



# 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,

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

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](mailto: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:

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July 19, 2018

## 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 Rob Macklin at [Rob.Macklin@illinois.gov](mailto:Rob.Macklin@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: \***

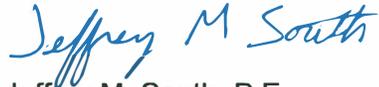
If you do not already have an Illinois ID or Illinois Driver's License, please reply to Rob Macklin at [Rob.Macklin@illinois.gov](mailto:Rob.Macklin@illinois.gov) with the below information to have an ID created for you. Once you are added to the system, you can research the ROW sheets at <https://dot.partner.illinois.gov/landacquisition/d7/row/default.aspx>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

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

If you have any questions about obtaining an ID, please contact the Land Acquisition Engineer, Rob Macklin, at 217-342-8245 or e-mail [Rob.Macklin@illinois.gov](mailto:Rob.Macklin@illinois.gov).

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](mailto:John.M.Davidson@illinois.gov).

Very truly yours,



Jeffrey M. South, 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. In the description area of the application include detailed information about the work, materials and the location of the work.
3. Attach a sketch of the work that includes the state highway right of way, centerline of the road and a distance to the two closest side roads with dimensions to the work area.
4. Include a cross section if the utility will be under or over the pavement or structure.
5. Attach a location map showing the closest town and work area. Include any information that will assist in locating the work area.

It is always helpful if the work area has visual markings. There are several different types of visuals you can use for example; poles that have been taped, lathe, spray paint, pavement markings, etc.

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**

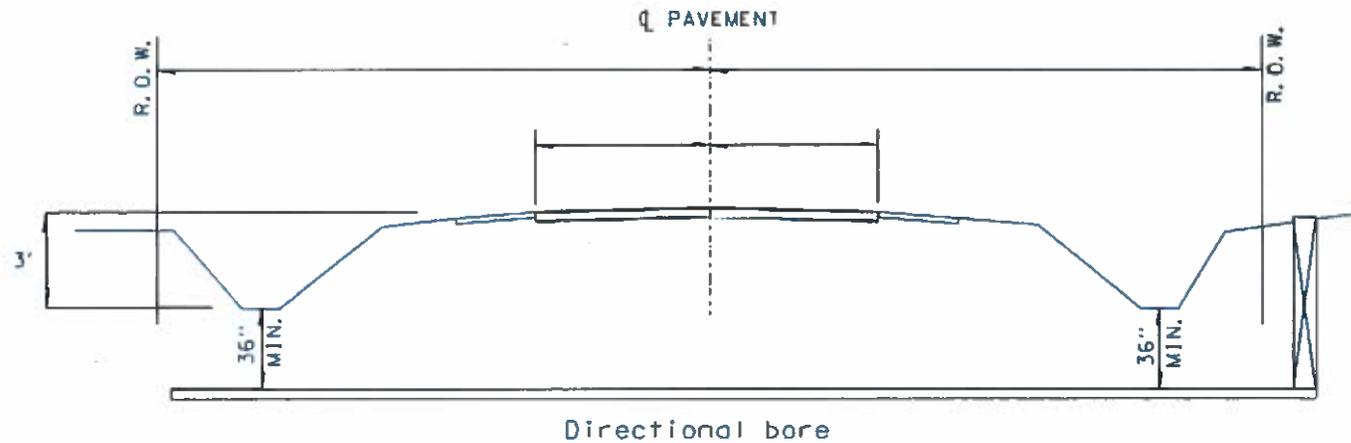
Did you:  
 Indicate the voltage?  
 Service or Transmission?  
 Size of transmission?  
 Indicate poles and measurements from EOP and ROW on drawing?  
 If crossing over pavement did you indicate the line height on the drawing?  
 18 feet minimum over highways.  
 20 feet on Access Control  
 If crossing under did you show the path you are boring on your drawing? With depths? (also refer to bore column)

## 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.

## Example Cross Section



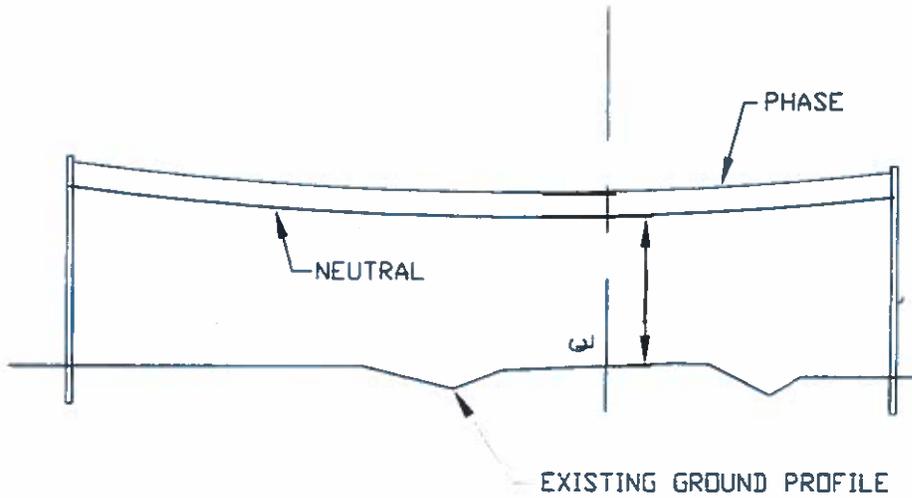
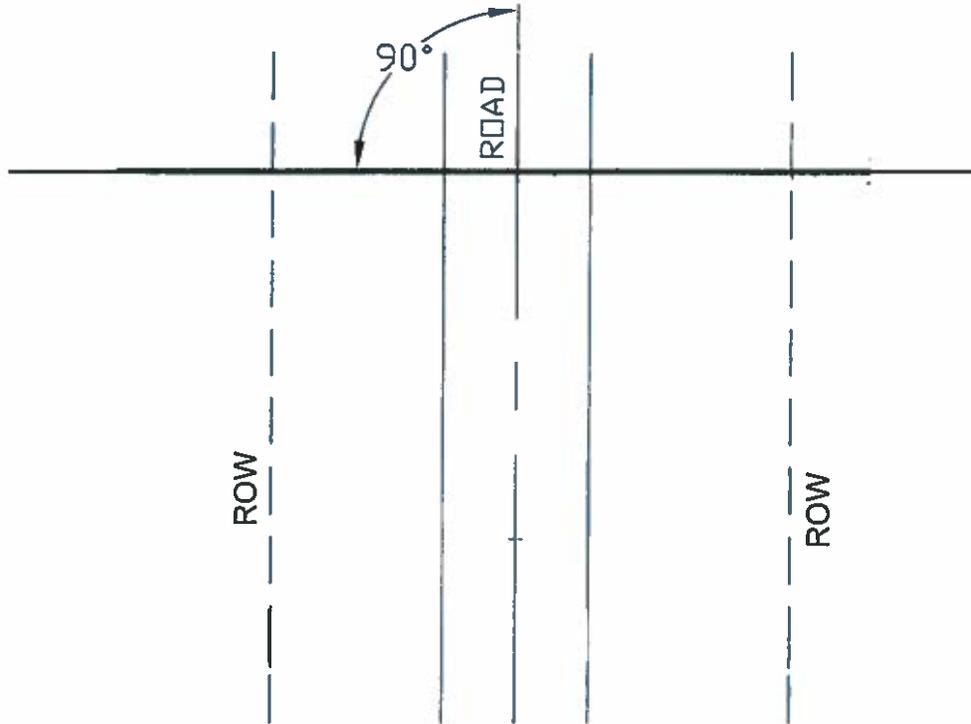
### Things to Indicate on the Drawing

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

A Public Improvement  Yes  No  
B IDOT Permit No. \_\_\_\_\_  
Utility Reference No. \_\_\_\_\_

I (We) \_\_\_\_\_ 1 \_\_\_\_\_ , \_\_\_\_\_ 2 \_\_\_\_\_  
Name of Applicant Mailing Address

\_\_\_\_\_ 3 \_\_\_\_\_ , \_\_\_\_\_ 4 \_\_\_\_\_ , hereinafter termed the Permittee,  
City State & Zip

request permission and authority to occupy, and to do certain work herein described on, the right-of-way of the State highway  
known as \_\_\_\_\_ 5 \_\_\_\_\_ , Section \_\_\_\_\_ 6 \_\_\_\_\_ ,  
from \_\_\_\_\_ 7 \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ 8 \_\_\_\_\_ County.

