



Macon County  
Highway Department

**ACCESS CONTROL PERMIT**  
**Policy and Regulations**

Agricultural Access  
Temporary Access  
Minimum Use Access  
Minor Access  
Major Access

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Macon County  
Highway Department

**ACCESS CONTROL PERMIT POLICY  
AND REGULATIONS**

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# I. ACCESS PERMIT POLICY

## A. Purpose

### Introduction

A highway system must perform the primary function of safely carrying through traffic, as well as safely providing access to adjacent land uses. Unplanned land development and uncontrolled access connections reduce highway safety and capacity and results in an early obsolescence of the highway. Unregulated access increases accidents, delay, and congestion for the users of the highway systems within Macon County.

The regulation of highway ingress and egress to and from properties abutting highway facilities is called access control. The principal advantages of access control are improved safety as well as the preservation of a high quality of service for through traffic. In order to minimize accidents and assure the best overall use of the highways within Macon County, it is necessary for Macon County to establish access controls and policies on the number, location, and design of access points to Macon County highways, and to encourage that these policies are appropriately utilized on highway systems not under the jurisdiction of Macon County.

### Background

The intent of the Macon County Highway Department is to preserve the integrity and usability of the existing highway system and balance new development that impacts that system. The following specific items are to be addressed during requests for access to that system:

- Right-of-way – Encourage the effective preservation and protection of potential and existing right-of-way for improved safety of transportation systems.
- Area Character – Balance the need for additional capacity with the need to preserve and maintain the local areas character.
- Highway – Provide safe highways, capacity improvements to support recent growth and potential future growth, and provide continuous routes between activity centers and improve access to Regional Transportation Facilities.
- Bicycle / Pedestrian – Help plan and implement safe, convenient facilities for bicyclists and pedestrians to serve daily transportation needs as well as recreation.
- Access Control – The essential element of access control is the regulation of access to County highways by designing major highways to minimize curb cuts and local street intersections, to enhance safety and to maintain existing highway capacity.
- Land Use and Transportation Planning – Coordinate transportation improvements with land use planning, population, and employment projections in cooperation with regional agencies.

**B. Definitions**

**AASHTO** – America Association of State Highway and Transportation Officials

**Access** - the right of an owner of property immediately adjacent to a highway to ingress and egress from the property by way of the adjacent highway.

**Access Point** - the designated location along a highway where ingress to and egress from a property or properties immediately adjacent to the highway is allowed by the County.

**ADA** - Americans with Disabilities Act

**Agricultural Access** - an access to a field or fields for vehicles and equipment to perform farming activities. An Agricultural Access is limited to agricultural use.

**Applicant** - the person(s), entity, municipality or utility company requesting a permit to work in the County right-of-way.

**Arterial** - is a highway generally characterized by its ability to quickly move relatively large volumes of traffic but often with restricted capacity to serve abutting properties. The arterial system typically provides for high travel speeds and long trip movements.

**Change in land use** - when an existing property is in the process of, or is subdivided resubdivided, reconstructed, redeveloped, structurally altered, relocated or enlarged where the type of service area, density and population growth rates would affect the level of traffic.

**Collector** - highway link to a State or County arterial highway; typically a County or township road or a municipal street and characterized by a relatively equal distribution of access and mobility function. Traffic volumes and speeds are typically lower than those of arterials.

**County** - Macon County or County of Macon

**County Board** - Macon County Board

**County Engineer** - as defined in Chapter ILCS 605 5/5 201.

**County Highway** - a highway under the jurisdiction of the County as further defined in 605 ILCS 5/2-204.

**Developer** - The person, persons or entity proposing and/or undertaking the improvements to a property.

**Development** - any residential, commercial, industrial or other project which is being constructed, reconstructed, redeveloped, structurally altered, relocated or enlarged, and which generates additional traffic within the service area or areas of the unit of local government.

**Engineer** - person who is trained or professionally engaged in a specific branch of engineering and is required to be licensed in the State of Illinois.

**FEMA** - Federal Emergency Management Administration

**FHWA** - Federal Highway Administration

**Freeway** - a limited access highway defined in 605 ILCS 5/2-212 and designated as such by the County Board.

**Highway** - as defined in 605 ILCS 5/2-202 and also sometimes referred to as “road” in a rural area and “street” in a municipal area.

**IDNR** - Illinois Division of Natural Resources

**IDOT** - The Illinois Department of Transportation

**IEPA** - Illinois Environmental Protection Agency

**ILCS** - The Illinois Compiled Statutes

**Illinois Highway Code** - The Illinois Compiled Statutes, 605 ILCS 5/1-101 *et. seq.*

**Local** - any public road or street not classified as arterial or collector. Local roads or streets are characterized by the many points of direct access to adjacent properties and the relatively minor value in accommodating mobility. Speeds and traffic volumes are usually low and trip distances short.

**MCHD** - The Macon County Highway Department

**Major Access** - an access for a subdivision, public street, commercial development, multi-family development, recreational development, or any other development that is expected to generate 150 or more traffic movements per day.

**Minimum Use Access** - an access for single-family residences, and other low-traffic – volume facilities expected to generate 20 or less traffic movements per day.

**Minor Access** - an access for a small subdivision, small commercial development, multi-family development or any other development that is expected to generate more than 20 but less than 150 traffic movements per day.

**MUTCD** - The Manual on Uniform Traffic Control Devices

**Owner** - the owner of record of a property for which a permit is being applied.

**Parkway** - the landscaped area located between the back of curb and the right-of-way.

**Permit** - a document or certificate giving permission from the County of Macon to undertake certain activities in accordance with these regulations on a County right-of-way, and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have an interest in the right-of-way.

**Permittee** - the person, persons or entity listed as Applicant on the permit and to whom the permit has been issued by MCHD.

**Right of way** - as defined by 605 ILCS 5/2-217 as the land, or interest therein, acquired for or devoted to a highway.

**Rural** - all places outside of urbanized areas.

**State** - State of Illinois

**Suburban** - an area that has a degree of development greater than that of a rural area but less than that of an urban area, with the predominant character of the surrounding environment being usually residential, but may include a considerable number of commercial establishments and a few industrial business parks.

**Temporary Access** - an access used for a specified purpose for a short and limited duration. Upon expiration of the duration of the Temporary Access it shall be removed. The use and duration thereof will be specified on the permit. Temporary Access may be included with Major Access developments, Minor Access developments, utility permit projects, or right-of-way alteration permits.

**Throat Length** - defined as the separation between the highway edge of pavement and the edge of pavement of the nearest internal drive.

**Urban** - an area are those areas identified by the U.S. Census Bureau having a population of 5,000 or more but less than 50,000.

**USACOE** - Unites States Army Corps of Engineers

### C. Authority and Jurisdiction

General Highway Statutes – The ILCS grant the responsibility and authority for the review of access and related issues that impact County highways to the County Board or the County Engineer. Several of the applicable Statutes are:

#### County Highways

Access to County highways is under the authority of the County Engineer. Access requests on County highways not designated as freeways do not require the review and approval of the County Board, but may, however, be reviewed and considered by the Transportation Committee of the County Board if required by the County Engineer. The following portions of the ILCS generally are applicable to both County highways and County freeways:

- 605 ILCS 5/5-413 authorizes the County Engineer to issue permits for and regulate the establishment of public road and private driveway entrances along highways under the jurisdiction of the County.
- 765 ILCS 205/2 requires that written approval be obtained from the appropriate local highway authority regarding highway access prior to final approval and recording of a plat. For Macon County, the authority shall be the County Engineer, with the primary concerns being safety and the nature of access and related impacts to the County's transportation system.
- 605 ILCS 5/9-113 requires the written consent of the County Engineer for the placement of utilities within the County right-of-way.



- 605 ILCS 5/9-115.1 prohibits the construction of any drainage facility for the purpose of the detention or retention of water within a distance of 10 feet plus one and one-half times the depth of any drainage facility adjacent to the right-of-way of a County highway without the written permission of the County Engineer. It also prohibits the construction of any earthen berm such that the toe of such berm will be nearer than ten (10) feet to the right-of-way of a County highway without the written permission of the County Engineer (see Exhibit 4-8 in Section 4 of this manual).
- 605 ILCS 5/9-101.1 authorizes the County Engineer to consider additional detention in lands to be subdivided.
- 605 ILCS 5/9-118 authorizes the County Engineer to regulate the planting of landscaping on the County right-of-way. All access requests onto County highways shall be subject to the Access Control Regulations and design standards contained or referenced in these regulations.

### **County Freeways**

Access requests on County freeways require the review and approval of the County Board. The County highways designated by the County Board as freeways are:

- **CH 30** Elwin Road from U.S 51 east to CH 7 Baltimore Avenue.
- The **new alignment of the South East Beltway** from the intersection of CH 30 Elwin Road and CH 31 Turpin Road east towards the intersection of CH 60 Sefton Road and Ill. Rt. 121.
- **CH 60** Sefton Road from Ill. Rt. 121 east to CH 57 85<sup>th</sup> Street.
- **CH 57** 85<sup>th</sup> Street from Ch 60 Sefton Road north to U.S. 36.
- **CH 59** Prairieview Road from U.S. 36 north to the Norfolk Southern railroad track.
- The **new alignment of the South East Beltway** from the intersection of Prairieview Road and the Norfolk Southern railroad track north and west to CH 24 Reas Bridge Road.
- **CH 24** Reas Bridge Road from Stare Road west to Christmas Tree Road.
- The **new alignment of the South East Beltway** from the intersection of CH 24 Reas Bridge Road and Christmas Tree Road north and west to Ill. Rt. 48.

The following portions of the ILCS are applicable to County freeways:

- 605 ILCS 5/8-101 authorizes the County Board to designate and establish any existing or proposed highway under their jurisdiction and control as a freeway. The County Board has the authority to regulate the use of a freeway, as well as intersecting highways, roads, streets and other public ways not under their jurisdiction and control.
- 605 ILCS 5/8-102 states that the County Board has the full authority to deny their respective consent relative to access or to specify and enforce the terms and conditions under which new means of ingress and egress may be provided or existing means enlarged or extended. The County Board has full authority to control existing and future access points to a freeway, establish local service drives, relocate or eliminate intersecting roads, streets or other public ways, and extinguish the right of access by purchase or condemnation. Written consent must be obtained from the County Board prior to laying out, providing or constructing any new means of access, or enlarging or extending any existing means of ingress to or egress from said abutting properties to a County highway.

All access requests onto County freeways shall be subject to the access policies and design standards contained or referenced in these regulations.

### Other Highways Under the Review Authority of the County Engineer

An additional duty and responsibility of the County Engineer is to review zoning and development proposals within unincorporated areas of Macon County relative to Macon County access control regulations, transportation policies and standards. These reviews include County, Township, State, Municipal and private roads. Safety factors, zoning considerations, subdivision plats, and proposed improvement plans shall be reviewed to make determinations in the area of design standards and engineering specifications for road and related drainage construction. The following portion of the ILCS Code is applicable:

- 605 ILCS 5/6-325 requires that subdivision roads conform to the rules, specifications and regulations established by the County Engineer and adopted by the County Board.

Macon County Highway Department shall provide regional leadership in maintaining and developing of a system of highways, streets and roads that serve present and future transportation needs. Proposed developments and access locations shall be designed to promote safety, reduce or avoid congestion, and maintain the integrity and efficiency of the existing highway system.

### Roadway Classifications

This document references several Roadway Classifications. The definitions for Arterials and Collectors shall be those as defined and mapped by the Illinois Department of Transportation on their periodic upgrades to the 5 Year Classification Map for Macon County and the Decatur Urban Area.

### Change In Land Use

An Access permit is required for a change in land use from the agency having jurisdiction of the highway for which access is requested. The agencies include the State, the County or township(s). The change in land use is a comparison of the extent and use of the existing access and the proposed access. An existing access may not be used for any aspect of the proposed development, including grading or construction, until an Access Permit is obtained from the agency with jurisdiction authority.

## **D. Permit Types and Application Requirements**

There are five types of access permits. The following describes the specific permit-application requirements for each of the five types of access permits: Agricultural Access, Temporary Access, Minimum Use Access, Minor Access, and Major Access.

### Agricultural Access

A permit is required for an Agricultural Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the County Highway Department prior to submitting an application to determine the submission requirements.

### Temporary Access

A permit is required for a Temporary Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans and other supporting information may be required to evaluate the permit request. A Temporary Access permit may be required in conjunction with other permits. The County recommends that the Applicant discuss the nature and extent of the work with the County Highway Department prior to submitting an application to determine the submission requirements. If a temporary access is granted its duration shall not exceed 365 days.

### Minimum Use Access

A permit is required for a Minimum Use Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit-application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the County Highway Department prior to submitting an application to determine the submission requirements

### Minor Access

A permit is required for a Minor Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculations, and reports may be required to evaluate the permit request. The County recommends that the Applicant discuss the nature and extent of the work with the County Highway Department prior to submitting an application to determine the submission requirements.

### Major Access

A permit is required for a Major Access to a County highway or freeway. The Applicant can begin work on the construction of the access only with written authorization from the County Engineer. The permit application process, fees, and guidelines can be found in Articles II and III of this section. In addition to the permit application, plans, calculation, and reports may be required to evaluate the permit request. A pre-application meeting with the County Highway Department is required to determine the submission requirements.

## **E. General Requirements**

The following are general requirements pertaining to all types of access proposed within County right-of-way.

