



# Illinois Department of Transportation

## Memorandum

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To: Studies and Plans Squads PPM 10-07  
From: Dave Bayler Revised: Tim Brandenburg  
Subject: Project Report Circulation  
Date: February 26, 1996 Revision Date: March 8, 2007

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### PLAN PREPARATION MEMORANDUM 10-07

#### BACKGROUND AND PROCEDURE

BDE Procedure Memorandum 41-05, Delegation of Approval Authorities to Districts dated June 1, 2005 states: "Effective with the issuance of this memorandum, Districts are no longer required to submit Phase I Engineering Reports to BDE for review or approval except for those involving a major new alignment addressed by Corridor Reports, Feasibility Study Reports and Design Reports." As a supplement to this BDE Procedure Memorandum, the following District procedure should be followed for Design Approval of Phase I Reports. Please circulate Phase I Project Reports through the following personnel prior to District Approval and informational submittal to the Bureau of Design and Environment:

#### Pre-Final and Final Review

1. Studies & Plans Squad Leader
2. Project Engineer (Respective)
3. Project Engineer (KAG – Commitments)
4. Environmental Studies
5. Consultant Liaison Unit (if applicable)
6. Project Support Engineer
7. Land Acquisition Engineer (if applicable)
8. Programming Engineer
9. Bridge & Hydraulics Engineer (if applicable)
10. Studies & Plans Engineer

Make corrections from pre-final review and submit with cover letter for Regional Engineer approval. Once signed, send informational copy to: Bureau of Design & Environment, Attn: "Current Bureau Chief" and circulate approved Original Project Report through the above final review personnel and place in the contract section file. Additional copies of the Project Report should also be made for the R.E. file, Squad file, and Personal file, if so desired.

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