillable form is easier to complete because any field will expand if more room is needed. Also note, there is now a field at the bottom of the second page for a utility contact e-mail address. Submit a completed and signed utility permit application to our utility permits unit.

The customer information packet along with the following web link to the Accommodations of Utilities Manual, <http://www.idot.illinois.gov/doing-business/permits/utility-permits/index>, provide further helpful information regarding utility permits.

If you have any questions, please contact the utility permit office, Ms. Elly Osborne by phone at 217-342-8310 or Ms. Kitty Adye at 217-342-8338 or by e-mail at dot.d7.permits@illinois.gov.

Very truly yours,

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Gregory D. Jamerson, P.E.
Program Development Engineer

EO: lb



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

August 20, 2018

PROGRAM DEVELOPMENT Utility Permits

Dear Sir or Madam:

The Illinois Department of Transportation (IDOT) District 7, has recently implemented changes to the utility permit process. District 7 will now require information submitted from the utility companies or their representatives to more closely resemble past operating procedures as described in the Accommodations Manual. Utility permit applications will now be reviewed by the department to ensure that a detailed description of work, GPS information, appurtenance placement, as well as drawings with accurate distances and dimensions are included. A labeled aerial photo will no longer be considered sufficient information to process a utility permit.

When submitting utility permit applications, please use the most recent permit application form. A customer information package has been attached to this email that may aid in the utility permit process. Also attached is the most recent permit application form and helpful links to use for permit research during the design of utility plans.

In addition, the IDOT District 7 Utility Permits Unit is pleased to announce new procedures to expedite approved utility permit delivery. District 7 will no longer mail hard copies of approved utility permits; instead, all approved utility permit applications will be e-mailed to the applicant once the work is approved for construction. To ensure that appropriate personnel receive newly approved utility permits, simply place the recipient's e-mail information in the top right-hand corner of the updated permit application form.

District 7 appreciates your patience during this transition. The attached customer information outlines submission requirements, which will ensure that the proper information is submitted for timely utility permit processing.

Very truly yours,

A handwritten signature in blue ink that reads "Jeffrey M. South".

Jeffrey M. South, P.E.
Region Four Engineer

By:

A handwritten signature in blue ink that reads "Gregory D. Jamerson".

Gregory D. Jamerson, P.E.
Program Development Engineer

EO: lb



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

July 19, 2018

PROGRAM DEVELOPMENT

Utility Permits

Dear Sir or Madam:

Illinois Department of Transportation (IDOT) has a new online tool that shows the statewide jurisdictional mapping. This tool may be used as an aid in determining jurisdiction of routes throughout the state.

A permit is required when utility companies want to use IDOT highway rights-of-way. To determine if IDOT has jurisdiction and if a permit will be necessary, read and follow these instructions:

1. Follow the link below to the **Utility Permits Page**.
2. Near the middle of the page, on the right, click the **"Reference"** tab.
3. On that page there will be several options. At the bottom, find and select the **"Jurisdictional Mapping"** arrow to open additional information.
4. In the middle of the paragraph, find the **light blue Jurisdictional Mapping Link**. Following this link will lead to the State of Illinois Road Jurisdictional Mapping with the roadways color coded.

<http://www.idot.illinois.gov/doing-business/permits/utility-permits/index>

If you have any questions, please contact the Utility Permit Office, Ms. Elly Osborne by phone at 217-342-8310 or Ms. Kitty Adye at 217-342-8338 or by e-mail at Dot.D7.Permits@illinois.gov.

Very truly yours,

Handwritten signature of Jeffrey M. South in blue ink.

Jeffrey M. South, P.E.
Region Four Engineer

By:

Handwritten signature of Gregory D. Jamerson in blue ink.

Gregory D. Jamerson, P.E.
Program Development Engineer

EO: lb



Illinois Department of Transportation

Office of Highways Project Implementation / Region 4 / District 7
400 West Wabash / Effingham, Illinois 62401-2699

April 24, 2020

PROGRAM DEVELOPMENT

Utility Permits

Dear Sir or Madam:

Illinois Department of Transportation (IDOT) District 7 has good news! IDOT District 7 has placed all right-of-way (ROW) sheets on our SharePoint site.

This information has been provided for your convenience; however, it does not relieve the user from doing due diligence in research if it is apparent that the published ROW information is in conflict with the actual field conditions. To access these sheets, please complete the following steps.

***FOR ILLINOIS RESIDENTS ONLY: ***

1. Navigate to <http://id.illinois.gov> and sign up for an Illinois SharePoint user ID and password.
2. Once a user ID is assigned, send it to John Davidson at John.M.Davidson@illinois.gov. IDOT District 7 will then grant you permission to the SharePoint ROW site.
3. You may then access IDOT District 7 ROW sheets at <https://dot.partner.illinois.gov/landacquisition/d7/row/default.aspx>.

***FOR NON-ILLINOIS RESIDENTS: ***

If you do not already have an Illinois ID or Illinois Driver's License, please reply to John Davidson at John.M.Davidson@illinois.gov with the below information to have an ID created for you. Once you are added to the system, you can research the ROW sheets at <https://dot.partner.illinois.gov/landacquisition/d7/row/default.aspx> at your convenience. Please allow up to five business days for your ID to be created.

- Name:
- Email:
- Phone:
- Company:
- Address:

Page -2-
April 24, 2020

If you have any questions about the ROW sheets please contact the Chief of
Plats and Plans, John Davidson, at 217-342-8340 or e-mail:
John.M.Davidson@illinois.gov.

Very truly yours,

Jeffrey P. Myers, P.E.
Region Four Engineer

By:



Gregory D. Jamerson, P.E.
Program Development Engineer

EO:lb

What information is needed to issue a utility permit?

1. A signed permit application.
2. The permits need to be requested by the county the work will be in and the what route it is on. We do not accept permits for multiple counties or multiple routes. That is the way the information is sorted in our database.
3. In the description area of the application include detailed information about the work, materials and the location of the work.
4. Attach a sketch of the work that includes;
 - a. The state highway right of way.
 - b. The centerline of the road.
 - c. A distance from the centerline of the two closest side roads to the start and stop of work include dimensions to the work area.
 - d. Proposed work location dimensioned to the right of way.
5. If you decide to use GPS points they need to be where the work starts, stops, any bores and any location changes.
6. Include a cross section if the utility will be under or over the pavement or structure.
7. Attach a location map showing the closest town and work area. Include any information that will assist in locating the work area.
8. Keep all of the work in the back 8' of the ROW.
9. Keep all of the appurtenances within the back 1' of the ROW.
10. If you are directional boring include a cross section.
11. Bores must be 36" deep under the lowest elevation.
12. Keep bores out from under or 10' away from the ends of culverts.
13. Give the distances from the centerline of the two closest side roads to the start and stop of work.
14. If you decide to use GPS points: give points where the work starts, stops, any bores, any location changes and include a location map using the GPS points your company provides.

UTILITY PERMIT SUBMITTAL TIPS ON CONVENTIONAL HIGHWAYS

In order to improve the processing time for applications for permit, we request your plans include the following information:

- Centerline of existing pavement.
- The width of existing State Right-of-way from the centerline.
- Highway stationing (numbers stamped in the pavement every two hundred and fifty feet on one side of the road or the other to measure distance) where the utility will be located.
- Horizontal location of proposed utility from the Right-of-way line.
- Type and size of fiber optic. If the fiber is to be installed in encasement then also include type and size of encasement.
- Depth – 36 inches below existing ground line, and the distance from any pavement or structures. Please remember that future roadway projects could have ditch cuts that would require the fiber to be relocated, so the deeper the better for everyone.
- If utility crosses under the pavement, a cross section should be shown indicating the existing pavement, the flow line of the highway ditches, and the Right-of-way with the proposed depth below the flow line of the ditch or the lowest part of the terrain.
- Facilities shall not be located in the flow line of ditches.
- If utility crosses under the pavement, the location of the bore pits from the edges of the existing pavement should be shown. The depth of the bore pit should also be shown.
- Method of installation – direct bury (plow or trench) or directional bore (prefer directional bore)
- A distance from two known points of reference such as a crossroad, city street, or structure locating the proposed utility. Locating the work on a sheet from the county plat book would also be of assistance.
- Offset to right-of-way (prefer fiber to be installed as close to right of way as possible)
- Hand hole locations – typical drawing of hand hole dimensions and depth
- Overhead pole information if attaching to existing poles or installing new poles.
- Open cutting of pavement will not be allowed.
- Fiber optic markers shall be installed along the new facility.
- Tree trimming/removal locations – these are sent to our landscape department for approval, there are also tree replacement policies.
- Bridge attachments – District 7 must send these to our Springfield office for approval and require a fee to attach. This is a lengthy process.
- Be aware that farm tiles may be damaged during the installation process, repair will be required. Damage may not be known until well after the installation is complete.
- When crossing railroad property, the permit applicant is required to obtain railroad approval. Fees are required. This is a lengthy process.
- A bond may be required.

