Plan Submittal Checklist for Permit Projects
To be required for all Minor and Major Access permit projects

Project/Development:_____
County Highway:_____

Note: This Checklist has been created to assist in and maintain a uniform review of Construction Design Documents for projects done under permit with the County. This document has been created by the Permit Section Staff and County Engineer to be utilized as a guide during review. This document is based off the IDOT Local Roads Phase II checklist, WCDOT Permit and Access Control Regulations Ordinance, and WCDOT Technical Reference Manual. It in no way supersedes IDOT Design requirements or the WCDOT Regulations. During plan review, the staff will utilize this document as a guide; however, the staff will also rely on their own knowledge and expertise to ensure a thorough review.

Required Documents:

Name	Not required	Submitted	Date Submitted	Completed / Approved	Date Approved	Notes
Pre-Application Meeting	☐	☐		☐		
Access Application + fee	☐	☐		☐		
Variance Application	☐	☐		☐		
County Board Access Approval	☐	☐		☐		
Municipality Approval	☐	☐		☐		
Photographs of ROW	☐	☐		☐		
Sight Distance Study	☐	☐		☐		
Traffic Impact Study	☐	☐		☐		
Traffic Signal Warrant Analysis	☐	☐		☐		
Traffic Signal Agreement	☐	☐		☐		
Geometric Plan	☐	☐		☐		
Intersection Design Study	☐	☐		☐		
Pavement Design	☐	☐		☐		
Drainage Study	☐	☐		☐		
Plat of Dedication	☐	☐		☐		
Plat of Subdivision	☐	☐		☐		
Engineering Plans	☐	☐		☐		
Cost Estimate	☐	☐		☐		
Surety / LOC	☐	☐		☐		
Insurance	☐	☐		☐		
RE Letter	☐	☐		☐		
Construction Schedule	☐	☐		☐		

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Cover Sheet:

Name	N/A	Compliance	Notes
1. Index of Sheets	☐	☐	
2. Show title information in the top center of sheet and include:			
a. County Highway number and common name	☐	☐	
b. Project description and Project Limits	☐	☐	
c. Location of improvement (municipality)	☐	☐	
d. Township, Range, and Section Number	☐	☐	
e. Will County	☐	☐	
3. Provide address, contact name, and phone numbers for all utilities and local agencies involved	☐	☐	
4. Provide a project layout map at bottom center of the sheet			
a. Location of project and north arrow	☐	☐	
b. Beginning and end stations	☐	☐	
c. Prominent features	☐	☐	
d. Names of special features	☐	☐	
e. Route and street names	☐	☐	
f. Scale of location map	☐	☐	
g. Township and range numbers	☐	☐	
h. Equation stations	☐	☐	
5. Provide the project gross and net lengths immediately below the layout map. Only include the mainline distances.	☐	☐	
6. Ensure the design engineer's signature, date of license expiration, and professional stamp are shown.	☐	☐	
7. Show the information for "JULIE" on the cover sheet	☐	☐	
8. Show the design traffic, road classification, etc., pavement design if required.	☐	☐	
9. List the posted speed limits	☐	☐	
10. Show all of the required signature blocks	☐	☐	
11. All IDOT section, project, job numbers.	☐	☐	

Index of Sheets, Highway Standards, Plan Notes, Commitment

Name	N/A	Compliance	Notes
1. Completely fill out the sheet index (On smaller projects this can be placed on the cover sheet)	☐	☐	
2. Provide a list of all IDOT Highway Standards necessary to construct the project. Also, include revision number (On smaller projects this can be placed on the cover sheet)	☐	☐	
3. Include all applicable general plan notes including WCDOT notes (see below)	☐	☐	
4. Show legend with applicable items	☐	☐	
5. Add note on the plans referencing Circular Letter 2022-28: Long Eared Bat (Contractor must follow)	☐	☐	

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Summary of Quantities Sheet

Name	N/A	Compliance	Notes
1. Provide IDOT pay item descriptions for each item of work	☐	☐	
2. Use the appropriate pay unit	☐	☐	
3. Fill out the total quantities column	☐	☐	
4. All quantities covered by special provision marked	☐	☐	
5. Quantities match estimate of cost and schedule of quantities	☐	☐	

