



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 10, 2007

CIRCULAR LETTER 2007-11

ELECTRONIC ENVIRONMENTAL SURVEY REQUEST SUBMITTAL

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS
CONSULTING ENGINEERS

Beginning August 20, 2007 the central Bureau of Local Roads and Streets (CBLRS) will accept electronically-submitted Environmental Survey Requests (ESR) for processing. Beginning November 1, 2007 all ESR submittals will be made electronically unless special circumstances arise and the submission of paper copies is approved by the respective district and CBLRS.

The process of completing the online ESR form remains the same; however, once completed, the ESR form should be electronically submitted to the appropriate district office.

Also, instead of submitting multiple paper copies of the exhibits/supporting documentation, the local agency/consultant will submit electronic copies of the information to the appropriate district's File Transfer Protocol (FTP) site. The local agency/consultant will need to contact the appropriate district to receive the address of the FTP site. All exhibits/supporting documentation should be provided as file(s) in Portable Document Format (.pdf) within a single folder. [Use Adobe PDF or Acrobat Distiller software to change a .doc, .gif, or .jpg file to a .pdf file.] The folder should be labeled with the name of the street, road, or route being submitted.

After uploading the folder to the district's FTP site, the local agency/consultant will need to e-mail the appropriate district Local Roads Engineer indicating the file has been uploaded.

The district will review the ESR exhibits/supporting documentation for quality/clarity. If any information is lacking or unclear, the district will inform the contact person and make the folder available for correcting the deficient information. Once the ESR and exhibits/supporting documentation are satisfactory, the district will forward the ESR and folder to the CBLRS for processing. Upon completion of environmental studies, the district will provide to the local agency's contact person the signoff(s) or copy of the Project Overview, whichever is applicable.

Sincerely,

A handwritten signature in cursive script that reads "Charles J. Ingersoll".

Charles J. Ingersoll, P.E.
Engineer of Local Roads and Streets