### **Authority of County**

A permit from MCHD grants permission only to undertake certain activities in accordance with these regulations on a County right-of-way, and does not create a property right or grant authority to the Applicant to impinge on the rights of others who may have a legal interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is an easement, the holder of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or outside of County right-of-way.

### **Written Consent**

Only a permit issued by the County Board or the County Engineer under these regulations will satisfy the “written consent” requirement of 605 ILCS 5/5-413 and 605 ILCS 5/8-102.

### **Compliance**

The Applicant shall comply with all other applicable laws relating to the access. The issuance of an Access Permit by the County Engineer does not excuse the Applicant from complying with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the rules, regulations and requirements of other Local, State and Federal agencies, including but not limited to IDOT, USACOE, IDNR, IEPA, and EPA.

### **Compliance by Other Agencies**

State, County, township, municipalities, and other local units of government are subject to all the requirements of these regulations.

### **Damage to County Right-of-Way**

Those facilities and highway structures and appurtenances (i.e.: guardrails, street lights, etc.) within the highway right-of-way that are damaged as a result of the permit work shall be immediately reported to the MCHD. Damaged items shall be replaced or repaired by the Applicant to the County’s satisfaction in a reasonable length of time as established by the MCHD. Any signs damaged during emergency, maintenance or construction operations must be immediately repaired and/or replaced and erected. . The occurrence shall be immediately reported to the MCHD.

### **Inspection**

All improvements to a County highway occurring in conjunction with the permit shall be inspected by a representative of MCHD. The level of inspection will be determined by the County based on the complexity and magnitude of the improvements to the County right-of-way. The level of inspection will be discussed at the Pre-construction Meeting.

### **Enforcement**

If permit improvements to the County right-of-way are not constructed in accordance with the design approved by the County Engineer or made in accordance with the conditions of the permit, the County Engineer will issue a Stop Work Order or revoke a permit as described below. If the Applicant does not correct any deficiencies or, at a minimum, contact the MCHD to discuss the deficiencies within fourteen (14) calendar days after notification by certified mail, the County Engineer has the right to correct the deficiencies either through the Performance Bond, Surety Bond or Escrow Account for the permit or through a bill or invoice submitted to the Applicant. In addition, the Final Completion and Compliance

Certificate and/or Certificate of Occupancy shall be withheld until the improvement conforms to the approved design.

### **Duty to Correct Defects**

The Applicant shall guarantee the restoration of the County right-of-way for twelve (12) months following the issuance of the Final Completion and Compliance Certificate. During the 12-month period, the Applicant shall, upon written notification from the County Engineer, correct all non-complying work using methods and materials required by the County Engineer. The corrective measures shall be completed within fourteen (14) calendar days of the receipt of the notice from the County Engineer, not including days during which work cannot be done due to circumstances constituting force majeure or of unseasonable or inclement weather. If corrective measures are not commenced within the length of time specified, the County Engineer will take appropriate action to ensure completion of the work to the County Engineer's satisfaction at the expense of the Applicant.

### **Stop Work-Order/Revocation of Permit**

The County may issue a Stop-Work Order or suspend or revoke a permit for the following reasons:

- The work was started without a valid permit. . In addition to the permit fee, a fine will be assessed in the amount equal to **double** the applicable permit fee..
- A material provision or condition of the permit was substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed to complete the work within the time specified in the permit unless the failure to complete the work is due to reasons beyond the Applicant's control.
- The Applicant failed in a timely manner to correct work that does not conform to applicable standards, conditions federal, state or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The work poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety or welfare.

### **Lifting of Stop Work Order/Reinstatement of Permit**

The County may lift a Stop-Work Order or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County, the Applicant submits a revised schedule and completion date acceptable to the County.
- The Applicant corrects all work that does not conform to the permit specifications, applicable standards, conditions, or federal, state, or local laws.
- The Applicant agrees to follow all provisions of the permit and pays for the perpetration or attempt to perpetrate any fraud or deceit upon the County.

- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

If the Applicant does not correct any deficiencies, or at a minimum, contact the County to discuss the deficiencies within fourteen (14) calendar days, the County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

**All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety, or welfare shall be corrected immediately by the Applicant.**

### **Advanced Public Notification**

All permitted access work will require advanced public notification prior to commencing the work. The advanced public notification shall be by use of advanced warning signs or message boards placed for each direction of traffic. The warning signs or messages boards shall comply with the MUTCD and County policy. The advanced notification shall be posted at least 72 hours prior to commencing the work. The message will be as specified by the County Engineer. No work shall commence at the site for at least one week after the issue date of the permit.

### **Permit Working Hours**

For all County highways the working hours shall be as directed by the County highway Department, but are generally considered 8:00 a.m. to 5:00 p.m.

### **Traffic Control and Protection**

During the period of time the access is being constructed, due care must be taken to ensure the protection of workers and traffic. The work should be accomplished in a manner that will minimize interference with normal highway operations. All warning signs, pavement markings, and traffic control during construction shall be in strict compliance with the MUTCD and the IDOT Highway Standards. Copies of traffic control standards may be attached to the permit indicating to the permit holder the manner in which traffic is to be controlled and protected during construction. Special care shall be taken during the construction of accesses, driveways and the development of the property to avoid tracking mud or other material onto the highway. The Applicant shall immediately remove any mud, debris or other material tracked onto the highway. If it is necessary for MCHD or its contractor to remove mud, construction debris, or otherwise correct unsafe conditions, the County Engineer shall invoice the Applicant for the cost of time and materials and the Applicant shall pay said invoice within 30 days of receipt thereof. No funds will be released from the Performance Bond, Surety Bond or Escrow Account until the invoice is paid in full. Failure to pay an invoice shall be cause for the revocation of the permit.

### **Maintenance of Driveways and Streets**

Property owners having access to a County highway are fully responsible for the maintenance of their driveway. This maintenance responsibility includes the removal of snow and ice and keeping the portion of the driveway within the County right-of-way in a safe condition for the general public. Where the

owner of a commercial or industrial property is required by the County Engineer to construct turning lanes on the County highway, the County Engineer may in the interest of public convenience provide maintenance and remove snow and ice on the portions of those lanes constituting an integral part of the highway. Once a culvert is properly installed pursuant to a permit, it becomes public property in accordance with 605 ILCS 5/9-105 of the Illinois Highway Code and will thereafter be maintained by MCHD.

#### **F. Access Control Regulations**

The guiding philosophy of the Macon County Access Control Regulations is to “Provide safe, efficient transportation systems compatible with land use”, by controlling access on highways to minimize curb cuts and local street intersections, and maintaining existing highway capacity. The highest degree of access control shall be applied to the County freeways and major arterial roads, with lesser degrees of access control on minor arterial and collector roads. The degree of access control shall be based on two basic criteria: (1) the size and nature of the development, which determines the volume and types of traffic generated, and (2) the existing and/or future significance of the highway being accessed. In all cases the operational characteristics of the new or improved access must meet, in the opinion of the County Engineer, traffic-engineering criteria for safe traffic operations. In many cases, highway improvements such as turning lanes, medians, turning restrictions, traffic signals, and highway lighting must be funded and constructed by the Applicant in order to ensure safe traffic operations. In the interest of public safety and general welfare, the County Engineer may restrict the location and number of access points.

#### **The Locations of Access Points**

- a. Access points shall be located along the frontage of the subject property so that ingress and egress maneuvers will not degrade safe and efficient traffic movements and operations on the highway.
- b. Access points shall be located, to the maximum extent feasible, at the point of optimum sight distance along the abutting property frontage. Placement of an access point on a horizontal curve or just below the high point of a crest vertical curve shall be avoided.
- c. Access points require provisions of the appropriate sight distance pursuant to methodology based on the AASHTO Policy on Geometric Design of Highways and Streets, most current edition. If a safe sight distance is not available at any point along the frontage of a property, one of the following procedures shall be utilized:
  - i. develop access to another highway (in case of corner properties).
  - ii. develop indirect access via a frontage road.
  - iii. develop indirect access via the acquisition of an access easement from an adjacent property.
  - iv. improve the vertical and/or horizontal curvature of the roadway.
  - v. acquire additional right-of-way.
- d. Whenever possible, access should be provided via existing cross streets in lieu of additional access points to arterial or collector roads.
- e. Access to a County highway may be prohibited when a property abutting a County highway has frontage on one or more highways and reasonable access can be safely provided from said highways.
- f. Where a pre-existing access facility is on the opposite side of the highway from property from which access is being requested, the proposed access point shall be aligned with the pre-existing

access facility whenever possible in the opinion of the County Engineer. This requirement may be waived under the following conditions:

- i. The proposed access would not comply with other conditions of these regulations.
  - ii. The property for which access is being requested has inadequate frontage along the highway to allow for the proper alignment with the existing access facility.
  - ii. The alignment of the existing and proposed access facilities would impair traffic or be detrimental to traffic flow, result in unacceptable delays, impede traffic operations, and impair traffic safety on the highway.
- g. Adjacent access points shall be spaced to insure that conflicting movements at adjacent access points do not overlap and that safe and efficient traffic movements and operations will be maintained.
- h. The minimum spacing between an access point and an intersecting street or another access point shall be determined by the distance required to provide full left turn tapers and storage bays along the County highway for both the access point and the intersecting highway or adjacent access point, regardless of the present need for tapers and storage bays. Storage bay lengths should be determined by using projected traffic volume data approved by the County Engineer and allow for proper deceleration of turning vehicles so as to not impede through traffic. The projected traffic volumes of the access should reflect the volumes that will be experienced when the development(s) using the access point are fully in service and include the projected growth in background traffic.
- i. If an abutting property has inadequate frontage to meet the minimum spacing requirements, the County Board or the County Engineer as the case may be, shall determine the location of the access point using the applicable provisions of these regulations. The County Board or the County Engineer as the case may be, may require the development of joint (shared) access facilities, the development of indirect access, or the restriction of turning movements at the proposed access point.
- j. Access points in the vicinity of interchanges, interchange ramp terminals, crossroads, frontage roads and service drive connections shall be restricted to eliminate hazardous and congested conditions. Sufficient spacing between interchange ramps and access points or crossroad intersections shall be provided to permit the development of turning lanes and proper signing of the highway facilities. In addition, the prior approval of the agency that has jurisdiction or functional oversight of the interchange must be received in writing.
- k. Access points shall be located to provide safety and convenience for pedestrians, bicyclists, and other users of the highway right-of-way.

### **The Number of Access Points**

- a. Each development or property, regardless of the number of parcels, shall be limited to one access point when warranted in the opinion of the County Engineer (the one access point may be restricted to a right-in/right-out).
- b. When subdividing existing developed parcels to create new lots, no additional access will be permitted. When an existing development undergoes a change in land use the existing access point(s) may require relocation, or the number of access points reduced per the requirements of the County Engineer in order to improve the safety of the motoring public.
- c. One additional access point may be considered by the County Board or the County Engineer as the case may be, if it is demonstrated by a traffic engineering analysis prepared by a qualified



traffic engineer and approved by a Licensed Professional Engineer that the level of service at the approved access point would be substantially improved by the addition of a second access point (turning movement restrictions to be determined by the County Engineer), and that providing an additional access point will not adversely affect traffic safety or operations on the highway. Approval of an additional access shall be determined by the County Board or the County Engineer as the case may be, and shall comply with all the applicable sections of these regulations.

- d. If the approved access point is to be signalized, no additional full access points shall be permitted.
- e. For access to an abutting property located at the intersection of two County highways, access shall, whenever feasible, be restricted to one access point on the County highway having the lower volume of traffic, as determined by the County Engineer. The requirements for the access point shall comply with all applicable provisions of these permit regulations and the intersection of the two highways shall be improved by providing appropriate capacity improvements.
- f. For corner lots at an intersection where only one of the roads is a County highway, and where access is available from the other intersecting road, access to the County highway may, based upon the opinion of the County Engineer, be restricted or prohibited. The requirements for the access point if permitted, shall comply with all applicable sections of these regulations and the intersection of the two highways shall be improved by providing appropriate capacity improvements.

#### **Internal Circulation Within Developments**

- a. When property abutting a highway is to be developed, direct access to the highway shall not be used in lieu of an adequate internal traffic circulation system. The County Engineer shall approve the development planning process and internal traffic circulation.
- b. No access shall be permitted to a development if internal traffic patterns are not acceptable to the County Engineer based on overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates.
- c. No access shall be permitted if such access would require or otherwise cause backing or turning maneuvers onto a County highway. Provisions for turnarounds shall be made outside the County right-of-way.

#### **Intersection Spacing and Application of Access Control Guidelines**

These regulations apply different degrees or levels of access control depending on the type and operational characteristics of the highway in question, in combination with the type and intensity of the proposed land use generating the request for access. Therefore, the desirable intersection spacing and access guidelines vary according to the type of highway and the proposed land use. The Levels in these regulations are organized as follows:

Level 1 - High level of access control based upon conservative parameters of driver behavior, vehicle performance characteristics and a high margin of safety. This level of access control is applied to Major Access points on freeways, State Route Arterials (SRA), and arterials. SRA reports developed by IDOT may be used by the County Engineer in determining guidelines.

Level 2 - Moderate level of access control based on normal or median parameters for both driver behavior and margin of safety. This level of access control is applied to Minor Access on collectors, arterials and freeways and Major Access on collectors and local roads.