Typical Section Sheet

Name	N/A	Compliance	Notes
1. Ensure that all applicable typical sections are provided (existing and proposed) [BDE 63-4.05]	☐	☐	
2. Typical sections and applicable station limits match	☐	☐	
3. HMA Mix chart provided.	☐	☐	
4. Ensure that all applicable typical sections are provided (existing and proposed)			
a. HMA Surface 1.5", Mix D, N50 (or 70 if ADT>10,000), Leveling binder - ¾" & Var., HMA Base Course – 11.5" (min.), Aggregate Subgrade, 12"	☐	☐	
b. 1.5' Bit. shoulder (full depth) – slope to match adjacent thru lane	☐	☐	
c. 12' lanes and 16' median (18' median on SRA or County Freeway) or 32' median for dual lefts on SRA [BDE 46-3.02(a)]	☐	☐	
d. 6.5' wide Agg. Shoulder Type B– 8" Thick – 4% slope	☐	☐	
e. Pavement slope: 1.5% inside thru lanes and left turn lanes - 2% outside thru lanes on multilane facilities and all right turn lanes	☐	☐	
f. Sawcut pavement full depth – 6 inches in from asphalt edge - strip reflective crack control used	☐	☐	
g. B-6.24 curb and gutter with 10' desirable earth shelf at 5% slope [BDE 34-2.04(c)] [BDE 34-4.02 (2)]	☐	☐	
h. Gutter flag depth should match full depth pavement. Add note stating what depth is. [WCDOT Minimum Typical Section]	☐	☐	
i. 4:1 front slope with 2' ditch bottom – 3:1 back slope (4:1 preferred) minimum [BDE fig 34-4.C]	☐	☐	
j. 4" topsoil w/ Seeding Class 2A, fertilizer, erosion control blanket	☐	☐	
5. Typical section matches Summary of Quantities	☐	☐	
6. Reference the profile grade line if different from the centerline.	☐	☐	
7. Notes specific to the typical sections	☐	☐	

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8. Structural pavement design if different than the County minimums [BDE 63-4C]	☐	☐

Alignment, Tie, and Benchmark Sheet

Name	N/A	Compliance	Notes
1. All PC's, PT's, POT's, and PI's shown with Illinois State Plane East coordinates using NAD83-2007 with Grid to Ground Factor	☐	☐	
2. All above points shown with surface ties – tie locations are fully described	☐	☐	
3. Two benchmarks from "Benchmarks Horizontal and Vertical Control" book surveyed and shown on plans and minimum one local benchmark established	☐	☐	
4. When necessary for complex projects, include a geometric alignment figure. Include a coordinate layout sheet for all alignments, side roads, radius returns, and parking lots.	☐	☐	

Stage of Construction and Traffic Control Sheet

[See section 700 of Standard Specifications for Road and Bridge Construction]

Name	N/A	Compliance	Notes
1. Correct IDOT Highway Standards are used and referenced	☐	☐	
2. When necessary, show plan view sheets			
a. Temporary roadway horizontal alignment	☐	☐	
b. Temporary pavement widths	☐	☐	
c. Temporary traffic lanes	☐	☐	
d. Proposed construction staging	☐	☐	
e. Location of signing for work zones	☐	☐	
f. Temporary pavement markings	☐	☐	
g. Roadside safety layout	☐	☐	
h. General note for construction, closures, time frames, etc.	☐	☐	
3. Portable/Changeable Electronic message boards shown to be used 3 days in advance and throughout project	☐	☐	
4. Detour route – coordinate with appropriate roadway jurisdictions.	☐	☐	
5. Excavation and pavement widening on both sides of the pavement at any one location at the same time will not be permitted per Article 701.08 of the IDOT specs.	☐	☐	
6. All temporary pavement marking shall be paint on temporary surfaces when the air temperature is 50 degrees or above (tape shall be used on all final wearing surfaces). When the air temperature is below 50 degrees, the temporary pavement markings shall be urethane. No additional compensation will be allowed based upon material used.	☐	☐	

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Project/Development:_____
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Plan/Profile Sheet

