



Illinois Department of Transportation

Office of Highways Project Implementation / Region 3 / District 5
13473 IL Highway 133 / P.O. Box 610 / Paris, Illinois 61944

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DISTRICT 5 LOCAL ROADS PROCESS REVIEW

2021-03 PROJECT INITIATION AND ESTABLISHMENT

Section 9-1.03(a) of the Local Roads Manual states:

9-1.03(a) General

Counties and municipalities initiate an MFT project by passing an ordinance or resolution (Forms BLR 09110 or BLR 14220 for counties and municipalities) establishing the scope of a project and appropriating MFT funds for the project. A road district accomplishes the same objective by submitting Form BLR 09120 "Statement of Proposed Road Improvement", Form BLR 14221 "Estimate of Maintenance Cost/Maintenance Expenditure Statement", or Form BLR 09150 "Request for Expenditure".

The Department has proceeded with electronic records management beginning April 1, 2018, where records are scanned and uploaded into the Web Motor Fuel Tax (WMFT) system. An established section via a resolution or Road Improvement Statement is required to allow record uploading. All submitted project items for approval received prior to an established section will not be able to be processed and add clutter to staff workstations or email.

The District will not process paperwork until a section is established.

Section 9-1.03(c) of the Local Roads Manual describes Resolution Contents. Item 2 states:

9-1.03(c)2

2. Location. Provide a description of the project's beginning and ending points in the resolution or Road Improvement Statement. With each copy, submit a map showing the proposed improvement location.

This Location Map needs to be clear and concise. Landmarks need to be included to ensure the proper location. The Department has an available web mapping system defined as IROADS which can be obtained at:

<https://idot.illinois.gov/transportation-system/Network-Overview/highway-system/index>

The IROADS tool is located as the first item under the Interactive Data Tools tab. This tool provides the best available mapping to present the needed data.

Please provide resolutions in an appropriate manner. Items received without having an approved resolution on file will result in project delays.



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