

## Do I need a permit?

- ▶ Do you need a **new driveway** from your property to a county highway?
- ▶ Do you want to **relocate your existing driveway** on a county highway?
- ▶ Are you **changing the land use or intensity of use** of property on a county highway? (For example, converting a farm field entrance to a driveway.)

If you answered “yes” to any of the above, you need an access permit from the Lake County Division of Transportation.

## What kind of permit do I need?

Will your driveway serve:

- ▶ **a single family home?**
- ▶ **a farm field?**
- ▶ **an apartment building of 8 or fewer units?**
- ▶ **an office building of 3,000 square feet or less?**

If you answered “yes” to any of the above, you need a **minor access permit**. You can pick up an application and minor access permit information packet at the Lake County Division of Transportation offices (see map for location).

If your driveway will serve a subdivision or commercial development of more than 3,000 square feet, contact the Division of Transportation Permit Department to discuss your project.

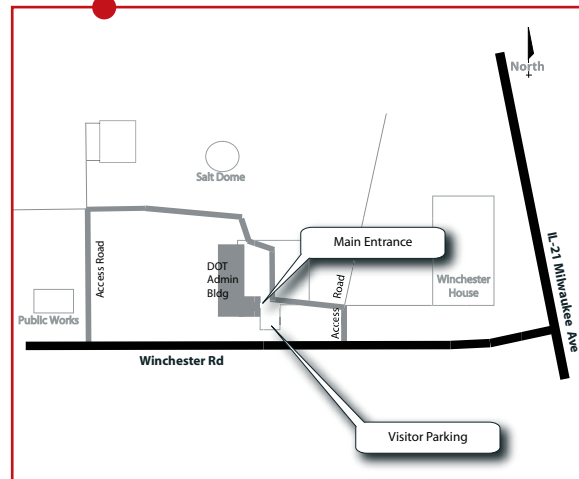


Permit Department  
600 West Winchester Road  
Libertyville, Illinois 60048-1381

hours: 8:00 am – 4:30 pm  
Monday – Friday

phone: 847.377.7400  
fax: 847.984.5944

email: [hdpermits@lakecountyil.gov](mailto:hdpermits@lakecountyil.gov)  
web: [www.lakecountyil.gov](http://www.lakecountyil.gov)



### • • • • • Our Mission • • • • •

The Division of Transportation is committed to providing safe, efficient and well-maintained county highways and bikeways for the people of Lake County and the traveling public.

## Accessing a County Highway

# MINOR ACCESS

What you should know



# How do I get a minor access permit?

The parcel owner must submit the following items to the LCDOT:

1. **A completed application, signed** by the parcel owner.
2. **\$150 application fee**, check payable to *Lake County Treasurer*.
3. **A site plan** which shows:
  - ▶ location of property
  - ▶ distance from nearest side road or cross street
  - ▶ location of the access on the property
4. **A performance guarantee** in the form of a \$2,000 cashier's check payable to *Lake County Treasurer*, an irrevocable letter of credit, or surety bond. If you are submitting a cashier's check, it is held, not deposited (unless it has an expiration date), by the LCDOT until construction of the access and restoration of the right of way have been completed.
5. **Proof of insurance and an endorsement** must be provided by you or your contractor. A sample proof of insurance certificate and an endorsement is in the minor access permit information packet.



## Minor access permit

- **information packets,**
- *containing application forms,*
- *permit process description,*
- *standard details, and*
- *insurance requirements are*
- *available at the Lake County*
- *Division of Transportation.*
- *LCDOT permit staff will be*
- *happy to assist you in starting*
- *your project.*

# I've submitted the required items. Now what?

6. **After receiving the completed application and fee**, the LCDOT permit staff will review the submitted site plan and conduct a field inspection of the proposed location to evaluate sight distance, culvert location, mailbox turnout location, shoulder treatment, and overall safety.
7. **After approval of the performance guarantee and insurance, the minor access permit is issued.** Construction must begin within 6 months, and be complete within 18 months of the permit issue date. Two inspections may be required—culvert placement and final restoration of the right of way. **The parcel owner is responsible for scheduling inspections with the LCDOT permit staff** at the appropriate stage of construction.
8. **After final restoration of the right of way is complete and has been inspected and accepted by the LCDOT**, the performance guarantee is returned to the parcel owner.

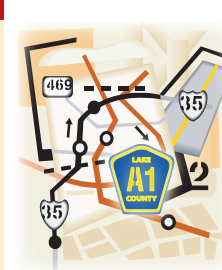
# What is a county highway?

County highways are public roads designated by the Illinois Highway Code as part of the county highway system. Highways owned or maintained by the Lake County Division of Transportation are identified by the five-sided blue and gold route marker shown here.



If you are unsure whether your property is on a county highway, call the LCDOT at 847.377.7400, or you can view the county highway map online at [www.lakecountyiil.gov](http://www.lakecountyiil.gov).

# What is access management?



**BRIEFLY, IT IS MANAGING WHERE, WHEN AND HOW VEHICLES CAN TURN ONTO OR OFF OF A ROAD.**

**Good access management** provides convenient access to property while at the same time preserving the flow of traffic on the surrounding road system. Access standards vary according to the function of the highway, which means that arterial roads with higher speed limits and greater traffic volumes have fewer points of access. Access management policy includes driveways and other types of property entrances, intersection and signal spacing, and geometric design including turn lanes.

**The primary goal** of an access management policy is to provide for the safety of the traveling public, along with efficient traffic flow and reduced

congestion. Reviewing a request for access to a county highway involves careful consideration of all factors affecting the operation, capacity and safety of the county highway, as well as the proposed access facility. Access issues can sometimes become complex and controversial; however, agencies with the responsibility for implementing access management policies must weigh public good against individual benefit.