



McHENRY COUNTY DIVISION OF TRANSPORTATION

16111 NELSON ROAD, WOODSTOCK, IL 60098
TELEPHONE (815) 334-4960 FAX (815) 334-4989
WWW.MCHENRYCOUNTYDOT.ORG

HIGHWAY ACCESS PERMIT APPLICATION

NAME OF COUNTY HIGHWAY: _____ ROUTE # _____

PROPERTY LOCATION: Address, if known _____

Property is located on the (check one) North South East West side of the County Highway.

Project is: _____ feet miles North South East West of _____
(check one) (check one) (nearest intersecting road name)

Does the property have frontage on another road? NO YES. If yes, road name _____

Current Property Use _____ Proposed Use _____

TYPE OF ACCESS CONNECTION: (check one)

MAJOR Access for Commercial or Subdivision - Project Name: _____

Minor Access – (i.e. Driveway for 1-4 homes or field entrance) _____

Temporary Access – Provide Dates access will be needed: _____

Emergency Access: _____

(Name of Municipal Agency or Department requiring emergency access)

PROPERTY OWNER/APPLICANT (or Authorized Representative)

Name: _____ Phone Number: _____ Ext. _____

Contact Name: _____ Title _____

Address _____ City _____ State _____ Zip _____

E-mail address: _____ Cell # _____

ENGINEER OR CONTRACTOR (if Engineer not applicable)

Company Name: _____ Phone Number: _____ Ext. _____

Contact Name _____ Title _____

Address _____ City _____ State _____ Zip _____

E-mail address: _____ Cell # _____

NOTE: Please return the completed form to the Division of Transportation at the above address with a site plan or preliminary engineering plan. For a Minor Access, provide a sketch, available from the Division, showing the property location and the proposed driveway. In accordance with the Illinois Highway Code, McHenry County Access Management Ordinance and Utility Placement Policy, a permit is required for any work within the County right-of-way.

By my signature, I state that I am the property owner or the property owner's authorized agent and acknowledge that I have read and agree to abide by the General Conditions on the reverse of this form.

(Applicant Name) (Print or Type) (Applicant Signature) (Date)

form revised March 2012

NOTE: If the project involves a request to install utilities such as communication, electric, gas, oil, cable television, and power, within the County highway right-of-way, a separate **Utility Consent Permit** application shall be submitted for each of those utilities from the respective utility company. If the project involves installation of facilities, within the County highway right-of-way, such as Municipal or Local agency maintained watermains, forcemains, sanitary sewers and/or other facilities such as bikepaths, sidewalks, street lighting, trees, landscaping, pedestrian crossing structures, fire and police emergency signal systems or public transportation shelters the developer shall also have a **Facility Installation Application** submitted. The Facility Installation Application shall be signed by the Local Municipality having jurisdiction over the development.

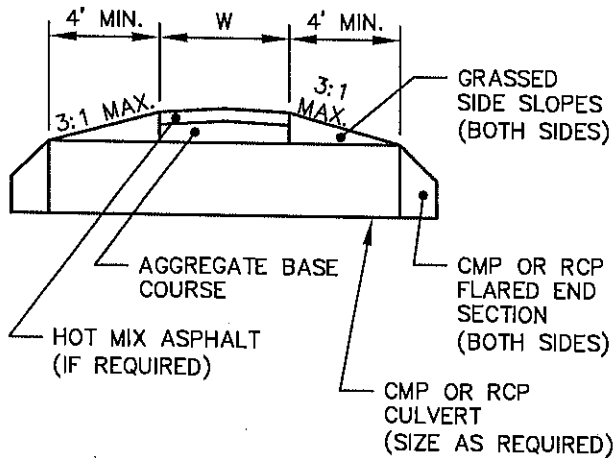
For additional information on the Access Management Ordinance, please visit the website @ www.mchenrycountydor.org

SEE GENERAL CONDITIONS ON PAGE 2 OF THIS APPLICATION...