Level 3 - Minimum levels of access control guidelines typically representative of physical or geometric constraints or considerations; not based on driver or vehicle performance criteria. This level of access control is applied to all Minimum Use Access on all County highways and to Minor Access on local roads.

<b>Table 1 - Access Guidelines Application Matrix</b>				
	Highway Classification			
Traffic Generation Movements Per Day	Local	Collector	Arterial	Freeway or SRA
Minimum Use 20 or less	Access Level 3	Access Level 3	Access Level 3	Access Level 3
Minor Access More than 20 less than 150	Access Level 3	Access Level 2	Access Level 2	Access Level 2
Major Access More than 150	Access Level 2	Access Level 2	Access Level 1	Access Level 1
Notes:				
1. "Major Access" includes most commercial accesses and public streets classified as collector or above, which includes most subdivisions.				
2. The County Engineer may, at his/her discretion, elect to apply a different priority level or deviate above or below the standard for a given priority level based on unique property, site development, highway design, safety and/or traffic conditions.				

The use of a particular access control guideline is based on the type of land use generator and the classification of the highway on which the land use generator is located. The operating speed of the subject highway is built into the individual access guidelines. The use of the Access Guidelines Application Matrix shown in Table 1 is intended to give general guidance on the degree of access control and appropriate access guidelines for a particular situation. This table is intended to be used as a guide, and the County reserves the right to address unique situations in a manner different than as set forth in Table 1.

a. Signalized Full Access Intersection Spacing

An intersection spacing of one-half (1/2) mile (2640') is appropriate and optimal for rural, residential or other relatively low-density areas. The relatively low level of adjacent land development allows a minimum amount of green time to be assigned to the cross street, which provides higher progression speeds and capacity on the arterial.

On arterial highways through urban or suburban areas, however, restricting access to half-mile spacing in areas of denser traffic generators can lead to less efficient signal operation, poorer coordination, and a lower level of service, and unsafe conditions on the arterial road.

Based on experience with signalized intersection spacing, MCHD has developed the spacing criteria contained in Table 2. These signals will be required to be interconnected to adjacent signals within one mile (5280'). The County Board generally requires a one-third (1/3) mile (1760') spacing minimum for freeways.

**Table 2 – Minimum Signalized Intersection Spacing**

Highway Classification			
Freeway & SRA Residential	Freeway & SRA Commercial	Rural Arterial Collector	Urban/Suburban Arterial Collector
+/- 1,760 ft. (1/3 mile) to +/- 2640 ft. (1/2 mile)	+/- 1,320 ft. (1/4 mile) to +/- 1,760 ft. (1/3 mile)	+/- 2,640 ft. (1/2 mile)	+/- 1,320 ft. (1/4 mile)
Notes:			
1. Signalized spacing guidelines apply to access where signal warrants are anticipated to be met in the future as determined by MCHD.			
2. The County Engineer shall determine those cases where equal spacing of adjacent signalized intersections takes precedence over the spacing guidelines shown above on the basis of a qualified traffic engineering study.			
3. On the basis of a qualified traffic engineering study the County Engineer may consider spacing less than the values shown above.			

Because traffic signal warrants can be met at existing intersections via traffic growth over time, all public streets classified as “collectors” or above which intersect an arterial highway, including all County highways, should also meet the Signalized Intersection Spacing guidelines of Table 2.

b. Unsignalized Full Access Spacing

Unsignalized full access spacing is defined as the separation between two adjacent unsignalized full-access intersections or between an unsignalized full access intersection and an adjacent signalized intersection. The category of “Unsignalized Full Access” intersections does not include streets or driveways that, as determined by the County Engineer, may meet traffic signal warrants in the future.

Major Access for Level 1 highways is required to meet the signalized intersection spacing guidelines as shown previously in Table 2. Spacing for Minor and Minimum Use Access is required to meet AASHTO (2001 or as amended from time to time) intersection sight distance guidelines. Access spacing on Level 2 highways corresponds to the intersection decision sight distance requirement based on no reduction in through traffic speed. Access spacing on Level 3 highways is based on intersection sight distance, Case B1 – Left Turn From Stop.

**All of the above spacing guidelines for unsignalized full access intersections are summarized in Table 3.** Design speed is considered to be the posted speed limit plus five (5) mph.

<b>Table 3 - Unsignalized Full Access Intersection Spacing</b>				
Separation between Adjacent Full-Access Intersections				
Design Speed	Access Level 1 (ft.)	Access Level 2 (ft.)	Access Level 3 (ft.)	
			2 Lanes	4 Lanes
30 mph	Signal Spacing Guidelines Apply As Shown In Table 2	490	335	353
35 mph		590	390	412
40 mph		690	445	470
45 mph		800	500	529
50 mph		910	555	588
55 mph		1030	610	647
60 mph		1150	665	706
Note: See Table 6 for the separation between full access intersections and adjacent right-turn only driveways.		Note: A Separation, which provides for no overlap of alternating left-turn lanes, shall be provided at a minimum.		

c. Right-in/Right-out and Right-in Only Access

The use of right-in/right-out and right-in only access is left to the County Engineer's discretion and is an effective tool for managing arterial highway access and achieving the primary goal of safe and efficient through traffic movement. Right-in/right-out and right-in only access will be required in lieu of full access when intersection spacing guidelines cannot be met or when in the opinion of the County Engineer safety considerations dictate. The use of right-in/right-out and right-in only access in lieu of good internal circulation and convenient access shall not be permitted.

Each development or property, regardless of the number of parcels or size of development, shall be limited to one access point (the one access point may be subject to restrictions by the County Engineer, (i.e. a right-in/right-out or right in only). One additional access point (such as a right-in/right-out and right-in only access) may be considered by the County or the County Engineer as the case may be if it is demonstrated by a competent traffic engineering analysis prepared by a qualified Traffic Engineer and approved by a Licensed Professional Engineer that the level of service at the approved access point would be substantially improved by the addition of a second access point (turning movement restrictions to be determined by the County Engineer), and that providing an additional access point will not adversely affect traffic safety or operations on the highway.

Additional right-in/right-out and right-in only accesses are generally not permitted. Approval of any additional access shall be determined by the County Engineer and shall otherwise comply with all the applicable sections of these regulations.

d. Policies and Guidelines for Right-in/right-out and Right-in Only Access

Right-in/right-out and right-in only access serving a property or development may be considered subject to compliance with the corner clearance and un-signalized spacing guidelines contained herein, and must be consistent with good engineering judgment and practice, where the right-turn only access:

- Contributes to the measurable improvement in safety and the level of service for adjacent intersections or otherwise improve the operation of adjacent access or highways by minimizing the traffic load, approach lane queuing, mixing of residential and commercial traffic among other things.
- Are not intended as a substitute for the proper design and layout of internal connecting aisles and drives on the subject development or property.
- Are part of a clear, understandable and accepted access plan for a site and help prevent unsafe, undesirable, unexpected or illegal maneuvers such as U-turns, backing up in traffic, or cutting through neighborhood streets.
- Serve the convenience and expectations of the motoring public for auto-oriented highway land uses such as retail shopping centers, service stations, fast food restaurants, etc.

e. Right-in/right-out and Right-in Only Access Corner Clearance Guidelines

Right-in/right-out and right-in only access are often located in the vicinity of existing or future signalized intersections. In such applications, it is imperative to reduce turning conflict potential by protecting the integrity of the functional areas of the major intersection by providing "corner clearance" dimensions. Inadequate corner clearance can result in the following safety and operational problems.

- Conflict with intersection turning movements and traffic queues.
- Insufficient weaving section length
- Reduction in intersection capacity and progressive flow

The corner clearance guidelines contained in Tables 4 and 5 cover Right-in/right-out and right-in only access located both upstream (near side) and downstream (far side) of the major intersection, and are applied to any Right-in/right-out and right-in only access on a highway adjacent to a full access intersection or signalized (or future signalized) intersection.

<b>Table 4 - Right-in/right-out and Right-in Only Access Corner Clearance at Signalized Intersections Access Level 1</b>		
<b>Posted Speed Limit</b>	<b>Upstream Clearance</b>	<b>Downstream Clearance</b>
30 mph	325 ft.	275 ft
35 mph	425 ft	350 ft
40 mph	525 ft	435 ft
45 mph	630 ft	530 ft
50 mph	750 ft	640 ft
55 mph	875 ft	750 ft

<b>Table 5 - Right-in/right-out and Right-in Only Access Corner Clearance at Signalized Intersections Access Level 2</b>		
<b>Posted Speed Limit</b>	<b>Upstream Clearance</b>	<b>Downstream Clearance</b>
30 mph	215 ft	200 ft
35 mph	270 ft	250 ft
40 mph	335 ft	325 ft
45 mph	405 ft	400 ft
50 mph	480 ft	475 ft
55 mph	565 ft	550 ft

f. Right-in / Right-out and Right-in Only Driveway Spacing from other Right-in / Right-out or Unsignalized Intersections

The spacing of right-in/right-out and right-in only access from adjacent un-signalized full access intersections or other right-turn only access clearance guidelines are established in Table 6.

<b>Table 6 - Right-in/right-out and Right-in Only Spacing from Other Right-turn Only or Unsignalized Full Access Intersections</b>			
Separation Between Right-in / Right-out Only Access and Adjacent Right-turn Only and Unsignalized Full Access Intersections			
	Opposite Side	Same Side	
Posted Speed Limit	All Levels (ft)	Access Level 1 (ft)	Access Level 2 (ft)
30 mph	300	275	225
35 mph		325	275
40 mph		375	300
45 mph		425	350
50 mph		475	375
55 mph		525	425

Subject to the provision that the upstream right-in / right-out only driveway does not fall within the limits of the left-turn taper and storage for the opposite side driveway.

The separation upstream or downstream from adjacent driveways or minor unsignalized intersections is based on the provision of sufficient separation to eliminate right-turn overlap conflicts. An access or intersection either upstream or downstream on the opposite side of the street may cause a potential weaving movement conflict between accesses. Additionally, in the case of a right-turn only access upstream of an opposite side full access or intersection, sufficient separation should be provided to insure that the right-turn only access does not fall within the limits of left-turn taper and storage for the opposite side access or intersection.

If it is likely the unsignalized intersection in question may be signalized in the future, the County Engineer will require the spacing to conform to the guidelines for signalized intersections.

g. Right-in / Right-out and Right-in Only Access Design

Left-turn movements from right-turn only access shall be controlled by barrier medians constructed along highway centerlines and/or by channelizing islands and signing on the access as determined by the County Engineer. Barrier medians shall be required on arterials. However, if determined by the County Engineer that a barrier median is not desirable, a right-turn only access design approved by the County Engineer and supplemented with signing may result in effective left-turn control. The entire cost of any required barrier median shall be paid by the Applicant.

**Turn Lane Improvements**

As determined by the County Engineer, turning lanes (consisting of an approach widening, turn bay taper, and a full width auxiliary lane) for either right or left turns into an abutting property shall be provided. While traffic studies are required and considered in the determination by the County Engineer, generally most Applicants requesting access to arterials will be required to construct turning lanes. Turning lanes are required for all Minor and Major Access requests to County freeways and all Major Access requests to County highways.

If the construction limits of an access driveway permit improvement to widen a County highway falls within 500 feet the construction limits of an existing widened section of County highway, the full width widening for the new access driveway shall be extended to meet the existing full width widened section of County highway. This is necessary to maintain continuity and lane alignment for safety of the motoring public. All turn lane improvements shall be paid by the Applicant.

a. Right-Turn Lane Warrants

Right-turn deceleration lane warrants for two-lane and four-lane highways at highway access points (driveway or street intersections) are contained in Table 7 and Table 8. These guidelines were developed for unsignalized access points and will be applied as a guideline for signalized access as well. The installation of right turn deceleration lanes will be required for all access points to a County freeway and all Major Access to any County highway.

The length of right-turn lanes (storage plus taper) for unsignalized access points, where warranted, should be based on the distance required for a vehicle traveling at the highway’s posted or operating speed to reach a desirable turning speed for the right-turn maneuver (i.e. the right-turn lane functions exclusively for deceleration and hence the full length of storage and taper can be used for this purpose). In the case of a signalized access point, queuing considerations demonstrated by an Intersection Design Study prepared by a Licensed Professional Engineer will determine the length of storage and taper and typically result in higher values than those based on deceleration alone. In either case, the use of a minimum taper length of 180 feet is required, with the full width storage lane varying according to deceleration or queuing needs, with a minimum storage length of 150 feet.

<b>Table 7 - Right-turn Lane Guidelines for Two-Lane Highways</b>					
Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
Approach Lane Vol. (vph)	Posted Speed Limit – mph (km/h)				
	35 (56)	40 (64)	45 (72)	50 (81)	55 (89)
200	--	--	75	35	20
300	--	120	40	25	15
400	200	50	30	20	10
500	50	25	20	15	10
600	25	15	15	10	10
800	15	10	10	10	10
1200	10	10	10	10	10

**Table 8 - Right-turn Lane Guidelines for Four-Lane Highways**

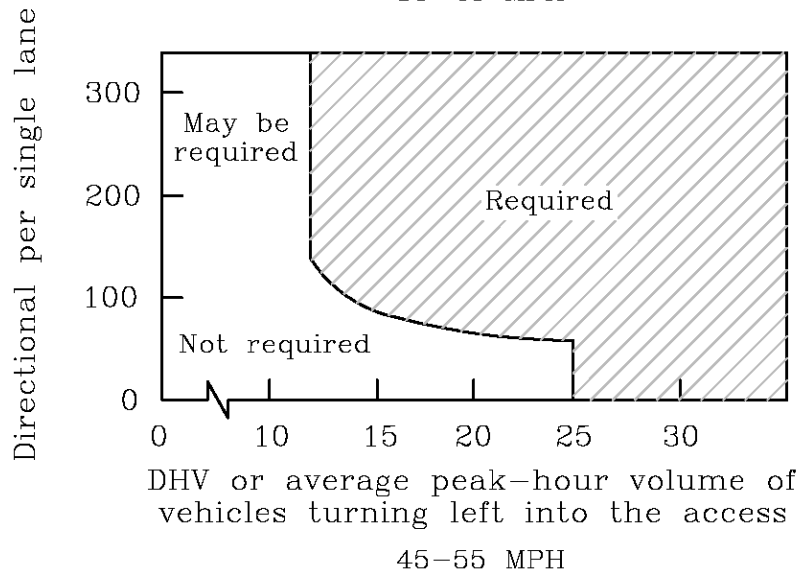
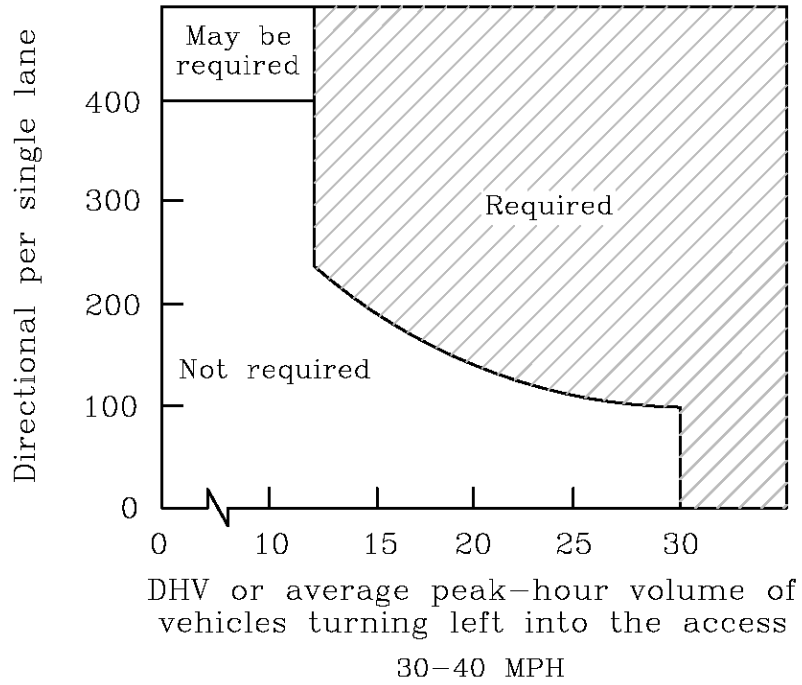


Minimum Right-turn Volume Warranting Exclusive Lane (vph)					
Approach Lane Vol. (vph)	Posted Speed Limit – mph (km/h)				
	35 (56)	40 (64)	45 (72)	50 (81)	55 (89)
300	--	--	--	75	20
400	--	40	40	40	15
500	--	40	40	30	15
600	40	40	40	25	10
800	40	35	30	20	10
1200	15	20	20	15	10
1600	10	15	15	10	5
2000		10	10	10	5

b. Left-turn Lane Warrants

Left-turn deceleration lane warrants for two-lane and four-lane highways at highway access points (driveway or street intersections) are contained in Table 9 and Table 10. These warrants represent the design hourly volume where the benefits of a left-turn lane (accident reduction, operating savings) exceed the cost of construction. These guidelines were developed for unsignalized access points and will be applied as a guideline for signalized access as well. The installation of left-turn deceleration lanes will be required for all full access points to a freeway. The installation of left-turn deceleration lanes will be required for all full access points to an arterial where there are more than 12 left turns per peak hour. Left turning volumes in excess of 250 vph will generally require the installation of dual left turn bays at signalized intersections.

**TABLES 9 & 10**  
Warrant Guidelines for Left-turn Lanes



c. Driveway/Street Throat Length

Sufficient length of uninterrupted throat length for streets and driveways intersecting highways is required for:

- efficient operation of signalized access points;
- the provision of adequate distance and time for inbound drivers to react to a site’s internal traffic activity; and
- to prevent spillback onto the adjacent collector or arterial highway.

Determination of driveway throat length is a function of inbound entry speed and driveway traffic volume (inbound, outbound and at internal cross-access aisles), outbound queuing or stacking demand, and various environmental factors such as driveway grade, signing, etc. A queuing analysis by means of a trip generation must be conducted for the proposed land development by a Licensed Professional Engineer.

The minimum throat length for accesses, including streets, which intersect a County highway, is shown on Table 11 below. The desirable throat length for signalized Major Access points shall be determined as the length of calculated outbound storage or stacking on the approach to the County highway. The construction of a barrier median will be required on Full Access points along a Freeway. A "No Access Easement" granted to the County shall be required to protect these throat length requirements. These throat length requirements may be reduced by the County Engineer if a Traffic Study in support of the reduction is provided by the Applicant.

<b>Table 11 - Minimum Access / Street Throat Length</b>		
<b>Access Traffic Generation</b>	<b>Level 2 &amp; 3 - Minimum Throat Length (ft)</b>	<b>Level 1 - Minimum Throat Length (ft)</b>
Minimum Use Access Less than 20 movements / day	60	125
Right-in / Right-out Access	125	250
Full Access	300	500

**Intersection Signalization and Street Lighting**

a. Signals

- i. As determined by the County Engineer, with consideration of a traffic study prepared by a qualified Licensed Professional Engineer, traffic signals shall be installed at highways or driveways to facilitate outbound left turn and through traffic movements. Signalization must meet appropriate warrants set forth in the most current version of the MUTCD.
- ii. Signalized intersections shall be spaced to maintain the efficiency of traffic flow on the through highway. Signals where isolated operations are proposed shall generally be spaced one-half (1/2) mile or more apart. Signals spacing of one (1) mile or less shall be interconnected to provide an efficient traffic flow.
- iii. Where traffic signals are required to serve a private development, and are anticipated to meet traffic warrants, the entire cost for the installation, interconnection, modernization, emergency pre-emption, battery backup, maintenance, energy charges and optimization

for the signals shall be the responsibility of the Applicant. However, the permit must be issued to a municipality to provide for electrical energy and /or future maintenance obligations.

- iv. To prevent excessive green time allocated to the driveway at the expense of the arterial highway through movements, vehicle detection with a presence feature shall be used on all approaches.
- v. Whenever possible, intersections to be signalized must fit into the signal progression patterns along the highway. Hence, the decisions for locations of signalized intersections should be made part of an arterial corridor plan. When modifying an existing signal system, the re-optimization of the system is the responsibility of the Applicant.

The installation of traffic signals will only be considered on the basis of the MUTCD warrant guidelines. The County Engineer will consider using IDOT District 7 procedures for adjusting right-turn approach volume depending on the type of intersection channelization, right-turn approach volume, and opposing or conflicting major street flow.

It is the responsibility (at their sole cost) of the permit Applicant or their successor to collect and submit such traffic counts or accident record analysis as may be necessary to evaluate signal warrants. This collection and submittal of data is to be performed at a minimum of six-month intervals or as requested by the County Engineer.

#### b. Highway Lighting

Highway lighting shall be installed by the Applicant in accordance with IDOT District 7 General Guidelines for Lighting Design and approved by the County Engineer. The following guidelines apply only to intersecting side roads with an ADT over 500:

- i. Unsignalized intersections on County highways – beacon lighting shall be provided.
- ii. Signalized intersections on County highways, other than County freeways – provide intersection lighting with combination mast arm assemblies and poles.
- iii. Signalized intersections on County freeways – provide intersection lighting and approach lighting on all approaches.
- iv. As may be otherwise determined by the County Engineer.
- v. Continuous lighting will be provided on an approach, if the approach lighting ends within 500 feet of another lighting system.

For all signalized intersections, the permit must be issued to a municipality to provide the energy costs and future maintenance costs for the highway lighting. The performance of maintenance will be by MCHD with bills or invoices for this work forwarded to the municipality.

All materials used in the highway lighting shall be approved by the County Engineer.

c. Pedestrian / Bicycle Signal Heads with Push Button Actuation

Pedestrian / bicycle push button actuated signal heads at traffic signal installations shall be required when the MUTCD “pedestrian signal warrant” is met or as otherwise determined by the County Engineer. In addition, pedestrian actuated signal heads at traffic signal installations may be required under the following conditions:

- i. If Warrant 4 (Pedestrian Volume) or Warrant 5 (School Crossing) warrants are met.
- ii. If a protected signal phase is provided for pedestrians in one or more directions with all conflicting vehicular movements stopped.
- iii. An established school crossing at any signalized intersection where it is determined that pedestrian signal heads are required to minimize pedestrian-vehicle conflicts.
- iv. When the intersection presents visual or operational problems for use by pedestrian or bicyclists and would include; split-phase timing, no vehicular signal indications available to pedestrians (one-way streets or T-intersections), or complex, multiphase intersections, where highway geometry and channelization requires crossing the intersection in stages. These site-specific factors would include traffic signal installations with protected only (green arrow) phasing in conflict with the pedestrian crossing, wide intersections where signal indications are confusing to pedestrians or where crossing distances (and times) are large, and intersections where significant numbers of pedestrians, especially the young and the elderly, are anticipated.

<b>Table 12 - Pedestrian or Bicyclist Actuation Installation Guidelines</b>	
Guideline	Criteria
1. MUTCD Signal Warrants 3 or 4 Are Met	See MUTCD.
2. Minimum Pedestrian Crossing Volume	25 crossings/hr. 10 crossings/hr. (where > 50% of users are elderly or children)
3. Safe School Route Crossing	Designated on Safe School Route Plan.
4. Engineering Study	Complex physical or operational issues.

**Abutting Property Land Use and Site Development Characteristics**

The development characteristics of property adjacent to a County highway are an integral part of a safe and effective access control program. Technical and physical improvements to the highway and driveway system alone cannot ensure the orderly and safe movement of traffic when adjacent land uses have poor internal site circulation, or when such land uses generate increases in traffic volumes beyond the capacity of area highways. Cooperation between government agencies, municipalities, and communities to coordinate land use development along highways is required.

- Effective corridor development plans may be required which recognize the need for a balance of transportation and access, and the desire to minimize land use and zoning conflicts. Developing cross access easements and streets at the rear of developments, which will serve as access to store service/delivery areas, as well as providing access between adjacent developments will be required. Generally, cross access easements, streets and other collector highways will require a minimum width of 30 feet, shall be properly illuminated, striped (pavement marking), and signed.
- Corridor development in the vicinity of freeway ramp interchanges should balance the goal to yield the maximum utilization of the surrounding area's potential land use, with the need to provide access control to promote safety and traffic flow.
- Potential land use should be determined from the access needs that it requires. Should projected trip generation values warrant access needs that cannot be accommodated without compromising the safety and efficiency of highway operation, a change in density or of land use should be made.

The following elements shall be reviewed as part of the access permit review process:

- Safety considerations.
  - Regional impacts to the highway system.
  - Internal circulation as it affects the ingress or egress to site.
  - Aesthetics of the improvements on the County right-of-way.
  - Right-of-way requirements
  - Pedestrian/bicycle/mass transit circulation
- a. Internal Circulation - When property abutting a highway is to be developed, direct access to a highway shall not be used in lieu of an adequate internal traffic circulation system. An internal integrated access plan should identify the internal or integrated access used (ring road, frontage road, cross access easements to and from adjacent properties, access to another highway, etc.) and should consider overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. Appropriate on-site provisions for internal traffic movements to provide favorable traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. No parking is permitted along a collector or arterial highway or within the right-of-way of a collector or arterial highway. Provisions for parking shall be made outside of the highway right-of-way.
- b. Aesthetics of the improvement on the County right-of-way - A detailed plan prepared by a qualified Licensed Professional Engineer or Licensed Landscape Architect for landscaping within the County right-of-way may be required for access permit improvements that involve substantial grading within the County right-of-way. This plan may include trees, bushes and shrubs, and the use of native plant species is required where appropriate. Use of aesthetic highway lighting poles and the underground placement of overhead utility lines may be required by the County as part of access permit construction work. Where proposed land uses along arterial roads may conflict with the noise and vibration characteristics of the arterial, generous building setbacks and landscape buffering and screening facilities may be required to provide the appropriate noise and visual shield.

## **Right-of-Way**

Freeways shall have a minimum right-of-way width of 170 feet to a maximum of 200 feet, (85 feet to 100 feet half right-of-way width). Arterials shall have a minimum right-of-way width of 100 feet, (50 feet half right-of-way width). However, some arterial highways may require right-of-way widths of up to 150 feet, (75 feet half right-of-way widths). Collector highways shall have a minimum right-of-way width of 80 feet to a maximum of 120 feet, (40 feet to 60 feet half right-of-way width). Local roads shall have a minimum right-of-way width of 50 feet. Some right-of-way widths may need to be increased by 10 to 15 feet to accommodate bicycle / pedestrian improvements.

