



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 30, 2014

CIRCULAR LETTER 2014-17

BUREAU OF LOCAL ROADS AND STREETS MANUAL COMMENTS

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

The Central Bureau of Local Roads and Streets (BLRS) has established a committee to update the Bureau of Local Roads and Streets Manual. This committee includes representation from the BLRS District offices, the Illinois Association of County Engineers, the Illinois Municipal League, and the American Council of Engineering Companies - Illinois. The last major update of the current manual was done in 2005. While many individual updates have been made to the manual over the years via procedural memorandums, this update will be an in-depth review, chapter by chapter.

The current BLRS manual is open for review and comment. We encourage users of the BLRS manual to inform us of any inconsistencies, errors, need for clarification, or any other questions or comments.

Comments may be submitted online by following the submittal instructions at the following website: <http://www.idot.illinois.gov/home/BLRS-Manual-Comments>
Please do not alter the Chapter and Section information included in the submittal email as this will be used to sort and file the comments received. Also, please submit a separate comment email for each chapter and section you choose to comment on.

The BLRS Manual may be found on the IDOT website by clicking on "Resources" and then "Manuals and Guides" from the homepage: www.idot.illinois.gov
The user will then need to type "local roads" into the search box. A link to the comment submittal instructions may also be found on the cover page of the existing manual.

The entire update of the BLRS manual is proposed to take 24 to 36 months. We anticipate that this will be accomplished through various releases and each release will include multiple chapters at one time.

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The manual will be open to the general public for comment until June 30, 2015.

Please contact the BLRS Local Policy unit at DOT.LocalPolicy@illinois.gov with any questions.

Sincerely,

A handwritten signature in black ink that reads "James K. Klein". The signature is written in a cursive style with a large initial "J".

James K. Klein, P.E., S.E.
Acting Engineer of Local Roads and Streets

KC/tw

Bureau of Local Roads and Streets Manual Comments

Thank you for taking time to provide comments as we update the Bureau of Local Roads and Streets Manual.

Please select the **Chapter** and then the **Section** from their respective dropdown lists and click the **SUBMIT** button. After clicking the **SUBMIT** button, an email will be displayed with the **SUBJECT** line already populated, please do not change the **SUBJECT** line. **Verify the Format Text setting for the email is set to Rich Text.**

You will be able to provide your comments in the body of the email, along with including attachments. You will also be able to copy (**ctrl-c**) a paragraph(s) from the BLRS Manual and be able to paste (**ctrl-v**) it in the body. If you wish to change the language of the paragraph(s), please follow these guidelines:

- Strike thru text to be deleted. Do not just delete.
- Underline new text to be added.
- Existing words which should be italicized, italicize them and add <> at each end.
- Existing words which should be bolded, bold them and add <> at each end.
- Side comments to explain the reason for the suggested update, should be **highlighted**.

Example:

“All Illinois Department of Transportation (IDOT) policies and procedures for Bridge Inspection are located in the ~~BBS Bureau of Bridges and Structures~~, <Structural Services Manual>. The manual can be found ...”

The use of IDOT had not yet been defined. BBS had already been defined. The Structural Service Manual is a reference document and should be italicized.

Once you are done, click the SEND button of the email. Please complete a new email submission for each Chapter and Section for which you are providing comments.

Select a Chapter

Select a Section

***NOTE - Please allow any security warning you receive when pressing the submit button.**