HIGHWAY ACCESS PERMIT APPLICATION (continued)

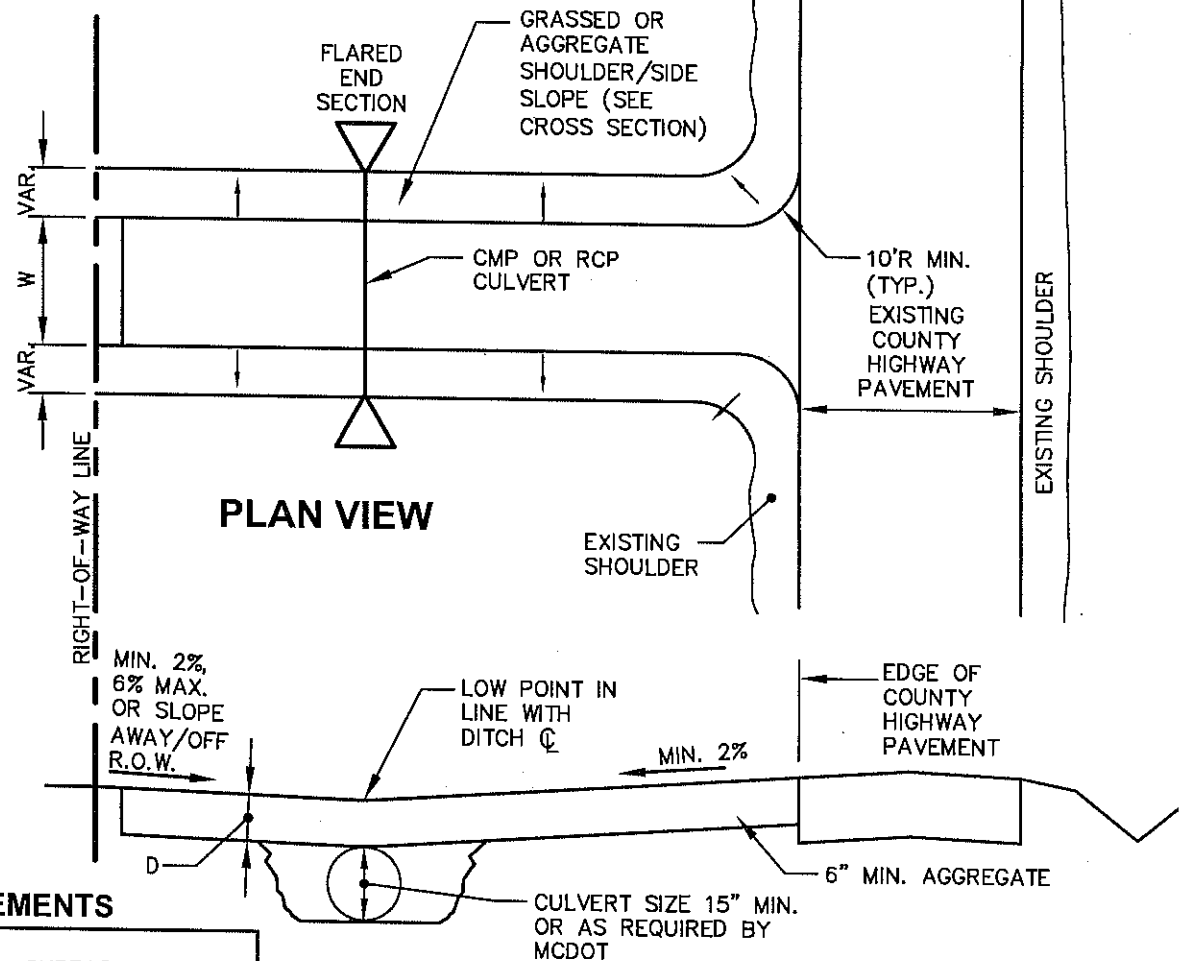
GENERAL CONDITIONS

- 1). In submitting this application, the Applicant agrees to comply with the Access Management Ordinance and written policies, conditions and requirements of the McHenry County Division of Transportation (MCDOT). This application does not relieve the applicant from complying with any statutes, regulations, ordinances or administrative orders of Federal, State or County governments or any political subdivision or administrative agencies.
- 2). The applicant or municipality shall, at no expense to MCDOT, provide information or submittals as may be required for review and make required changes or revisions. Submittals may include, engineering plans, sight distance and traffic studies, performance and maintenance guarantees and a certificate of insurance. Lack of an immediate response to this application or any submittals shall not be construed as approval or acceptance by the County Engineer or MCDOT, nor shall they be held responsible for any costs or delays due to the processing time required. Proposals will be considered inactive after a period of six (6) months without a response on the part of the applicant. After that time, the applicant must reapply and comply with any new conditions, policies and standards in effect.
- 3). The review of the proposed work shall be based on the policy that primary use of the County highway right-of-way is for the safe and efficient movement of vehicular traffic and the maintenance and improvements to support such primary use. Submittal of this application does not obligate the County Engineer to issue a permit. The MCDOT is not responsible for providing room within the County highway right-of-way for the proposed work. Lack of sufficient room can be cause for denying a permit.