If property abutting a highway is to be subdivided or an access point is requested, the Applicant/owner shall be requested to convey, at no cost to the appropriate highway authority, by warranty deed or Trustee's deed if applicable, in fee simple free of all liens and encumbrances any land necessary to satisfy the right-of-way requirements as stated herein from the centerline of the highway along the entire frontage of the property. Right-of-way conveyances shall be required to address various safety issues such as, but not limited to, the preservation of sight line distances, the establishment of required clear zones along the highway, creation of safe radius returns and maintenance of the highway facility. Where the width of the highway right-of-way is insufficient to permit the construction of a turning lane required by the proposed access or subdivision, the Applicant shall acquire and convey to the appropriate highway authority any necessary additional right-of-way to accommodate the turning lane. At intersecting right-of-way lines, a triangle of property with dimensions of 30 feet along each right-of-way line shall be provided by the property owner / Applicant for preservation of site line distances. For major access facilities, the minimum triangle at the intersecting right-of-way lines shall be 50 feet.

Upon completion of any construction work within the right-of-way, the right-of-way shall be restored to a condition acceptable to the County Engineer. No fences, trees, columns, walls, rocks, debris, or any such materials shall be permitted within the right-of-way. In those instances where additional right-of-way is being conveyed to the County as required by these regulations, brush, fences, rocks, objects, and other such obstacles shall be removed or relocated beyond the new right-of-way lines by the Applicant. However, landscaping, trees, bushes, and plantings may be installed within the right of way provided an appropriate landscape plan is provided and sight distance is not impeded, and clear zones are not violated. The landscape plan shall be approved by the County Engineer.

## **Highway and Utility Easements**

Highway and Utility Easements with a minimum width of 15 feet may be requested along all highway rights-of-way to safely accommodate the expanding infrastructure of development and public needs.

## **Pedestrian/Bicycle/Mass Transit Considerations**

Pedestrian traffic should be directed to and from major crossroad intersections where crossings can be accommodated by the existing traffic signals and mass transit connections can be provided from either highway. The development of sidewalks, walkways and bikeways where pedestrian and bicycle traffic between adjacent land uses is expected will be required. Internal circulation of pedestrian traffic within the development should also be encouraged. The AASHTO Bicycle Design Guide shall be used in the development of any bicycle facilities permitted within the County right-of-way.

## **Drainage**

### **Storm Water Detention/Retention**

Storm water Detention/retention requirements shall be in accordance with the Macon County Stormwater Ordinance. Berms and detention/retention facilities shall be located in compliance with 605 ILCS 5/9 115.1. Where access permit plans include widening or other improvements that increase the impervious area within the right-of-way, the Applicant shall demonstrate this additional increase in runoff is accommodated in the storm-water planning for the development. Along County highways, the volume of detention, provided on the site by the Applicant shall include the volume for a 100-year storm for the additional impervious surface for the 20-year planned design of the freeway or highway. For the 20-year plan design, County freeways will be considered as six (6) lane facilities and all other County highways will be considered four (4) lane facilities.

In addition to meeting the requirements of the Macon County Stormwater Ordinance, the Applicant will be required to work with MCHD on correcting existing highway flooding adjacent to the area being developed.

### **Compliance with the Macon County Stormwater Ordinance**

The Macon County Engineer is responsible for administrating the Macon County Stormwater Ordinance within the County right-of-way whether incorporated or unincorporated. For the purposes of the Stormwater Ordinance, any impact to the right-of-way will be considered comprehensively with the other project work proposed to occur off the right-of-way. Therefore, the Applicant must secure approvals from the Macon County Engineer for the right-of-way work, as well as the governing agency for the off right-of-way work, whether it be to the Macon County Planning & Zoning Department for the unincorporated areas or a municipality for an incorporated area, in order for the proposed work to proceed under the requirements of the Macon County Stormwater Ordinance.

### **Crossroad Culverts**

Existing corrugated metal pipe crossroad culverts shall be replaced with a new culvert constructed of reinforced concrete pipe (RCP). The new culvert shall be constructed with concrete flared end sections having a minimum diameter of eighteen (18) inches.

### **Irrigation Systems**

Irrigation systems use for watering landscaping will be allowed within the County right-of-way with the approval of the County Engineer. Irrigation systems constructed in the parkway may be of the “pop-up” type. Irrigation systems placed in the medians shall be of the “drip” type system.

All cost associated with the construction, operating and maintenance of the irrigation systems within the County right-of-way shall be by the Applicant, property owner or municipality.

### **Improvement of Existing Adjacent Roads**

In order to provide safe highways, the County Engineer will review development traffic impacts to consider if existing infrastructure is adequate to accommodate the proposed development. When recommended by a traffic study, or as determined by the County Engineer, off-site improvements such as turn lanes, highway widening, and other improvements to address the safety and welfare of the public



and to maintain the level of service, shall be provided at the Applicant's expense for highways and intersections adjacent or in close proximity to the development. If improvements cannot be immediately accommodated due to constraints such as right-of-way or other limiting factors, the County Engineer may consider other options such as the Applicant depositing funds with the County Treasurer to be utilized by MCHD for future implementation of appropriate improvements to the right-of-way or intersection in close proximity to the development.

### **Escrow Accounts**

If it is determined that future improvements to a County highway may be necessary as a result of the construction of an access driveway (i.e. a Traffic Impact Study prepared for a development staged or phased over a period of years concludes that turn lanes at an adjacent intersection or a traffic signal/signal interconnection is not currently warranted but will be warranted as subsequent stages or phases of the development are completed), the Applicant shall be responsible for all costs of the future improvement to a County highway as a result of the access driveway. Funds sufficient for the future improvements to the County right-of-way shall be deposited with the County Treasurer in escrow to pay such costs. The deposit shall occur prior to the issuance of any access or construction permit associated with the property. The amount to be in escrow shall be equal to the current estimated cost of the improvement plus thirty percent (30%) of the cost for the administration of the future improvement.

## **G. Design Requirements**

### **Design Standards and Specification**

The design of access points and accompanying highway improvements shall comply with the requirements of the County Engineer. The standards and specifications set forth in these regulations are to ensure a safe and efficient highway system for the motoring public. In the absence of specific guidance within these regulations or from the County Engineer, the most current IDOT and AASHTO policies shall govern.

#### IDOT Publications

- Standard Specifications for Road and Bridge Construction
- Supplemental Specifications and Recurring Special Provisions and Interim Special Provisions
- MUTCD for Streets and Highways
- IDOT, BDE Manual
- Manual of Policies and Procedures
- Administrative Policies
- Guide to the Hydraulic Design of Bridges and Culverts on Local Systems
- Manual of Instruction for the Structural Design of Flexible Pavements
- Coded Pay Item Book (Bureau of Design)
- Highway Standards
- IDOT Bicycle Policy

#### AASHTO Publications

- A Policy on Geometric Design of Highways and Streets (AASHTO Policy On Geometric Design of Highways and Streets, most current edition)
- Guide for Selecting, Locating and Designing Traffic Barriers

- Highway Design and Operational Practices Related to Highway Safety
- AASHTO Guide for the Development of Bicycle Facilities

Macon County Publications

- Macon County Permit Regulations
- Macon County Year 2020 Transportation Plan
- Macon County Stormwater Ordinance
- Macon County Subdivision Ordinance
- Other Macon County Studies / Reports Applicable to the Proposed Access

**Design Speed**

The design speed to be used for designing improvements on highways shall be considered to be a value 5 MPH above the posted or regulatory speed of the highway to which the improvement is being made. The design speed may be adjusted at the discretion of the County Engineer.

**Intersection and Driveway Sight Distance Requirements for Highway Access**

An access shall be located at the point of optimum sight distance along a property frontage. The placement of an access on a horizontal curve or just below the high point of a crest vertical curve on the highway shall be discouraged. If sight distance is questionable, a sight distance study performed in accordance with Chapter III (Criteria for Measuring Sight Distance) of the most current edition of the AASHTO “Policy On Geometric Design of Highways And Streets” shall be submitted by the Applicant for review.

The distances listed in Table 13 shall be goals to meet or exceed when positioning an access along the property frontage. Should these sight distances be physically unobtainable, then the access shall be at a location that provides the sight distance closest to that required, provided that the minimum stopping sight distance, as listed in Table 14, is met or exceeded. In such cases where other highway variables, such as grade, highway geometrics, existing and projected traffic volume, or roadside obstacles, may influence safety, it will be at the discretion of the County Engineer to determine whether adequate sight distance exists regardless if the requirements in Table 14 are met or exceeded.

<b>TABLE 13 - Sight Distance For Access</b>	
<b>Design Speed (mph)</b>	<b>Distance Required (feet)</b>
30	535
35	625
40	715
45	800
50	890
55	980
60	1125

Notes:

1. Driver’s eye height shall be 3.5 feet above pavement edge
2. Driver’s eye shall be 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.

<b>TABLE 14 – Minimum Stopping Sight Distance For Access</b>	
Design Speed (mph)	Distance Required (feet)
30	200
35	250
40	305
45	360
50	425
55	495
60	570

Notes:

1. Driver’s eye height shall be 3.5 feet above pavement edge
2. Driver’s eye shall be 17 feet back from pavement edge.
3. Object height (approaching vehicle) shall be 2.0 feet above center of traffic lane.
4. Sight distances are based on vehicle leaving intersection frontward (not backing onto highway).
5. Design speed is considered to be the posted speed limit plus five (5) mph.

The County Engineer shall review the sight distance constraints on a site-specific basis and may require the use of deceleration lanes to benefit access/highway safety operation. If it is determined that inadequate sight distance exists for any turning/crossing movement(s), the access shall be designed to prohibit such movements by the use of channelizing islands, signs, and pavement markings as may be required by the County Engineer.

If it is determined that safe sight distance is not available at any location along the frontage of a property, access may be allowed, at the Applicant's expense, in one of the following ways:

- a. Redesign or reconstruction of the existing highway to correct sight distance deficiency.
- b. Develop access to another highway (in the case of corner properties).
- c. Develop indirect access via a frontage road.
- d. Develop indirect access via the acquisition of an access easement from an adjacent property.

**Access Design Widths and Standards**

Access widths and radius design standards shall be appropriate for the type and volume of traffic using the access. Most Minimum Use and Minor Accesses shall have a width between 12 feet and 24 feet. The County Engineer shall approve the required width. The width should accommodate for adequate radius returns to allow for smooth ingress and egress at the highway connection. Where an Agricultural Access is to be used by large farm equipment, a width of 30 feet should be used. When applicable, permits may be issued for common residential entrances to service adjacent properties. These entrances shall be centered on the property line and shall not exceed the 24-foot maximum width. The permit will be issued jointly to the two property owners and must be executed by both owners.

Major Accesses may have a maximum width of 36 feet when undivided or, if divided by a median, the access width shall be appropriate for the type and volume of traffic using the access. The County Engineer shall approve the required width. The number of lanes exiting from the development and turning in one direction shall not exceed the number of available traffic lanes on the highway in that direction. For example, if the exit is onto a two lane two-way pavement, no more than one lane will be

allowed to exit at the same time in each direction. This may need to be factored into the intensity of land use or the Applicant may be required to widen the highway to accommodate the turning movements.

### **Radius Return**

The radius returns used to connect the access to the highway shall fall entirely within the right-of-way. This may require additional conveyance of right-of-way. In limited cases, the radius may be permitted to go outside the right-of-way if raised curbing extends into the private property. The radii will generally be 15 feet for a Minimum Use access and between 30 and 50 feet for all other accesses, except for two or three-centered-curves, which may have larger radii. The entrance to a development shall generally require adequate radius returns, driveway widths, and deceleration / turning lanes to ensure a high quality of service for through traffic and improved safety on the highway. Smooth and unrestricted entry for driveway traffic shall be a goal. The radius will be designed to accommodate the largest vehicle expected to use the access. The design vehicle for County freeways shall be as designated by AASHTO WB-65. The minimum design vehicle for all other County highways shall be a SU 30 (school bus) unless otherwise approved by the County Engineer.

### **Angle of Intersection**

The access center line should generally be at a right angle to the pavement edge and follow this angle from the highway to the right-of-way line or a distance of 50 feet from the edge of pavement, whichever is greater. No access shall be placed that will have a centerline angle measured from the highway less than 80 degrees unless approved by the County Engineer. If an approach angle less than 90 degrees must be used on an access, the access return radius and/or width should be increased facilitate ingress and egress maneuvers.

### **Islands**

Channelizing Islands - When an exclusive left turn lane is to be used for an access, channelizing islands shall be used for delineation. Median widths of 16 to 18 feet permit reasonably adequate arrangements at left turn lane facilities. The minimum width of the channelizing island shall be 4 feet. This can be provided within a median 16 to 18 feet wide and a turning lane width of 12 feet. Curb and/or painted channelizing islands may be used subject to the access width and design speed of the highway.

Island Nose Offsets - For curbed islands a minimum 4 feet for single left turn lane and minimum 6' for dual left turn lanes in width. The curbed nose can be offset from the opposing through traffic lane 2 feet or more, with gradual taper beyond to make it less vulnerable to contact by through traffic. The shape of the nose for curbed dividers 4 feet wide should be semicircular, but for wider widths, the ends are normally shaped to a bullet nose pattern to conform better to the paths of turning vehicles.

Island Visibility - Corner islands and access medians shall be visible both during day and night. The curb line of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the island.

Regulatory Signing for Islands - Regulatory signing and/or pavement markings must be used along channelizing islands to effectively and legally prohibit particular vehicle movements.

