



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

October 16, 2018

CIRCULAR LETTER 2018-18

BUREAU OF LOCAL ROADS AND STREETS FORMS

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The Illinois Department of Transportation's Bureau of Local Roads and Streets formed a working committee to revise and update our BLRS Forms. Listed below are the BLRS Forms within the third set which have been revised or updated. This process has included an opportunity for local public agency review and comment prior to release of the updated forms. The remaining forms will be released in sets as the updates / revisions are completed.

One significant revision to each of the forms is the inclusion of instructions on how to properly complete the required information on the form. Another significant revision is the creation of each one of these forms in an Adobe format with drop-down options for certain fields and auto-population of data amongst other fields. The committee has also been working to eliminate unnecessary forms where applicable. As old forms are combined or deemed unnecessary, they will be deleted from the website and no longer accepted for use by the Department.

Listed below, please find the BLRS form number and form name for each of the forms in this third set. These forms will soon be available on the IDOT internet site under the [Resources Tab](#). Under the resources tab, please select "Forms" and the letter "L", and finally "Local Roads" for a complete listing of the BLRS Forms. The new forms listed below may be used immediately; however, existing old forms in the process of approval by a local public agency may be used until November 30, 2018.

The new BLRS forms may be opened for use, and accept data input, through the Adobe Reader program. Users are advised to open the new forms through Internet Explorer, which will direct your device to open the new form in Adobe Reader. Other internet browsers such as Google Chrome and Firefox may produce an error message when opening the form. If using these browsers, please right click on the form link and then select the "Save Link..." option. This will save an edit capable copy of the form to your computer.

BLRS Forms Updated October 16, 2018

BLR 05210 Local Agency State-Jurisdictional Transfer
(This form has been combined with BLR 05211, 05211 will be eliminated.)

BLR 05212 Local Agency Agreement for Jurisdictional Transfer

BLR 05520 Maintenance Engineering to be Performed by a Consulting Engineer

BLR 05612 Request for Construction

BLR 05613 Engineering Payment Record

BLR 05620 Invoice

BLR 06310 Bridge Record

BLR 10210 Preliminary Bridge Design and Hydraulic Report

BLR 12310 Contractor's Bulletin Request for Advertisement

BLR 15410 Special Assessment – Description, Court, Legal and Financial Data

Questions regarding this circular letter may be directed to the Local Policy and Technology Unit at (217) 785-5048 or DOT.LocalPolicy@illinois.gov.

Sincerely,



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

TP/

cc: Mike Staggs, FHWA – Illinois Division
David Marth, Illinois Association of County Engineers
Greg Willis, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois