



Illinois Department of Transportation

Memorandum

To: Studies and Plans Squads PPM 40-11
From: James M. Sullivan
Subject: Entrance Revisions During Construction
Date: May 21, 2001

PLAN PREPARATION MEMORANDUM 40-11

BACKGROUND & PROCEDURE

Project Implementation's DCM-03/14, "Handling Entrance Revisions During Construction" gives the District's procedures for reviewing, assigning costs, and determining permit needs for entrance changes on active contracts.

A copy of this memo is attached for reference. Copies of the required form "Routing Schedule for Entrance Revisions During Construction" are stored in the Program Development "Forms" drawer in the filing area.

40-11.doc



Illinois Department of Transportation

Memorandum

To: Resident Engineers/Technicians
From: Scott Cornelius
Subject: Handling Entrance Revisions During Construction DCM-03/14*
Date: July 24, 2000

*Replaces DCM - 03/14 dated March 20, 2000

The following procedure must be followed for requests during construction for major entrance revisions or requests for additional entrances:

1. The Resident Engineer/Technician will transmit all requests from local property owners to their Field Engineer. The request will include the attached routing schedule as a cover sheet; details such as location, dimensions, and drawings; and any other information deemed necessary to facilitate the review.
2. The Field Engineer will review the request for forward it to Program Development.
3. Program Development, collaborating as appropriate with Project Implementation and Operations, will determine:
 - a. Whether the request is contrary to previous commitments.
 - b. Whether the request should be approved or denied.
 - c. Who will pay for the work.
 - d. Whether a permit is required.

Program Development will forward the determination to Project Implementation.

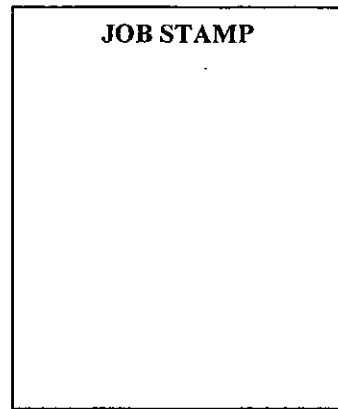
4. The Resident Engineer/Technician will record all changes in the as-built plans.

SAC/g

cc: Program Development
Operations

**ROUTING SCHEDULE FOR ENTRANCE REVISIONS
DURING CONSTRUCTION**

To: _____ *(Construction Field Engineer)*
From: _____ *(Resident)*
Date: _____



_____ Residential _____ Commercial _____ Field Entrance
Property Owner Name: _____
Property Owner Address: _____

Project Engineer: _____ Design Squad Leader: _____
Date Request Received from Project Implementation: _____

Please review the attached request and comment on Policy Conformance, Previous Commitments, Additional Information Needed, etc. If you have no comments, please indicate "NONE". Once reviewed, forward on to the next appropriate bureau.

Bureau of Operations: _____ Date Received _____ Date Forwarded _____
(Traffic)

Comments: _____

Bureau of Program Development _____ Date Received _____ Date Forwarded _____
(Studies and Plans)

Comments: _____

Bureau of Program Development _____ Date Received _____ Date Forwarded _____
(Land Acquisition)

Comments: _____

Decision by Program Development Request Approved _____ Date Denied _____

Addition or Revision to be paid for by: Department _____ Property Owner _____
Other _____

Permit Required: _____ Yes _____ No

(See attached Location Drawing and Explanation)