**Medians**

Where a divided access for entering and exiting traffic is utilized, the median shall be between 4 and 18 feet wide and extend into the property as far as necessary to promote smooth traffic patterns. The median shall begin at the edge of the normal shoulder in an uncurbed section or 4 to 10 feet from the face of the curb in a curbed section. Landscaped medians will be considered if the municipality accepts all maintenance responsibilities.

Median Visibility - Channelizing medians shall be highly visible both day and night. The curbing of raised islands and median dividers should be painted with beaded paint. Raised reflectorized markers, object markers, and warning or regulatory signs may be required to aid in visibility and traffic channelization. There should also be a natural color contrast between the pavement and the median. Lighting will be permitted provided the municipality agrees to provide energy and all maintenance responsibilities.

Corner Islands and Driveway Median - At high volume major access driveways, it may be desirable to control or confine particular maneuvers by the installation of corner islands and median dividers for two-way driveways.

**Access Profile, Culverts and Mailbox Turnouts**

All accesses constructed in rural locations shall have a grade that slopes away from the highway surface at a rate equal to the slope of the shoulder but not less than 3/16 inch nor greater than 1 inch per foot. This slope shall continue for a distance at least equal to the prevailing shoulder width of the highway. The maximum difference between the downward cross slope of the shoulder and the upward slope of the driveway towards the right-of-way should not exceed 8.0 percent. The access should follow existing grades and slope away from the pavement. However if adjacent land is higher than the pavement it is desirable that the driveway slope upward from the edge of shoulder or the ditch centerline for rural driveways on a straight slope (no vertical curve) at least 10 feet long for residential driveways and 40 feet long for commercial and industrial access. The same physical limitations should apply to highways with a curb and gutter cross section with the driveway grade beginning at the gutter line. The grades used for rural and urban access shall permit facilities that will accommodate the flow of the drainage in the vicinity of the driveway and should be designed so that future widening would not require reconstruction of the intersection. Such facilities shall be the responsibility of the Applicant. Mailbox turnouts shall be provided at all accesses onto County and township highways. The standard detail for a mailbox turnout is included in this section. Culverts for access locations shall be as shown in the Minimum Culvert Size table below or as directed by the County Engineer. The table below shows the minimum culvert requirements for each of the access types.

<b>Minimum Culvert Size For Access Locations</b>			
<b>Access Type</b>	<b>Minimum Size</b>	<b>Up to 24"</b>	<b>Over 24"</b>
Agricultural	15"	CMP	RCP
Temporary	15"	CMP	RCP
Minimum Use	15"	CMP	RCP
Minor	15"	RCP	RCP
Major	15"	RCP	RCP
Notes:			
1.	All Corrugated Metal Pipes (CMP) shall be installed with metal end sections for pipe culverts.		
2.	All Reinforced Concrete Pipe (RCP) shall be installed with precast reinforced concrete flared end sections and grating.		
3.	All materials shall conform to IDOT Standard Specifications.		

## **Shoulders, Curb and Gutters, Bikepaths and Sidewalks**

The highway shoulders adjacent to driveways being constructed pursuant to the permit shall be designed to the specifications of the County Engineer. Should a commercial or industrial access connect with a highway that has an urban cross section complete with curb and gutter, the driveway shall be provided with a concrete curb and gutter per County Engineer specifications for full length of curb return to at least the right-of-way line.

All sidewalk or bike paths allowed to be constructed within the County right-of-way, shall be constructed approximately one (1) foot from the right-of-way line, follow existing land contours and elevations as closely as possible and include provisions for ramps at intersection locations that meet the requirements of the ADA.

### **Cross-Section and Material**

#### a. Access Cross-Section

For public safety reasons, accesses and access returns must be surfaced and well maintained to ensure that the original profile is retained, that operational speeds are not reduced by pot holes or rough surfaces, and that no damage to or deterioration of the highway pavement is caused by the condition of the access. All accesses shall at a minimum be surfaced from the highway edge to the right-of-way line. Additional pavement surfacing, internal to the development, shall generally be required for accesses serving developments larger than a single family home. Unsuitable material must be removed and replaced with the proper base material. The type of material and thickness shall be determined by the County Engineer and will depend primarily on the intended use of the driveway, as well as the proposed volume and types of vehicles using the access.

Minimum Use Accesses will be required, at a minimum, to be surfaced with a specified thickness of gravel or crushed stone. In urban areas, a bituminous or concrete surface shall be required for all residential and Minimum Use Accesses. All Minor and Major Accesses shall be required to have a bituminous or portland cement concrete surface on an approved base material.

#### b. Widening of Highways

When existing highways are to be widened to accommodate a proposed access, the design of the access and highway pavements shall be in accordance with IDOT Policies for Flexible or Concrete Pavement Designs or to the MCHD Minimum Design Standards. The final design will need to be reviewed and approved by the County Engineer. For safety reasons, all highway widening and improvements required for an access shall yield through lane widths of 12 feet. At improvements to intersections with existing lane widths less than 12 feet, widening to 12-foot lanes shall be required. An adjustment to the limits of construction on the highway may be needed to accommodate pavement width transition lengths. In addition, the following requirements shall be met:

- i. The existing edge of pavement to be widened shall be saw-cut one (1) foot to full depth to obtain a clean vertical face.
- ii. The depth of the widening shall be based on the highway classification and ADT of the highway being widened. A Geotechnical Report containing pavement core information of the existing pavement structure is required on all widening projects.

- iii. If during the design phase, the pavement investigation indicates that the existing pavement structure is less than eight (8) inches in total thickness, the Applicant shall notify and work with MCHD to determine whether or not the existing pavement structure will be adequate for the improvement being done or if corrective measures will be required to meet the minimum existing pavement structure thickness.
- iv. If a pavement investigation was not completed during the design phase and during construction it is determined that the existing pavement structure is less than eight (8) inches in total thickness, the work shall be suspended and MCHD shall be notified of this condition. The Macon County Highway Department may require pavement cores or opening of the highway pavement to determine the average thickness of the existing pavement structure. No work will proceed until the County Engineer has made a determination on the adequacy of the existing pavement structure and if corrective action will be required to the existing pavement structure.
- v. When the widening will alter through traffic travel paths (i.e. turning lane improvements), the existing pavement surface shall be removed and the highway resurfaced with a minimum of 2 inches of Bituminous Concrete Surface Course, of current IDOT design standards, to obliterate existing wheel paths and pavement markings.
- vi. All access improvements involving the widening of a Freeway or Arterial shall require paved shoulders. Access improvements involving widening of a Collector or Local roadway shall require paved shoulders unless otherwise directed by the County Engineer.
- vii. Strip Reflective Crack Control Treatment shall be installed over the longitudinal joint of the widened pavement.
- viii. The shoulder area between driveways will be required to be widened and surfaced as required by the County Engineer.

### **Traffic Control**

Access traffic control devices such as signs, pavement markings, raised pavement markers, and traffic signals shall be used in accordance with the MUTCD, IDOT and MCHD Policies. **All signs and pavement markings shall meet current Federal retroreflectivity guidelines.** Stop signs shall be required for any Minor or Major Access connecting to a County or township highway. Additional guidelines on the use of traffic control devices for accesses are presented herein.

Signing - Signage for driveway operation is most beneficial when the intent of the signage is reinforced by the design and layout of the access (es) and parking areas. Access signage shall not encourage motorists to make difficult or hazardous maneuvers in to or out of the access.

Pavement Markings - A 24 inch wide white stop bar shall be used in conjunction with stop signs at commercial, industrial, and public road accesses. For one-way exit driveways, a 24 inch wide white stop bar placed across the full width of the access shall be used to discourage illegal entries. However, due to the limited visibility of pavement markings when observed from the highway, it is recommended that signs should be used in conjunction with pavement markings to convey information to entry traffic at accesses.

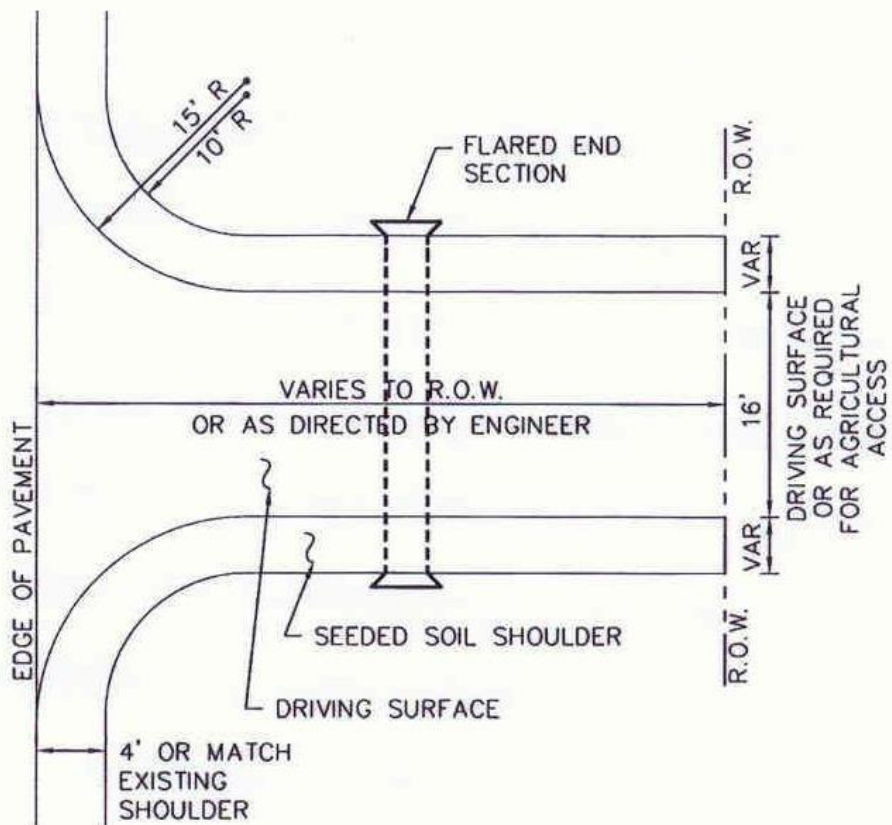
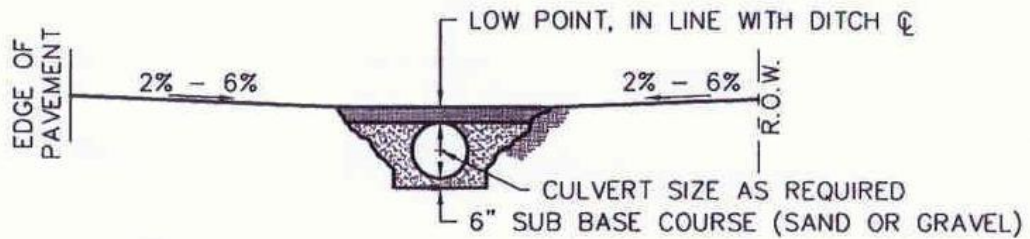
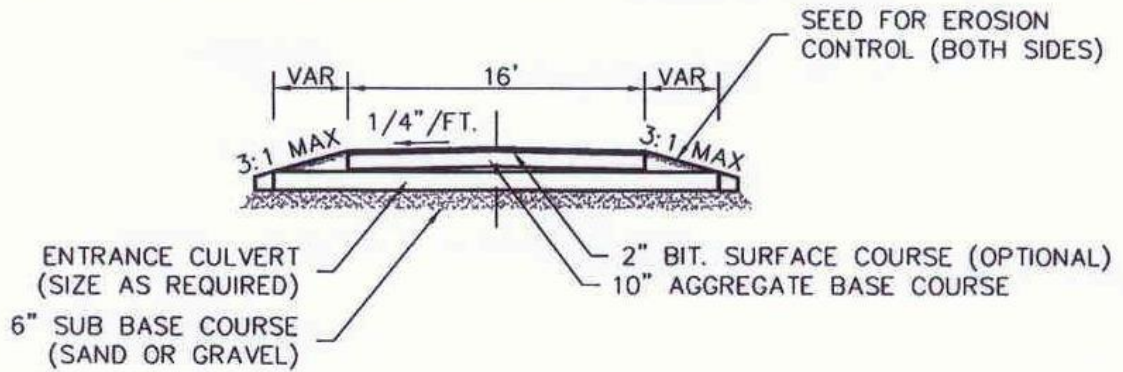
## **On-Site Design Elements**