The work is described in detail below and/or on the attached sketch or plans.  
Latitude/Longitude: From \_\_\_\_\_ 9 \_\_\_\_\_ To \_\_\_\_\_

10

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.

\_\_\_\_\_ 11 \_\_\_\_\_  
Signature of Agent for Permittee Date  
1a  
\_\_\_\_\_  
Name of Permittee (Print or Type)  
2a  
\_\_\_\_\_  
Mailing Address  
3a  
\_\_\_\_\_  
City State Zip

The work authorized by this permit shall be completed by \_\_\_\_\_ or within 12 days 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 \_\_\_\_\_

This 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 \_\_\_\_\_

\_\_\_\_\_  
Department of Transportation Date

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.

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Work to be coordinated with Department Representatives:

<u>Elly Osborne (Utility Permits)</u>	Phone	<u>(217) 342-8310</u>
<u>Kitty Adye (Utility Permits)</u>	Phone	<u>(217) 342-8338</u>

Utility Contact Person: \_\_\_\_\_ 13 \_\_\_\_\_ Phone ( ) 14

Work to be done by:

Contractor: \_\_\_\_\_ 15 \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Emergency Phone: ( ) \_\_\_\_\_

Traffic control operation:

Number of lane closures: \_\_\_\_\_ 16 \_\_\_\_\_ Time of closures: \_\_\_\_\_

# Permit Application Information Sheet

\*E-mail of the permit recipients (Top Right Corner)

- A. Public Improvement: Yes = IDOT Project Coordination  
No = Utility Company Project
- B. Utility Reference Number: Utility Company Project Name/Number

- 1) Name of Utility Company/Applicant: The Utility Companies Information
- 2) Mailing Address of Utility Company:
- 3) City of Utility Company/Business:
- 4) State/Zip:
- 5) Known as: Marked State Route (IL/US) Name and Number (51/130)
- 6) Section: (IDOT Provides) A number or Letter series created for that section of the roadway
- 7) Station: Numbers in the pavement approximately 250' apart
- 8) County: County where work will be performed.
- 9) Lat & Long: Global Positioning System for location must be accurate
- 10) Description area: Detailed information about what is being done and where. Give the directions from the nearest town or city.
- 11) Signature: Signature of the signatory/agent for the utility company and date

(Signature area bottom right)

- 1a) Company/Applicant: The Utility Companies Information
- 2a) Mailing Address: Can be different from above (satellite office etc.)
- 3a) City/State/Zip:

12) Completion Date or number of days (no limit on the date)

## **PAGE 2**

- 13) Permits Unit Contact Information: District 7 Contact Information
- 14) Utility Person Contact information: The contact and phone number if IDOT has questions
- 15) Contractor Information: Once awarded e-mail this information in.
- 16) Lane Closure/Traffic Control: Please indicate Traffic Control Operations. If lane closures are going to be required for the utility work, include the number of lane closures and approximate time of the closures. If applicable, and time (am to pm).



Utility Permit

Public Improvement  Yes  No

IDOT Permit No. \_\_\_\_\_

Utility Reference No. \_\_\_\_\_

I (We) \_\_\_\_\_, \_\_\_\_\_  
Name of Applicant Mailing Address

\_\_\_\_\_, \_\_\_\_\_, hereinafter termed the Permittee,  
City State & Zip

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 \_\_\_\_\_,  
from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ County.

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

Latitude/Longitude: From \_\_\_\_\_ To \_\_\_\_\_

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.

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\_\_\_\_\_  
Signature of Agent for Permittee Date

\_\_\_\_\_  
Name of Permittee (Print or Type)

\_\_\_\_\_  
Mailing Address

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

The work authorized by this permit shall be completed by \_\_\_\_\_ or within \_\_\_\_\_ days after the date of approval by the Department, otherwise the permit will be considered null and void.

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- (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).
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- (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).
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  - 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:

<u>Elly Osborne (Utility Permits)</u>	Phone	<u>(217) 342-8310</u>
<u>Kitty Adye (Utility Permits)</u>	Phone	<u>(217) 342-8338</u>

Utility Contact Person: \_\_\_\_\_ Phone ( )

Work to be done by:

Contractor: \_\_\_\_\_  
 Daytime Phone: ( ) Emergency Phone: ( )

Traffic control operation:

Number of lane closures: \_\_\_\_\_ Time of closures: \_\_\_\_\_