Name	N/A	Compliance	Notes
1. Provide mainline plan and profile first followed by other plan and profile sheets as they appear along the centerline.	☐	☐	
2. Notes are brief, clear, and consistent	☐	☐	
3. Existing facilities shown with a light, dashed line and proposed facilities with a solid, dark line	☐	☐	
4. Removal items (separate sheet(s) if necessary)	☐	☐	
5. Note where centerline is not coincident with the survey line.	☐	☐	
6. Mainline stationing increasing from left to right (south to north or west to east) and stationing matches existing stationing of County Highway	☐	☐	
7. Provide tic marks along the centerline at 50' intervals and note the station on every even 100' intervals and at all intersections	☐	☐	
8. Use match lines with baseline station labeled on the match line	☐	☐	
9. Show coordinates for all control points such as PI's, POT's, etc.	☐	☐	
10. 1"=20' horizontal scale used and 1"=5' or 2' vertical scale used	☐	☐	
11. All PC's and PT's shown along the centerline	☐	☐	
12. Horizontal and Vertical curve data & superelevation rates shown	☐	☐	
13. Where deflection angles are used, show the angle to the nearest second of a degree. Include coordinates.	☐	☐	
14. Pavement widths shown on each sheet and wherever there is a change	☐	☐	
15. North arrow provided	☐	☐	
16. Existing and proposed ROW and easements shown with all work within ROW	☐	☐	
17. All existing access points along development frontage to be removed	☐	☐	
18. All existing entrances to remain outside development frontage are reconstructed according to WCDOT detail, paved back to ROW unless an agricultural entrance, and culvert is relocated with 15"x30' minimum culvert-CSCP	☐	☐	
19. All existing and proposed guardrail located correctly with Type 1, Special, Tangent end sections.	☐	☐	
20. Existing and proposed profile shown	☐	☐	
21. Existing ground shown to 0.1', proposed pavement to 0.01'	☐	☐	
22. Tangent grades shown to nearest hundredth of a percent (i.e. 0.01%).	☐	☐	
23. Existing roadway signs relocated to 6'-12' from traveled way-white edge line [MUTCD fig 2A-2, section 2A.16]	☐	☐	

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24. AR culverts are extended if needed – minimum 18" PCGSCP if replaced. [BDE 40-3.07(e)]	☐	☐
25. New/replaced side road culverts (Major/Minor Access) to be PCGSCP unless part of enclosed system which would then be RCP	☐	☐
26. Clear Zone is free of trees, power poles, etc. [BDE 38-3]	☐	☐
27. Power poles are relocated to new ROW line in widening area	☐	☐
28. Existing utilities are shown and relocated as necessary – no utilities to remain under pavement or curb and gutter	☐	☐
29. New utilities are within 5' of proposed ROW or in easement outside ROW.	☐	☐
30. Butt joint provided outside widening limits	☐	☐
31. Station and offset information called out for:		
a. Beginning and end points of the project	☐	☐
b. Omissions from paving and station equations	☐	☐
c. Horizontal Curve Points	☐	☐
d. Beginning and end points of tapers	☐	☐
e. Construction limit locations	☐	☐
f. Right of way alignment breaks	☐	☐
g. Curb returns for entrances and intersections	☐	☐
h. Entrance centerlines	☐	☐
i. Special construction applications	☐	☐
j. Side street intersections	☐	☐
k. Permanent survey and right of way markers	☐	☐
l. Section lines	☐	☐
m. Other necessary locations	☐	☐
32. Sidewalks are ADA compliant- both new and existing in County ROW	☐	☐
33. Show the existing and proposed right of way	☐	☐
34. Show all approved points of entry or exits	☐	☐
35. For entrances and side road intersections, show the following		
a. Facility with applicable street name, route number, or entrance type	☐	☐
b. Existing surface material type	☐	☐
c. Width of the intersecting facility	☐	☐
d. For intersections with public roads, the angle of intersection from the side road centerline to the mainline centerline	☐	☐
e. Direction of ditch drainage	☐	☐
36. Properly label all additional improvements.	☐	☐
37. Provide additional profiles for:		
a. Pavement edge	☐	☐
b. Side roads	☐	☐
c. Other special situations	☐	☐

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38. Show locations of undercutting for unsuitable materials with cross hatching and show this excavation to the top of subgrade. Note the applicable stations and depth of excavation on the profile sheet.	☐	☐
39. For bridges within the project, show elevations for:		
a. Abutments	☐	☐
b. Piers	☐	☐
c. Low vertical clearance points	☐	☐
d. High water level	☐	☐
e. Stream bed	☐	☐

Drainage and Utilities Information on Plan and Profile Sheet

Name	N/A	Compliance	Notes
1. For culverts show:			
a. Centerline stations and offset for the ends	☐	☐	
b. Culvert type	☐	☐	
c. Pipe size and length	☐	☐	
d. Skew angle	☐	☐	
e. Upstream and downstream flow elevations	☐	☐	
f. End section or headwall type and size	☐	☐	
g. Applicable construction notes	☐	☐	
2. Storm sewers, sanitary sewer, water main show type, pipe length and diameter, flow direction, gradient, manholes, catch basins, and inlets show station and offset, structure number, rim and invert elevations	☐	☐	
3. Manhole spacings are <= 350’	☐	☐	
4. Type 24 Frame and grate used for B-6.24.	☐	☐	
5. Ditches:			
a. Grades >= 0.5%, but < 3%	☐	☐	
b. Centerline stationing	☐	☐	
c. Beginning and ending elevations and stations	☐	☐	
d. Elevations at gradient changes	☐	☐	
6. All underground utilities are shown and those under new pavement or curb and gutter are being relocated.	☐	☐	
7. 6” underdrains on low side of superelevations and extending a min. 50’ in either direction on vertical sags.	☐	☐	
8. Proposed berms and detention facilities abide by 506 5/9-115.1 of ILCS.	☐	☐	
9. Compensatory storage (detention) provided for 4 lane cross section (6 lanes for SRA and Freeways).	☐	☐	

Intersection / Entrance Grading and Detail Sheet

Name	N/A	Compliance	Notes
1. Scale is 1”=20’	☐	☐	

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2. Meet minimum WCDOT's detail	☐	☐
3. Shoulder type(s), width	☐	☐
4. Curb type(s), transition location and length	☐	☐
5. Location of depressed curb and ADA ramps	☐	☐
6. Location of drainage structures	☐	☐
7. Radius	☐	☐
8. Two centered curb return labeled with radii and offset	☐	☐
9. All radius center, PC, PT points labeled with station and offset.	☐	☐
10. Elevations		
a. Along both centerlines	☐	☐
b. At the intersection of the centerlines	☐	☐
c. Edge of pavement (including EOP through the intersection showing the crown of the main road is maintained)	☐	☐
d. PC, PT, midpoint, low point, and high point of curb returns (quarter points if larger radii)	☐	☐
11. Pavement Jointing Plan for PCC	☐	☐

Pavement Marking Sheet

Name	N/A	Compliance	Notes
1. Scale is 1"=50'	☐	☐	
2. All pavement marking noted as thermoplastic for HMA, polyurea for PCC	☐	☐	
3. Reflective pavement markers shown with note to remove and adequately backfill (no cold patch) existing reflectors prior to overlay.	☐	☐	
4. Reflectors along turn lanes (RT and LT solid white lines)	☐	☐	
5. Dashed white line through intersection for dual left turns	☐	☐	
6. All stations, offsets and lane widths (12') marked	☐	☐	
7. All taper rates and storage lengths are shown and correct [BDE fig 36-3.I for storage and lane taper; fig 36-3.J for approach taper]	☐	☐	
8. 12' lanes and 16' median (18' median on SRA or County Freeway) or 32' median for dual lefts on SRA [BDE 46-3.02(a)]	☐	☐	
9. 12" yellow diagonal spacing follows IDOT D1 TC-13 and shown in correct direction	☐	☐	
10. 4" white edge line included [MUTCD 3B.06]	☐	☐	
11. White edge line along edge of pavement with curb and gutter	☐	☐	
12. Yellow edge ling along raised barrier median	☐	☐	
13. Include note: All raised reflective pavement markers used with skip dashes shall be centered in the gap between segments, and offset 4 inches from the centerline of the dash to match the existing markers on the County Highway	☐	☐	

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14. Amber raised pavement reflectors are included on 40' centers around barrier medians as if the median was striped only.	☐	☐
15. Signal Ahead signs are shown along the County Highway(s) with name plates at the bottom (MUTCD W3-3)	☐	☐
16. At T- intersections a Double Arrow sign facing the ending leg (MUTCD W1-7)	☐	☐
17. On roads with a barrier curb median section, provide a "One Way" (MUTCD R6-1) sign across from all entrances. This includes private drives and commercial entrances.	☐	☐
18. Do not provide new stop signs at commercial entrances. If one already exists it shall be relocated to the R.O.W. line.	☐	☐
19. All new sign posts shall include a cast-in place 3" PVC sleeve for signs placed in new concrete medians or parkways.	☐	☐
20. Right Turn Only signs (MUTCD R3-5R) and Lane Control signs (MUTCD R3-8) only as required- R3-5R for R-in/R-out or complicated intersections	☐	☐
21. Median follows WCDOT standard (include in the plans) [WCDOT Median Curb and Island Pavement Markings]	☐	☐
22. Show all roadside signage: relocated and new signs using telspar steel posts, 36" sleeve, and 3" x 30" reflective strip matching the primary face. (hi-Prismatic)	☐	☐

Erosion Control

Name	N/A	Compliance	Notes
1. Storm Water Pollution Prevention Plan (SWPPP) included	☐	☐	
2. Layout of erosion control methods: silt fence, inlet & pipe protection, ditch checks, siltation basins, etc.	☐	☐	
3. All disturbed ground within the County right-of-way shall be re-seeded (class 2A), fertilized, and excelsior blanket installed.	☐	☐	
4. Statement included on SWPPP that "The owner/developer accepts responsibility for the maintenance for the erosion control structures and measures within the County ROW"	☐	☐	

Traffic Signal plans

Name	N/A	Compliance	Notes
1. IDOT District One standards are included	☐	☐	
2. Econolite controller is specified –Coblat or latest.	☐	☐	
3. All signal heads are LED	☐	☐	
4. Interconnect provided if within ¼ mile of another signal or as determined by County Engineer.	☐	☐	
5. Battery Back-up system provided using latest IDOT times of duration – include in schedule of quantities.	☐	☐	
6. Overhead lighting – use combination poles in opposite corners of intersection	☐	☐	

7. Service Installation – use ground mounted service with a meter base.	☐	☐
8. Backplates should be louvered aluminum or plastic.	☐	☐

Cross Section Sheet

Name	N/A	Compliance	Notes
1. Horizontal scale is 1"=10' and vertical is 1" =2'	☐	☐	
2. Cross sections every 50'	☐	☐	
3. Existing and proposed ROW/Easements shown with all work within ROW	☐	☐	
4. Side slopes are shown and 4:1 front and 3:1 back minimum	☐	☐	
5. 2' ditch bottom maintained	☐	☐	
6. Existing facility and proposed widening with overlay is shown.	☐	☐	
7. Separate cross sections for side streets, driveways, cross culverts, and all other drainage structures	☐	☐	
8. All underground utilities shown	☐	☐	
9. Sidewalk or bikepath is shown	☐	☐	
10. 10' earth shelf at 5% maintained behind any curb and gutter [BDE 34-4.02 (2)]	☐	☐	
11. Driveway slopes are less than 8% [BLRS fig 41-2A]	☐	☐	

Detail Sheet

Name	N/A	Compliance	Notes
1. All applicable IDOT Highways standards are included (i.e. curb and gutter, traffic control, inlets) – latest revisions – may be omitted if listed on cover sheet	☐	☐	
2. IDOT district 1 TC-11 and 13 are included – striping & reflectors	☐	☐	
3. Butt joint detail included.	☐	☐	
4. Applicable County Access details are included.	☐	☐	

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WCDOT General Notes (to be included in plans):

- All existing raised reflective pavement markers shall be removed and adequately backfilled (no cold patch) prior to placing the asphalt leveling binder and surface course.
- All potholes and other areas needing patching in the existing pavement must be completed by the Applicant's contractor prior to placement of the leveling binder
- All County ROW monumentation (boundary corners) shall be according to Article 1.7.13 of the Permit Regulations utilizing the "WCDOT Monumentation Standard".
- Excavation and pavement widening on both sides of the pavement at any one location at the same time will not be permitted per Article 701.08 of the IDOT specs.
- Portable/Changeable Electronic message boards shall be used in advance of the project according to IDOT standards and shall be in place a minimum of 72 hours prior to commencing the work and remain throughout the roadway construction work.
- All construction materials within the County ROW must be IDOT certified. Documentation of material certification shall be submitted prior to WCDOT approval. All construction material needing inspection shall be done according to the latest IDOT Project and Procedures Guide.
- A proof roll of the subgrade is required prior to placing the aggregate sub-base and must be observed by a certified testing company. Notify the County prior to doing the proof roll.
- The Resident Engineer shall provide WCDOT a list of materials used and identify their associated IDOT certification, shall provide WCDOT with a copy of all material testing company results, shall sign and provide WCDOT on a weekly basis Weekly Field Reports utilizing the appropriate IDOT form, shall submit to WCDOT a certification letter that certifies compliance with the plans and specifications.
- Record drawings shall be prepared in accordance with WCDOT requirements and shall be submitted in electronic format.
- All construction to be according to I.D.O.T. Design and Standard Specifications, must adhere to the *WCDOT Permit and Access Control Regulations Ordinance*, and shall follow the latest *Will County Storm Water Management Ordinance* and *Will County Water Resource Ordinance* at all times.
- All disturbed ground within the County right-of-way shall be re-seeded (class 2A), fertilized, and excelsior blanket installed to the satisfaction of the Will County Division of Transportation.
- Vertical headwalls, decorative signing, plantings, shrubbery, and trees are prohibited inside the County right-of-way.
- The Will County Division of Transportation must be notified a minimum of two (2) working days in advance of any construction within the County right-of-way.
- The Will County Division of Transportation shall not be held liable for any errors or omissions in these Engineering Plans and Specifications or for any additional work that may be needed due to errors or omissions in these Engineering Plans.
- The permittee shall be responsible for any additional work, and all cost thereof, required because of errors or omissions in these Engineering Plans and Specifications and for the correction of any construction, maintenance, or safety problems which become apparent during construction or through inspections made by the Developer's Engineer or the Will County Division of Transportation.