- 4). During construction, a representative of the MCDOT must witness the proof-roll prior to the placement of bituminous material. After completion and acceptance of a permitted access, the MCDOT shall maintain, in accordance with normal maintenance policies, the drainage system including ditches, pavement widening including turning lanes, pavement markings and traffic control devices, curb and/or gutters, shoulders and turf areas located within the right-of-way of the County highway. The Permittee may provide additional mowing of turf areas as needed or other maintenance operations such as removing garbage and debris. The Permittee shall be responsible for the removal of snow, ice, gravel, and other debris from the paved surface of the access and keeping the access in a safe condition.



TYPICAL CROSS SECTION

NOTE: PLASTIC PIPE IS NOT PERMITTED. VERTICAL END WALLS ARE NOT PERMITTED.



PLAN VIEW

PROFILE (NOT TO SCALE)

WIDTH, DEPTH AND SURFACE REQUIREMENTS

USE	W		D		SURFACE TYPE
	MIN.	MAX.	MIN.	MAX.	
AGRICULTURAL OR 1-3 SINGLE FAMILY HOMES	10 FT.	16 FT.	6"	10"	AGGREGATE
MORE THAN 3 HOMES, OR NON-RESIDENTIAL USE	24 FT.	36 FT.	MIN. 8 INCHES OR AS REQUIRED BY MCDOT		MIN. 4 INCHES HOT MIX ASPHALT OR AS REQUIRED BY MCDOT

- NOTES:
- FOR USES OTHER THAN AGRICULTURAL FIELD ENTRANCES OR 1-3 SINGLE FAMILY HOMES, MCDOT SHALL DETERMINE THE ACCESS WIDTH AND CROSS-SECTION (DEPTH AND PAVEMENT TYPE).
 - FOR AGRICULTURAL USES, MAX. WIDTH MAY BE INCREASED TO ACCOMMODATE LARGE EQUIPMENT.
 - CULVERT SHALL BE A MINIMUM OF 15" DIAMETER OR AS DETERMINED BY MCDOT TO ACCOMMODATE DRAINAGE.

