



Illinois Department of Transportation

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

February 7, 2023

DISTRICT 5 LOCAL ROADS PROCESS REVIEW

2023-11 Electronic Forms

Overview

The Central Bureau of Local Roads issued Circular Letter 2023-03 with the completion of converting all BLR forms to electronic versions. Forms submitted to the District, along with supporting documentation, should be sent using the email button on the form or directly to the district shared mailbox at DOT.D5.Localroads@illinois.gov

The routine forms with supporting documentation will be routed to the responsible staff member for review. Incomplete or erroneous forms will be returned to the LPA for corrections or proper documentation.

Forms

The Circular includes a listing of the forms. Attached is a listing of the forms along with additional information for your use.

The District Procedure to Process Electronic Forms

Initial Review and Local Roads Engineer Approval

The Regional Engineer has delegated signature authority to the Local Roads Engineer at their discretion. As soon as the electronic form and supporting documentation are acceptable, the staff member will forward the form and supporting documentation to the Local Roads Engineer for district coordination and execution. The Local Roads Engineer will confer with the Regional Engineer concerning issues such as County Engineer Appointments, Design Variance/ Approvals, and Group I Categorical Exclusions.

Electronic (Digitally Signed) Documents

Approved electronic documents will be forwarded to the Local Roads Executive Secretary for final processing. She will print the fully approved form to remove the fill-in fields and combine the supporting documentation to the printed form. The form will be named using the Local Roads Virtual File Naming Convention. Distribution of the Record copies will be in accordance with the form instructions.

It will be a best practice to include the email address of the Clerk, LPA Engineer and/or consultant for use by the Executive Secretary.

District Procedure to Process Paper Forms (Including Wet Signed and Emailed Forms)

Wet signed forms will be accepted. Those forms with supporting documentation submitted by mail with the appropriate number of copies (listed in the form instructions) will be reviewed by the appropriate staff member and submitted to the Regional Engineer for wet signature. Wet signed forms sent electronically or sent without the number of copies will be set aside until the digitally signed electronic forms and the wet signed forms submitted with the appropriate number of copies are processed. This allows the District to improve efficiency in processing paperwork.

Modified Forms

Section 2-3.05(c) describes requirements to modify standard IDOT Forms. The last sentence advises that the District may elect not to accept a non-standard form. The District finds frequent difficulties in processing non-standard forms. Beginning with the next fiscal year (beginning July 1, 2023) District 5 will no longer accept non-standard forms. All forms may be found on the Illinois Department of Transportation website, under Resources / Forms / L / Local Roads.



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BKT/cs