



# Illinois Department of Transportation

## Memorandum

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To: Studies & Plans Squads PPM 10-09  
From: Brian K. Trygg Revised: Tim Brandenburg  
Subject: Local Agency Coordination  
Date: April 21, 2003 Revision Date: November 7, 2003

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### **PLAN PREPARATION MEMORANDUM 10-09**

#### **BACKGROUND**

This memorandum supercedes Plan Preparation Memorandum 83.137P dated September 30, 1994 and Plan Preparation Memorandum 87.185P dated April 15, 1987, and supplements the BDE manual for uniformity in Local Agency Coordination.

The BDE Manual places general coordination with the Studies & Plans Squad (Section 4-2.25). Formal coordination is the responsibility of the Project Support Unit.

#### **PROCEDURE**

##### *Letters of Intent*

Based upon public or Local Agency involvement during Phase I, Project Support shall initiate and obtain signed letters of intent with local officials or private entities participating with the highway project. (Chapter 2, Phase I Activity 35; Chapter 3 Phase I Activity 22).

Draft Letters of Intent will be Submitted for review to the Program Development Bureau Chief, Section Heads, affected Project Engineer, and Studies and Plans Squads for review and comments.

##### *Joint Agreements, and Letters of Understanding*

Project Support shall initiate and negotiate formal agreements with Local Agencies.

Draft Joint Agreements or Letters of Understanding will be submitted for review to the affected Bureau Chiefs, Program Development Section Heads, affected Project Engineer, and Studies and Plans Squads for review and comments. Each Bureau Chief outside of Program Developments shall forward draft copies within their Bureau to affected personnel for review and comments. All comments will be forwarded to Project Support to address as necessary.

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### *Informational Letters*

Projects not requiring Joint Agreements or Letters of Understanding may require an Informational Letter to advise a local agency of proposed work.

Draft Informational Letters will be submitted for review to the affected Project Engineer, and Studies and Plans Squads for review and comments. All comments will be forwarded to Project Support to address as necessary.

### *Plan Approval*

Section 5-4.04 of the BDE Manual requires submittal of final plans and provisions to a Local Agency for projects involving Agreements or Letters of Understanding. The District is required to obtain a formal plan approval document from the Local agency prior to letting advertisement. Project Support is responsible to coordinate the formal transfer of information and final plans to the local agency.

When final plans are complete, with District Engineer Signature, the Studies & Plans Squad shall be responsible for the coordination of furnishing sufficient copies in an 11x17 format to the Agreements Coordinator for submittal and processing of plan approval requests. One (1) copy of final plans and Special Provisions will be needed for each Agreement or Letter of Understanding.

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