



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

June 17, 2019

CIRCULAR LETTER 2019-12

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

In a continuing effort to revise and update BLRS forms, the Bureau of Local Roads and Streets has issued another set of forms which have been revised or updated. This revision 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 noteworthy change is the conversion of these forms to a fillable 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 set. These forms are 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 process** of approval by a local public agency or the Department may be used until August 1, 2019.

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.

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BLRS Forms Updated June13, 2019

BLR 02124 Resolution Concurring in the Joint Appointment of a County Engineer

BLR 02125 Resolution Appointing a County Engineer Jointly with County

BLR 05310 Local Agency Agreement for Federal Participation

BLR 05311 Local Agency Amendment # __ for Federal Participation

BLR 05621 Local Public Agency Cost Plus Fixed Fee Invoice

BLR 12250 Material Quotations

BLR 15411 Obligation Retirement Resolution

BLR 15412 Statement of Financing of Local Improvement Project
(Formally BLR 09140)

BLR 15413 Special Assessments – Public Benefit Retirement Schedule
(Formally BLR 14210)

Additionally, BLR 05612 Request for Engineering Services to be Performed by Local Public Agency Employees is now BLR 05540.

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,



Stephane B. Seck-Birhame, P.E., PTOE
Acting Engineer of Local Roads and Streets

TP/

cc: Mike Staggs, FHWA – Illinois Division
Mike Pedigo, Illinois Association of County Engineers
Nathan Piper, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois