

Utility Permit Checklist for IDOT Utilities Accommodation Permit

- Is permit printed **SINGLE SIDED** on **LEGAL** length paper? (2 pages)

Applicant

- Name (Entity to be responsible for all future maintenance or relocations)
- Address
- Phone Number (number of knowledgeable person to answer questions)

Installation to be Accommodated

- All Materials included and the construction method described in detail?
This includes all casing, pedestals, poles, valves, etc.

Work Site Location

- Section (number) (N/A not allowed)
- Township (T-number-N) (N/A not allowed)
- Range (R-number-W) (N/A not allowed)
- Highway Number and specific location (N/A not allowed)
- Mileposts **AND** Stations (N/A not allowed)

Signatures

- Applicant Signature & Date (must be an authorized company representative, contractor allowed only if they are solely a contract employee for that company)
- City Signed Approval (as required within city limits)
- County Signed Approval (if crossing any county road or property)
- Original permit with **ALL ORIGINAL SIGNATURES** sent to IDOT

Site Plan & Attachments Checklist for IDOT Utilities Accommodation Permit

- Highway Centerline and Highway Number shown?
- Orientation (North Arrow) and identifying landmarks
- Right Of Way line and distance from highway centerline shown?
including all breakpoints and changes in ROW distance
- Construction/Bore Pits distance from roadway edge shown?
showing Clear Zone compliance
- All facilities shown on site plan that are to be installed
Pedestals, wire, poles, guy anchors, junction boxes –ALL MUST
INCLUDE stationing and distance from centerline
- Casing lengths shown (if applicable)
- Start/Stop installation justification
leaves ROW, stops at existing pedestal, pole, etc.
- Stationing and distance from centerline of Start/Stop
- Deviations of installation from centerline shown by distance from
centerline and station?
- Post ID, Pedestal ID or any physical focal point identified
- shutoffs, overflow valves, etc.
- Any other work shown to accomplish installation?
removal of brush/trees, etc.
- Any unusual issue needing to be pointed out on the site plan?

Attachments

- Proper Traffic Control Standards
- Required Height / Depth Typical
- Tile Repair Guide (Rural installs)
- Special Seeding Requirements
- Proper number of copies of ALL Attachments AND Site Plans?
3 copies min. PLUS one for each additional signature on permit

**ALL ITEMS MUST BE LEGIBLE FOR REVIEW AND
RESCANNING PURPOSES**