

Date

Name

**RE:            AUTHORIZATION LETTER**  
**Permit No.**  
**Work Description**  
**Work Location**  
**Tollway Segment**  
**Mile Post**

Gentlemen:

This letter is your authorization to enter Tollway property to perform work at the above referenced work. You may proceed subject to the following conditions:

1. Tollway facilities must be located before any underground work is started on Tollway property. Please call Patricia Mathez at 630 / 241-6800 extension 3306 to request locates on Tollway facilities two (2) business days prior to the start of work.
2. The use of Tollway crossovers is prohibited. There is to be no disruption of Tollway traffic at any time. Vehicles shall at all times move with and not across or against the flow of traffic.
3. The following procedure must be followed to request a lane or shoulder closure. Lane or shoulder closure must be submitted to the Tollway for review and approval and the request must be confirmed before it is scheduled. The permit number is required to schedule lane or shoulder closure: **All request for lane closures** shall be submitted **two day prior** to the closure. Lane closures should not be attempted during inclement weather, and will not be allowed during rush hours or holidays. E-mail the traffic plan, schedule and permit number to: [LaneClosures@getipass.com](mailto:LaneClosures@getipass.com)
4. Parking of personal vehicles on Tollway shoulders or in the median is a safety hazard and not permitted. Only the equipment and material necessary for the operation will be allowed on Tollway property. The storage of equipment and material on Tollway prohibited. All vehicles and equipment must bear company I.D. and a mandatory flashing amber light.
5. All personnel in the work crew will be required to wear a high visibility safety vest and hard hat when on Tollway property and shall do the work in a safe and businesslike manner.
6. Tollway fence that is cut and removed must be permanently replaced. Stitching end of fence webbing with soft steel wire is not acceptable restoration. The webbing must be weaved together in a professional manner and approved by the Tollway and its Maintenance Department.
7. Any area disturbed as a result of the work shall be restored to its original conditions in accordance with the current Tollway Specifications.

8. We require the Contractor to furnish a Certificate of Insurance providing the coverage as shown on the enclosed sheet entitled "Contractor's Insurance Requirements". Policies should contain a ten (10) day notification to the Tollway in writing prior to cancellation. The Permit Number must be shown on the Certificate.
9. Please notify Patricia Mathez at extension 3306 three (3) days prior to starting the work.
10. It will be necessary for you to coordinate your work with Mr. Scott Kapton, our Roadway Supervisor. He can be reached at 630 / 241-6800 extension 3911.
11. A copy of this letter shall be on hand with the person in charge of their work party.
12. This authorization is in effect until December 30, 2008.

By copy of this letter, we are notifying the State Police and our Maintenance Department of the scheduled work.

Sincerely,

Permit Utility Section

cc: Chief Engineer  
Maintenance Department  
Utility Section – Tollway Locates  
Public Relations  
Traffic Section  
Capt., Illinois State Police