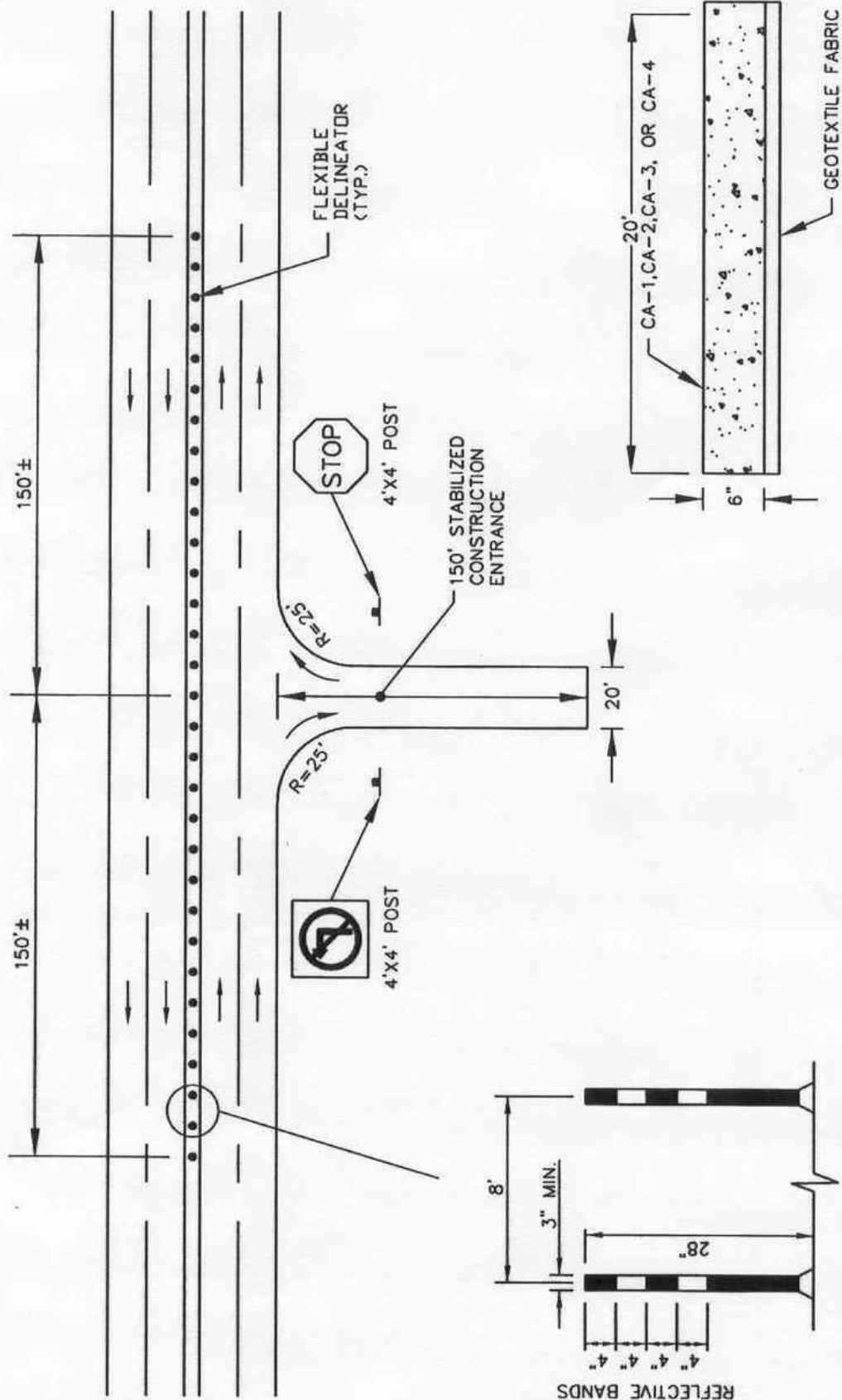
- a. Parking - On-site parking shall be designed so parked cars on a property do not obstruct the sight distance at a driveway or conceal a driveway to street traffic. Parking within the highway right-of-way or on the highway shoulder is prohibited.
- b. Traffic Circulation - Internal traffic patterns for a development should take into account the overall traffic circulation, drive-in facility stacking and parking space capacities, internal turning movements, and projected trip/parking generation rates. The traffic circulation pattern must be consistent with the type of access operation and should not require on-site traffic to cross or conflict with access traffic or to use the highway via an access as part of the pattern.
- c. Service Fixtures - Services Fixtures such as gasoline pumps, mailboxes, and drive-up windows, shall be placed as far from accesses as practical so that traffic using the service fixtures does not interfere with normal access operation. Adequate and well-defined stacking areas should be provided for service fixtures where the queuing of traffic may occur. These stacking areas should be positioned on the development so waiting vehicles do not block or impede the movement of access traffic.
- d. Service Stations - One of the more common and conspicuous service fixture is the gasoline pump and its foundation island. The minimum distance between the highway right-of-way line and the edge of the gasoline pump island shall be 20 feet.
- f. Drive-up Windows - Favorable operation at drive-up windows is heavily dependent on the provision of adequate and well-defined stacking areas for the drive-up window traffic. All waiting traffic must be stored on private property clear of access and circulation driveways. Applicants for access permits to County highways or freeways for developments which contain drive-in service will be required to furnish the following data, in addition to other information deemed necessary by MCHD.
  - Traffic flow pattern for the facility and, if included, of the service station operation.
  - The total number of off-street stacking spaces for the operation.
  - Information regarding the type of equipment, including the expected hourly output.
  - The number of service operations and amount of time to complete a single transaction as well as anticipated peak hour volume.
  - The hours and days of operation.





# TYPICAL MINIMUM USE ACCESS OR AGRICULTURAL ACCESS DETAIL

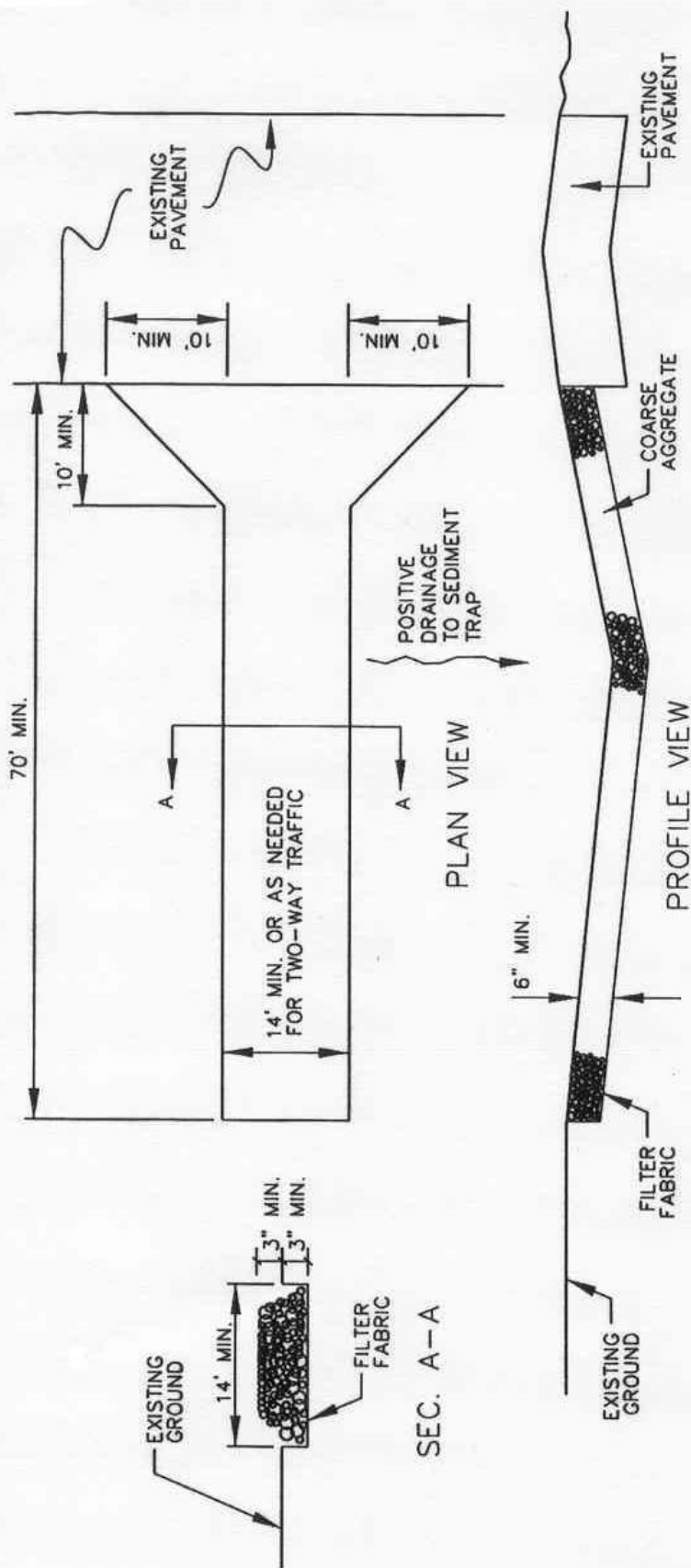




**MACON COUNTY  
HIGHWAY DEPARTMENT  
TEMPORARY ACCESS FOR  
COUNTY DESIGNATED FREEWAYS**

NOT TO SCALE





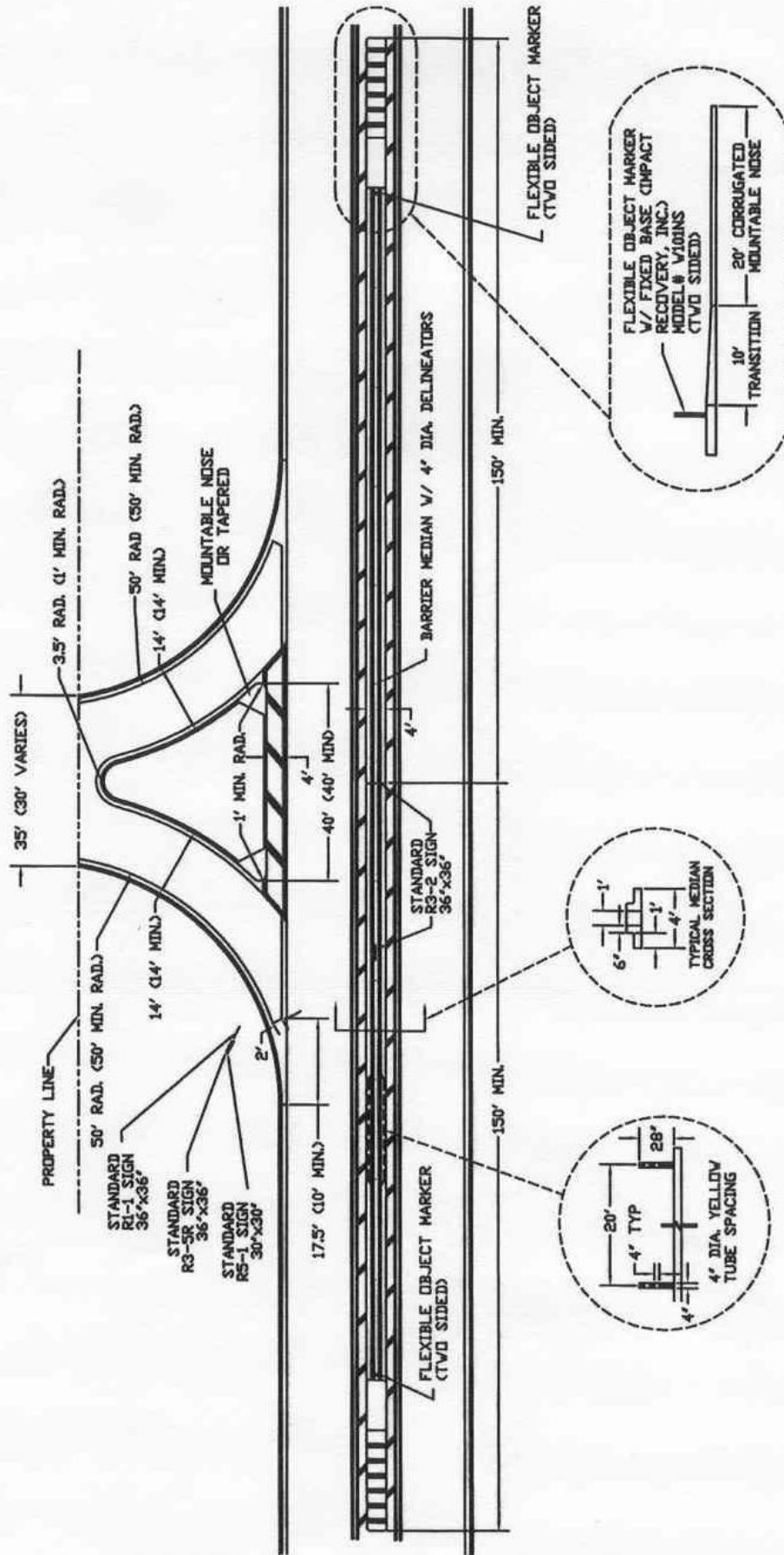
**NOTES:**

1. FILTER FABRIC SHALL MEET THE REQUIREMENTS OF MATERIAL SPECIFICATION 592 GEOTEXTILE, TABLE 1 OR 2, CLASS I, II, OR IV AND SHALL BE PLACED OVER THE CLEARED AREA PRIOR TO THE PLACING OF ROCK.
2. ROCK OR RECLAIMED CONCRETE SHALL MEET ONE OF THE FOLLOWING IDOT COARSE AGGREGATE GRADATIONS, CA-1, CA-2, CA-3 OR CA-4 AND BE PLACED ACCORDING TO CONSTRUCTION SPECIFICATION 25 ROCKFILL USING PLACEMENT METHOD 1 AND CLASS III COMPACTION.
3. ANY DRAINAGE FACILITIES REQUIRED BECAUSE OF WASHING SHALL BE CONSTRUCTED ACCORDING TO MANUFACTURERS SPECIFICATIONS.
4. IF WASH RACKS ARE USED THEY SHALL BE INSTALLED ACCORDING TO THE MANUFACTURERS SPECIFICATIONS.
5. SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE. IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
6. MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
7. WASHING - WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHTS-OF-WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
8. PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.