REV. 10/08 INIT. RELEASE

McHenry County
Division of Transportation

PERMIT PROCEDURES DETAIL NO. PPD1

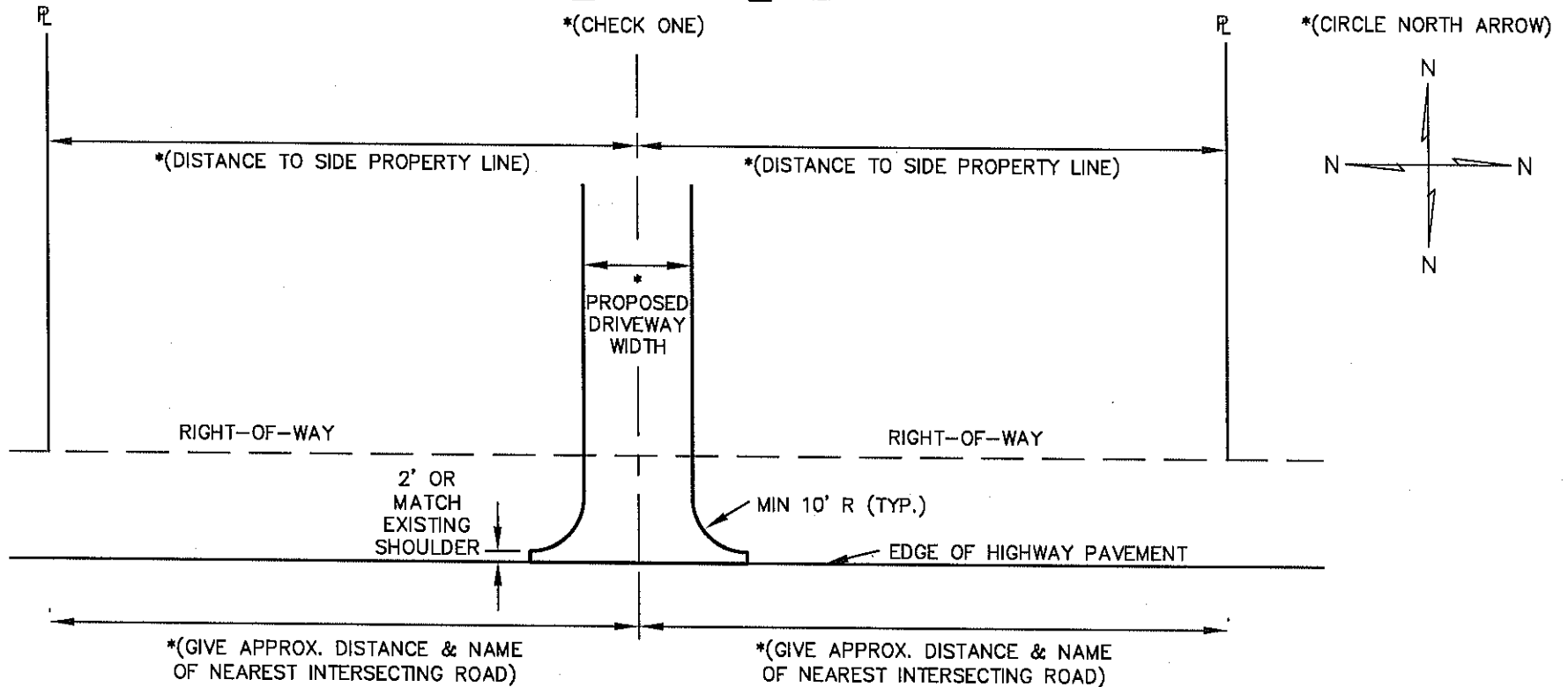
MINOR ACCESS DETAIL

*(PROPERTY ADDRESS)

APPLICANT TO FILL IN REQUESTED
INFORMATION MARKED BY *.

* ARE THERE ANY EXISTING DRIVES? YES NO
(ONLY ONE [1] ACCESS POINT ALLOWED PER PARCEL)

HOUSE FARM FIELD OTHER
*(CHECK ONE)



COUNTY HIGHWAY: _____
*(ROAD NAME)



McHenry County
Division of Transportation

PERMIT PROCEDURES DETAIL NO. PPD2

MINOR ACCESS LOCATION
WORKSHEET

NOTE:
A PAVED MAILBOX TURNOUT MAY BE REQUIRED IN ADDITION TO WHAT IS SHOWN.
ALL MAILBOXES SHALL MEET UNITED STATES POST OFFICE REQUIREMENTS.

REV. 10/08 INIT. RELEASE