



Illinois Department of Transportation

Office of Highways Project Implementation / Region 3 / District 5
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FILED

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DISTRICT 5 LOCAL ROADS PROCESS REVIEW

Cathy Jenkins
COUNTY CLERK
VERMILION CO. IL

2021-01 SIGNATURE AUTHORITY

From: BUREAU OF LOCAL ROADS & STREETS MANUAL

June 2018 Administrative Policies and Procedures 2-3-3

2-3.05 Forms

2-3.05(a) General

To maintain uniformity and simplicity in the administration of federal, State, and MFT funds for LPAs, BLRS has provided forms for the LPA's use. These forms include general requirements for LPA projects processed through BLRS; however, they are not intended to address specific situations for every LPA. All forms are periodically revised to meet the latest statutory and/or regulatory requirements. The current versions of all forms are available on IDOT's website. In order to ensure that the most recent forms are used, LPAs should consult and/or obtain forms from IDOT's website.

2-3.05(b) Signature Requirements

All forms submitted to IDOT must contain the original signature of the appropriate local official. Signatures applied by rubber stamp are not acceptable. An official other than the official designated on the form may sign a form if authorized by resolution or ordinance of the governing body. This resolution/ordinance giving signature authority must contain the name of the individual, title, the forms in which the authority is given, and any ending date for this authority. The resolution must be submitted to the district annually and the district notified if the signature authority is rescinded.

In the case of a road commissioner, a letter or other document giving this same authority to the county engineer or a member of the county engineer's staff must be notarized and on file. Multiple road commissioners may be listed with their signatures on one document. This document does not need to be submitted to the district but must be made available upon request. A change/departure of any individual listed, a new/revised document will be required.

In the district, the forms must be signed by the Regional Engineer or someone authorized to sign for the Regional Engineer. The Regional Engineer may