**MACON COUNTY  
HIGHWAY DEPARTMENT  
STABILIZED CONSTRUCTION ENTRANCE**

NOT TO SCALE



**RIGHT-IN/RIGHT-OUT ACCESS  
ENTRANCE WITH SIGNAGE**



## II. PERMIT APPLICATION FEES

**Agricultural Access Permit** – The Macon County Highway Department will charge an application fee for this work. **Standard application fee is \$0.**

**Temporary Access Permit** – The Macon County Highway Department will charge an application fee for this work. **Standard application fee is \$450.**

**Minimum Use Access Permit** – The Macon County Highway Department will charge an application fee for this work. **Standard application fee is \$100.**

**Minor Access Permit** – The Macon County Highway Department will charge an application fee for this work. **Standard application fee is \$1,000.**

**Major Access Permit** – The Macon County Highway Department will charge an application fee for this work. **Standard application fee is \$4,500.**

**Permit Renewal or Extension** – The Macon County Highway Department will charge a fee for the renewal or extension of any permit. **The standard fee is \$100.**

Fees in the form of a check made payable to the Macon County Highway Department shall be included with all application.

**Review Cost** – Temporary and Major Access permits may require additional pass-through consultant-review costs. Permits fees may include a base fee plus other costs and must be discussed with the Permit Section Staff to determine the total fee.

**Fines** – In addition to the permit application fee, a fine will be assessed when work, event or activity within the County right-of-way has commenced without a permit. **If the work has already begun on a project requiring a permit the application fee will be double those detailed above.**

## III. ACCESS PERMIT PROCESS

The following steps outline the process required to acquire an Access Permit from the County.

### A. Agricultural Access

1. The recommended first step is a pre-application meeting with the County Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Agricultural Access Permit Application (included herein) and any applicable fees.
3. The Permit Section Staff reviews the application for completeness.

4. The Applicant will submit the required items discussed at the pre-application meeting to the Permit Section Staff.
5. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate MCHD departments or to the consultant(s) for review.
6. MCHD staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in this manual. The reviewer will also utilize his/her knowledge and expertise to ensure a thorough review.
7. The Permit Section Staff shall review all the comments and forward them to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
8. The Applicant will furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments from County staff.
9. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
10. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing an Agricultural Access Permit.
11. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance to the County prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided to the Permit Section Staff.
12. The Permit Section will perform the site-observation tasks during construction.

**B. Temporary Access**

1. The recommended first step is a pre-application meeting with the Permit Section Staff to discuss the permit application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Temporary Access Permit Application (included herein) and any applicable fees.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a consultant is required, the Permit Section Staff will require a Design Review Letter of Credit. The review will not begin until the letter of credit is submitted and approved.
5. The Permit Section Staff selects the consultant(s) and enters into a contract(s). At this point, the Applicant must also sign an agreement to pay the consultant(s) for the review fees. See exhibits for each of the agreements in Section 8.

6. The Permit Section Staff will review other County projects and other permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects is required.
7. The Permit Section Staff will schedule an application meeting for the project and include the following:
  - a. Attendance  
  
The following will be invited to attend the application meeting, as appropriate:
    - County Permit Section
    - County Engineering Section
    - County Planning Section
    - Public Works or Engineering Departments of any municipalities involved
    - County Consultants
    - Applicant/Developer
    - Applicant's/Developer's Engineer
  - b. The Temporary Access Permit Application packet will be distributed and discussed.
  - c. Discussion to include the Required Information Checklist for the Temporary Access Permit included in this packet. County staff will give the Applicant and his Engineer direction as to which items are required. If a decision cannot be reached for an item or items at this meeting, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.
  - d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.
  - e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.
8. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting, including the application form signed by the Applicant and his Engineer.
9. The Permit Section Staff will review the submittal for completeness and forward it to other appropriate MCHD departments or to the consultant(s) for review.
10. MCHD staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
11. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant.

12. The Applicant will furnish a revised submittal to the Permit Section Staff, which includes a written disposition of all comments from Permit Section Staff and the consultant(s) and is signed by the Applicant and Engineer.
13. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
14. Once the Applicant meets or exceeds the requirements of these regulations, the Permit Section Staff will be responsible for issuing a Temporary Access Permit included herein.
15. Once the permit has been issued, a pre-construction meeting will be required prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors shall provide Certificates of Insurance prior to the start of construction. A progress schedule and the 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
16. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the preconstruction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.
17. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped “Approved by MCHD for Construction” to ensure that the approved plans are used to construct the project.

**C. Minimum Use Access**

1. The recommended first step is a pre-application meeting with the Permit Section Staff to discuss the permit-application requirements. While no plans are required at this time, concept drawings are welcomed.
2. The review process begins with the Applicant submitting the Minimum Use Access Permit Application (included herein), applicable fees and the following:
  - Plat of survey with legal description and PIN number.
  - Copy of mortgage or deed.
  - Copy of site improvement plans which includes the following:
    - Proposed access location
    - Proposed building or facility location
    - Existing culvert location and size within right-of-way
    - Well location
    - Septic field location
  - At time of submittal, it is required that the desired access location be staked.
3. The Permit Section Staff reviews the application for completeness and forwards it to other appropriate MCHD departments for review.



4. MCHD staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in this manual. The reviewer will also utilize his/her knowledge and expertise to ensure a thorough review.
5. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant. The County may include a request for dedication of right-of-way to the County.
6. The Applicant will furnish to the Permit Section Staff a revised submittal, which includes a written disposition of all comments from Permit Section Staff.
7. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
8. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Minimum Use Access Permit.
9. The Applicant, the contractor, and any subcontractors will provide a Certificate of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided to the Permit Section Staff.
10. The cover sheet on the plans will be stamped "Approved by MCHD for Construction". The Macon County Highway Department will perform the site observation tasks during construction.

**D. Minor Access**

1. The first step is a pre-application meeting with Permit Section Staff to discuss the permit-application fees and the permit process. This is required of Minor Access Permit Applicants, and Applicants for all access-permit types are also encouraged to do this.
2. The review process begins with the Applicant submitting the appropriate Access Permit application (included herein) and fees. This is illustrated on the flowchart included at the end of this section.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a consultant is needed, the Permit Section Staff will require a Design Review Letter of Credit. The review will not begin until the letter of credit is submitted and approved.
5. The Permit Section Staff selects the consultant(s) and enters into a contract(s). At this point, the Applicant must also sign an agreement to pay the consultant(s) for the review fees. See the exhibits for each of the agreements in Section 8.
6. The Permit Section Staff will review other County and permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with other projects is required.

7. The Permit Section Staff will schedule an application meeting for the project and include the following:
  - a. Attendance

The following will be invited to attend the application meeting, as appropriate:

    - County Permit Section
    - County Engineering Section
    - County Planning Section
    - Public Works or Engineering Departments of any municipalities involved
    - County Consultants
    - Applicant/Developer
    - Applicant's/Developer's Engineer
  - b. The Minor Access Permit Application packet will be distributed and discussed.
  - c. Discussion to include the Required Information Checklist for the Minor Access Permit included in this packet. County staff will give the Applicant and his Engineer direction as to which items are required. If a decision cannot be reached for an item or items at this meeting, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.
  - d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.
  - e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.
8. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting, including the application form signed by the Applicant and his Engineer.
9. The Permit Section Staff will review the submittal for completeness and forward it either to other appropriate MCHD departments or to the consultant(s) for review.
10. MCHD staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff identifying the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.
11. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant.
12. The Applicant will furnish a revised submittal to the Permit Section Staff that includes a written disposition of all comments from County staff and the consultant(s) and is signed by the Applicant and Engineer.

13. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
14. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Division of Transportation Minor Access Permit included herein.
15. Once the permit has been issued, a pre-construction meeting will be held prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
16. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the preconstruction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.
17. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped “Approved by MCHD for Construction” to ensure that the approved plans are used to construct the project.

**E. Major Access**

1. The first step is a pre-application meeting with Permit Section Staff to discuss the permit-application fees and the permit process. This is required of Major Access Permit Applicants, and Applicants for all access-permit types are also encouraged to do this.
2. The review process begins with the Applicant submitting the appropriate Access Permit application (included herein) and fees. This is illustrated on the flowchart included at the end of this section.
3. The Permit Section Staff reviews the application for completeness and determines if the review is to be performed by in-house staff or by a consultant.
4. If a consultant is needed, the Permit Section Staff will require a Design Review Letter of Credit. The review will not begin until the letter of credit is submitted and approved.
5. The Permit Section Staff selects the consultant(s) and enters into a contract(s). At this point, the Applicant must also sign an agreement to pay the consultant(s) for the review fees. See the exhibits for each of the agreements in Section 8.
6. The Permit Section Staff will review other County and permit projects for coordination. The Permit Section Staff will notify the Applicant if coordination with other projects is required.

7. The Permit Section Staff will schedule an application meeting for the project and include the following:

a. Attendance

The following will be invited to attend the application meeting, as appropriate:

- County Permit Section
- County Engineering Section
- County Planning Section
- Public Works or Engineering Departments of any municipalities involved
- County Consultants
- Applicant/Developer
- Applicant's/Developer's Engineer

b. The Major Access Permit Application packet will be distributed and discussed.

c. Discussion to include the Required Information Checklist for the Major Access Permit included in this packet. County staff will give the Applicant and his Engineer direction as to which items are required. If a decision cannot be reached for an item or items at this meeting, County staff will discuss it, and a written response will be provided to the Applicant, the Applicant's Engineer, the municipality, and the County's consultant.

d. A sequence of items to be submitted will be established for the project, as illustrated on the flowchart included at the end of this section.

e. The Permit Section Staff will complete a copy of the Required Information Checklist showing the items required and the sequence of items to be submitted. The Applicant will sign a copy of this sheet to ensure that he or she understands the requirements.

8. The Applicant will submit the required items to the Permit Section Staff in the sequence established at the application meeting, including the application form signed by the Applicant and his Engineer.

9. The Permit Section Staff will review the submittal for completeness and forward it either to other appropriate MCHD departments or to the consultant(s) for review.

10. MCHD staff or the consultant will review the submittal and return it with written comments to the Permit Section Staff identifying the items that need to be corrected. The Plan Review Checklist will be utilized, but only as a guide. The checklist is included in the packet. The reviewer will also utilize his/her own knowledge and expertise to ensure a thorough review.

11. The Permit Section Staff shall review all the comments and forward them to the Applicant. The permit Section Staff will also address any questions or special requests from the Applicant.

12. The Applicant will furnish a revised submittal to the Permit Section Staff that includes a written disposition of all comments from County staff and the consultant(s) and is signed by the Applicant and Engineer.

13. The Permit Section Staff will follow the same procedures outlined above for the revised submittal. The process will continue until the Applicant has satisfactorily addressed all comments.
14. Once the Applicant meets or exceeds the requirements of the Transportation Permit Regulations, the Permit Section Staff will be responsible for issuing a Division of Transportation Major Access Permit included herein.
15. Once the permit has been issued, a pre-construction meeting will be held prior to starting construction. The Applicant will submit a Construction Observation and Compliance Letter of Credit. The Permit Section Staff will make sure the amount of the letter of credit is adequate, including the cost for construction observation by a consultant, if required. The Applicant, the contractor, and any subcontractors will provide Certificates of Insurance prior to the start of construction. A progress schedule and 24-hour phone number for the Applicant, the contractor, and any subcontractors will be provided at the pre-construction meeting.
16. If consultant assistance is required during construction, the Permit Section Staff will be responsible for contracting with the consultant. The consultant will attend the preconstruction meeting and any subsequent construction meetings to ensure coordination and compliance with the permit. The Standard Contract for Construction is found as part of Section 8 included with the booklet.
17. The person performing the site-observation tasks shall ensure that the permitted plans are utilized in the field. The cover sheet on the plans will be stamped “Approved by MCHD for Construction” to ensure that the approved plans are used to construct the project.



## ACCESS PERMIT APPLICATION

Macon County Highway Department  
2405 N. Woodford Street  
Decatur, IL 62526-4704  
Phone (217) 424-1404  
Fax (217) 424-2516

### Location of Improvement

County Highway Route Number and Name: \_\_\_\_\_

Location or Nearest Cross Street: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Permit Requested: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Date Resolution Approved: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

### Type of Permit and Fees

Please check Permit Type

- |  |              |         |
|--|--------------|---------|
| <input type="checkbox"/> Agricultural Access | Standard Fee | \$0     |
| <input type="checkbox"/> Temporary Access    | Standard Fee | \$450   |
| <input type="checkbox"/> Minimum Use Access  | Standard Fee | \$100   |
| <input type="checkbox"/> Minor Access        | Standard Fee | \$1,000 |
| <input type="checkbox"/> Major Access        | Standard Fee | \$4,500 |

Note: If work has already begun on a project requiring a permit the application fee will be **double** those detailed above.

### Performance Bond, Surety Bond or Escrow Account

Issuing Institution: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Bond Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Note: This shall be provided once the permit and the estimate of cost have been approved. It shall be in the amount of the approved Estimate of Cost x 125%.

**Certificate of Insurance**

The undersigned applicant agrees to submit the required Certificate of Insurance prior to the issuance of this permit.

**Contractor**

(If work done by other than Petitioner)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Engineer**

(If more than one firm please list the prime.)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Documentation**

Please attach copies of all drawings, plan sheets, spec sheets, construction schedules, bonds and other documentation necessary to complete the permit.

**Signatures**

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name