

## Reimbursement Request for Right of Way

The reimbursement request requires the documentation listed below:

The local agency submits periodically for right-of-way reimbursement.

The local agency should submit two copies of the following documents:

- ✓ A completed Invoice Form (BLR 05620). This form may be obtained on our website at: <http://www.idot.illinois.gov/home/resources/Forms-Folder/>
- ✓ A simple letter asking for reimbursement
- ✓ A completed Statement of Costs for Right-of-Way form enumerating costs
- ✓ Background information substantiating all costs
- ✓ Copy of the canceled check paid for any right-of-way expenses

We encourage electronic submission of the reimbursement requests, although we will continue to accept hardcopies. An electronic copy of the form should be submitted to the following email address: [DOT.D1.BLRS@illinois.gov](mailto:DOT.D1.BLRS@illinois.gov).

Duplicate copies of the documents should be sent to the address below for review and submit processing:

Or via mail to:  
Federal Aid Program Technician  
Bureau of Local Roads and Streets  
Illinois Department of Transportation  
201 West Center Court  
Schaumburg, Illinois 60196-1096