To speed up your application time provide specific information by answering the following questions below:

All Permits

Indicate what type of work are you doing on the application? Be specific.
All utilities must be within 8 feet of ROW.
No utility is allowed in the shoulder, foreslope or flow line (bottom) of the ditch.
Include a location map with distances to the nearest crossroads or driving directions specific location?
Include a sketch/drawing of the work to be done?
What are the dimensions from the centerline to proposed work?
What are the dimensions from the proposed work to the ROW?
Is ROW line indicated on the drawing?
Is the Centerline indicated on the drawing?
Is Edge of Pavement (EOP) indicated on the drawing?
Did you get stationing off the roadway for the area of work?
Will there be appurtenances, other equipment or additional objects installed? (Describe appurtenance and indicate locations on the drawing)

BORE

Did you:
Include a cross section drawing?

Indicate bore depth?
Under the flow line of the ditch or lowest point.

36" minimum under highways.
48" under interstate

Indicate the size and depth of bore.
pits and hand holes on drawing.

What is the dimension of the pit
from EOP?

What is the dimension of the pit
from ROW?

Will this be encased? What with?

Indicate method of installation on
the plans?

COMMUNICATIONS

Did you:
Indicate what will be installed?
Pole, fiber, copper or copper/fiber etc.

Show the installation route?

Indicate method on installation on
the drawing?

How many pair of copper?
How many strands of fiber?

Did you indicate pole placement?
Pole height?
Attachment height?
Measurement from EOP?
Measurement from ROW?

If crossing over pavement, did you
indicate the line height on the
drawing?
18 feet minimum over highways
20 feet over Interstate

GAS/WATER/SEWER

Did you:
Indicate what size will be installed?

Will this be under pressure?
What is the proposed operating
pressure?

What type of encasement will be
used? (Steel, HDPE, Yelomine,
etc.)

Indicate method of installation on
the plans?

ELECTRIC

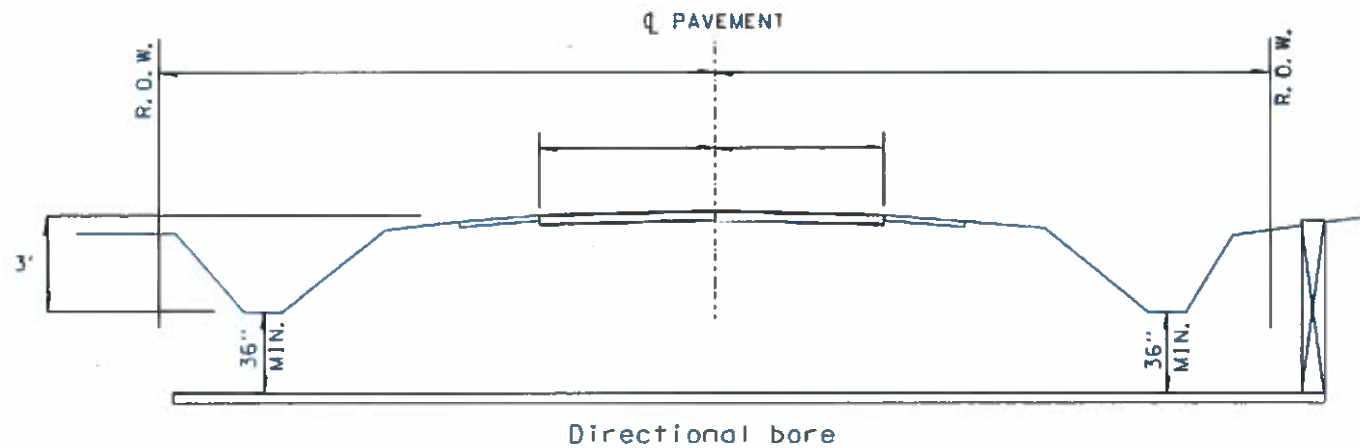
Did you:
Indicate the voltage?
Service or Transmission?
Size of transmission?

Indicate poles and measurements
from EOP and ROW on drawing?

If crossing over pavement did you
indicate the line height on the
drawing?
18 feet minimum over highways.
20 feet on Access Control

If crossing under did you show the
path you are boring on your
drawing? With depths? (also refer
to bore column)

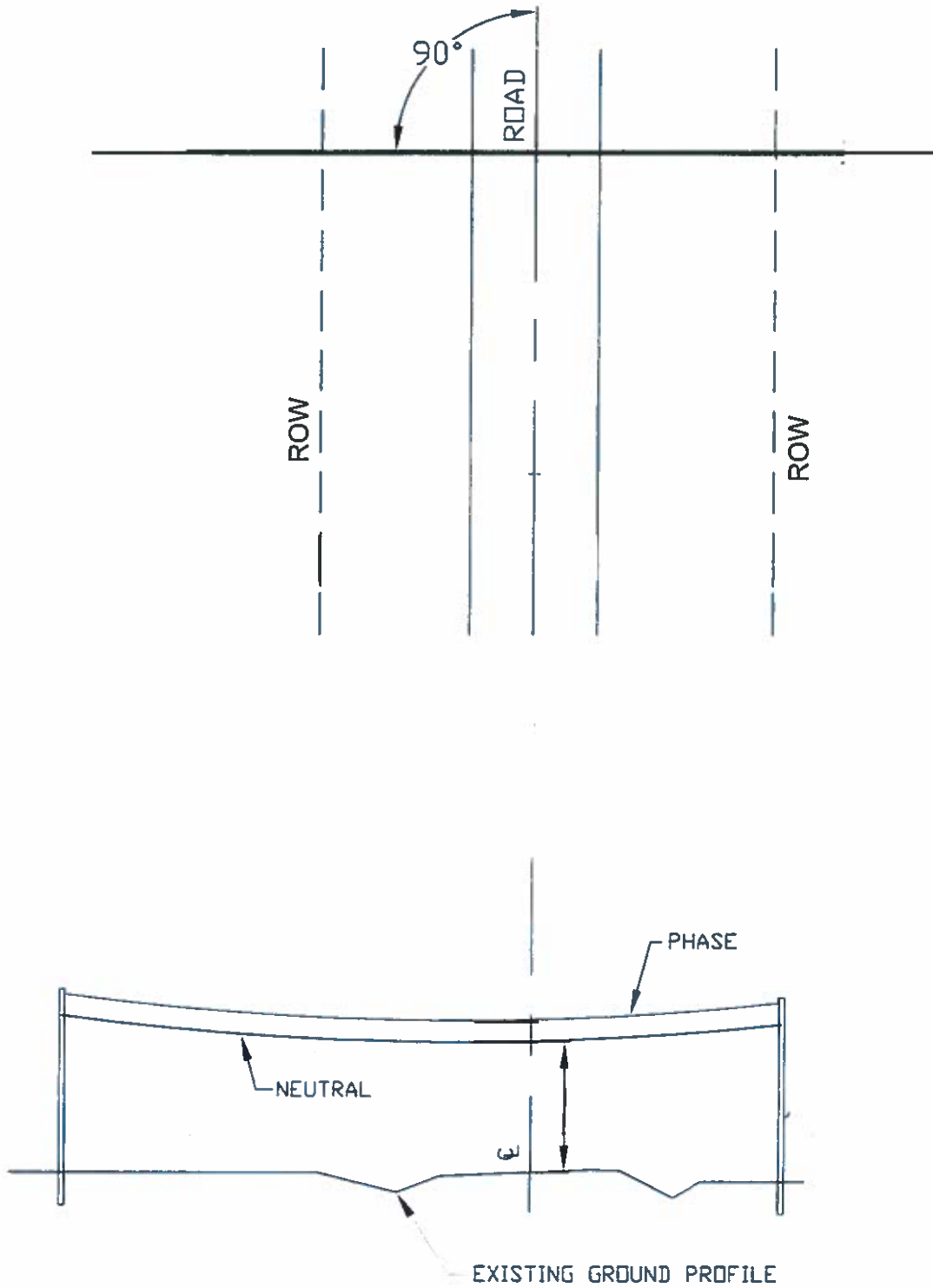
Example Cross Section



Things to Indicate on the Drawing

1. What depth is the bore under the flow line of the ditch (or) lowest point?
2. Indicate bore pits and hand holes on drawing.
3. What is the dimension of the pit from edge of pavement?
4. What is the dimension of the pit from ROW?
5. Will the line be encased? If so, what type of encasement are you using?
6. If the line is under pressure, what is the operating psi, psig?

Line must be at a 90 Degree angle to roadway.
Line must be 18 feet minimum (Conventional Highway) (or) 20 feet minimum on Access Control above the highest elevation of roadway.
All appurtenances must be within 1 foot of ROW.





Utility Permit



09.121.0016

IDOT Public Improvement Yes No

IDOT Permit No.

Utility Reference No.

Name of Applicant	E-mail
I (We) <input type="text"/>	<input type="text"/>

Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

hereinafter termed the Permittee, request permission and authority to occupy, and to do certain work herein described on, the right-of-way of the State highway known as _____, Section _____, in _____ County.

State Plane Coordinates Begin _____ End _____

The work is described in detail below and/or on the attached sketch or plans.

This permit covers the operation and presence of specified equipment, material or facility on the right-of-way that may be related to the authorized work. A copy of this permit must be present when crews or equipment occupy highway right-of way. Failure to comply may result in the cessation of all construction.

This permit is subject to conditions and restrictions of Part 530 of Title 92 of the Illinois Administrative Code, Accommodation of Utilities on Right-of-Way of the Illinois State Highway System. The removal, relocation or modification of facilities permitted to occupy the right-of-way is governed by Section 9-113 of the Illinois Highway Code, as amended by Public Act 92-0470. The Permittee agrees to comply with the requirements of these laws and with all terms and conditions established by this permit. This permit is subject to revocation by the Department on violation of the terms and conditions governing its use.

Signature of Agent for Permittee	Date
<input type="text"/>	<input type="text"/>

Name of Permittee or Agent (Print or Type)

Mailing Address

City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

The work authorized by this permit shall be completed by _____ or within _____ calendar days (180 days max.) after the date of approval by the Department, otherwise the permit will be considered null and void.

Public Improvement Projects only: The anticipated letting date is _____

The permit allowing occupancy and work on state right-of-way is approved. The Utility Coordination Council established by the Department in the area covered by this permit is the district in which the permit was issued.

Department of Transportation	Date
<input type="text"/>	<input type="text"/>

This permit is subject to the conditions and restrictions **established in accordance with the Illinois Highway Code and Part 530** of Title 92 of the Illinois Administrative Code including but not limited to the following:

- (1) The applicant represents all parties in interest and shall furnish material, do all work, pay all costs and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any landscape restoration necessary. (See Section 530.250 of Title 92).
- (2) The proposed work shall be located and constructed to the satisfaction of the Regional Engineer or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Regional Engineer or his duly authorized representative (See Section 530.200 of Title 92). **In certain circumstances the Department may require that the construction plans and/or the as-built documents be sealed by an Illinois Registered Professional Engineer.** Typical of such projects would be petroleum or gas pipelines.
- (3) The applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the applicant. (See Section 530.240 of Title 92).
- (4) The applicant must ascertain the presence of Highway Authority Agreements established in accordance with 35 Ill. Admin. Code Section 742.1020 in the path of its proposed installation and take precautions to protect its workers, human health and the environment in those areas. (See Section 530.240 of Title 92). Where contamination is encountered through excavation in the ROW, it should be managed offsite and IDOT's generator number for the appropriate county may be used.
- (5) The applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the Regional Engineer or his duly authorized representative. (See Section 530.600 of Title 92).
- (6) The facilities authorized to occupy the right-of-way by this permit are subject to removal, relocation or modification by the permittee at no expense to the State on notice given by the Department in accordance with Section 9-113 of the Illinois Highway Code, as amended. Participation by the permittee in the UTILITY Coordination Council identified on page one of this permit is required as a condition of this permit. Permittee shall cooperate with the Department with the scheduling of any removal, relocation or modification deemed necessary for highway or highway safety purposes, and, if Utility Coordination Council participation is required by this permit, with the activities of the council identified on the first page of this permit. (See Section 9-113 of the Illinois Highway Code.) Use of and compliance with current IDOT Traffic Control Standards will be required.
- (7) If the applicant and the District cannot agree either on whether the permit should be issued or on what conditions would be appropriate, the applicant may, within 30 days of the issuance of written notice of the District's position, appeal the District's determination to the Chief of the Department's Central Bureau of Operations. (See Section 530.900 of Title 92).
- (8) The permittee agrees to fully comply with the following legal obligations in advance of entering and while upon any Right-of-way within the Illinois State Highway System.
 - a) Only a permit issued by the Department under this Part will satisfy the "written consent" requirement of Section 9-113 of the Illinois Highway Code (the Code).
 - b) A permit from the Department grants a license only to undertake certain activities in accordance with this Part on a State right-of-way, and does not create a property right or grant authority to the permittee to impinge on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is owned as an easement or dedication of right of way, an owner of an easement, or another permittee.
 - c) It shall be the responsibility of the permittee to ascertain the presence and location of existing above-ground or underground facilities on the highway right-of-way to be occupied by their proposed facilities. The Department will make its permit records available to a permittee for the purpose of identifying possible facilities. When notified of an excavation or when requested by the Department, a permittee shall locate, physically mark, and indicate the depth of its underground facilities within 48 hours excluding weekends and holidays.
 - d) The permittee shall avoid conflicts with any existing underground or above-ground facilities on or near the highway right-of-way. Both the Department and J.U.L.I.E. are to be contacted for assistance during the application process.
 - e) The permittee shall comply with all other applicable laws relating to the placement of utility lines.
 - f) The issuance of a utility permit by the Department does not excuse the permittee from complying with any existing statutes, local regulations or requirements of other Department (e.g., oversize and overweight vehicles) or the requirements of other State agencies including, but not limited to, the following:
 Illinois Commerce Commission, Illinois Department of Agriculture
 Illinois Department of Natural Resources, Illinois Department of Mines and Minerals
 Illinois Environmental Protection Agency, Illinois Historic Preservation Agency
 - g) Rights of abutting and underlying property owners are protected by common law and Sections 9-113 and 9-127 of the Code. The permittee will address these rights prior to initiating activities on State right-of-way. The Department will not be a party in any negotiations between the utility and abutting property owners.
 - h) In no case shall the permit give or be construed to give an entity any easement, leasehold or other property interest of any kind in, upon, under, above or along the State highway right-of-way.
 - i) Each person responsible for a utility, in place on the effective date of this Part, on a State highway right-of-way shall notify the Department in writing, if that facility does not comply with this Part. The Department shall treat such a notice as a request for a variance under Section 530.130. Until informed that a variance will not be granted, a person responsible for a pre-existing utility will not be in violation of this Part. The failure to provide such notice constitutes a violation of this Part and of the utility accommodation permit (if any) and would justify the imposition of the sanctions set forth in Section 530.810.

Work to be coordinated with Department Representatives:

	Phone
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	Phone
--	-------

Utility Contact Person/E-mail

	Phone
--	-------

Work to be done by:

Contractor

Daytime Phone

Emergency Phone

Traffic control operation:

Number of lane closures

Time of closures

OPER 1113: Utility Permit Instructions

IDOT Public Improvement: Please indicate whether the work in this permit is as a result of Department-initiated improvements.

IDOT Permit No.: To be completed by IDOT personnel (please leave blank).

Utility Reference No.: Please indicate the utility company's reference number for the project / work order (if applicable).

Name of Applicant: Please enter the name of the entity that is applying for the associated permit (the entity that will ultimately be responsible for maintenance of the installed utility). This entity must be a municipality and/or utility owner.

E-Mail Address: Please enter the e-mail address of the individual or general mail box where the executed permit should be sent (if applicable).

Mailing Address: Please enter the applicant's mailing address.

City: Please enter the applicant's city.

State & ZIP: Please enter the applicant's state and ZIP code.

State Highway Known As: Please enter either the route common name (e.g. US 36) or Federal Aid route number (e.g. FAP 323) for the highway that you are requesting to occupy.

Section: If known, please enter the Department's section designation for the portion of the highway that you are requesting to occupy.

County: Please indicate which county or counties your requested right-of-way occupation will be within.

Location Reference: From the drop-down, please indicate which type of reference data you will be providing to more accurately affix the location of the right-of-way occupation. It is understood that location maps and plan sheets included with your submittal will also provide an accurate location of the occupation.

•**Location Reference:** If using location reference, please identify the side road intersections nearest the beginning and ending locations of the requested occupation, as well as the distance and direction to these sideroads (e.g. Begin 500 feet east of Williams Street; End 250 feet west of Fourth Avenue).

•**Latitude / Longitude:** Please indicate the latitude / longitude (to 6 decimal places) of the beginning and ending locations of the requested occupation.

•**IDOT Stationing:** Please indicate the stations corresponding to the beginning and ending locations of the requested occupation. This information can typically be found on the roadway pavement placed at 250-foot intervals or on right-of-way plats (where available).

•**State Plane Coordinates:** Please indicate the coordinate corresponding to the beginning and ending locations of the requested occupation. Provided coordinates must be in accordance with the current version of the IDOT Survey Manual.

Description of Work: Please describe the work proposed as part of the right-of-way occupancy. Include location information and the IDOT Contract Number (if applicable and/or known). Indicate the utility type, size and lengths as well as whether the requested occupancy is parallel, crossing or both.

Signature of Permittee or Agent & Date: As the permittee or agent, please sign and date the utility permit application.

Name of Permittee or Agent: Please type or print the name of the permittee or agent.

Mailing Address: Please enter the permittee or agent mailing address.

City: Please enter the permittee or agent city.

State: Please enter the permittee or agent state.

ZIP: Please enter the permittee or agent ZIP code.

Work Timeframe: Please enter the anticipated completion date or number of days needed complete the work described in this permit application.

Anticipated Letting Date: Where an IDOT Public Improvement Project triggered the initiation of the proposed occupancy, please indicate the underlying project's letting date (if known).

Signature and Date of Illinois Department of Transportation: To be completed by IDOT personnel (please leave blank).

Work to be Coordinated with Department Representatives: Where additional coordination with Department personnel may be necessary as part of proposed utility occupation on right-of-way, their contact information may be listed in this area. To be completed by IDOT personnel (please leave blank).

Utility Contact Person / E-Mail: Please enter the name, e-mail address and phone number of the utility contact person responsible for the work shown in this permit. This person should be able to answer questions that may arise during permit application review.

Work to be Done by Contractor: Where installation of the utility that you are requesting occupancy for will be completed an independent contractor, please enter the contractor's name and phone numbers as indicated.

Traffic Control Operation:

•**Number of Lane Closures:** Please indicate the number of lane closures anticipated for the proposed utility installation and occupancy. This number should include both the number of lanes to be closed as well as the number of times that the lanes are anticipated to be closed (e.g. 1 lane @ 4 occurrences).

•**Time of Closures:** Please indicate the anticipated timing of the proposed closures (e.g. 7am to 4pm).