OUC Project Request Form Help Doc

For online Help Documentation - Select the i icon next to Project Request Form.

City of Chicago
Department of Transportation
Office of Underground Coordination
30 N. LaSalle St., Suite 310, Chicago, IL 60602
Phone# (312) 744-4828 Fax# (312) 742-3138

CDOT
CHICAGO DEPARTMENT
OF TRANSPORTATION

Project Request Form i

PART 1:
"Your Information:" and/or "This review is being submitted for:"
This is general contact information and the fields with asterisks must be completed.

- If the review is both submitted and requested on behalf of the same agency, the "Submitting Agency" information will be grayed-out so that the user only needs to input their information once.

Your Information:	This review is being submitted for:
Name:*	**Name:***
Company:*	**Submitting Agency (Company):***
Address 1:*	**Address 1:***
Address 2:	**Address 2:**
City:*	**City:***
State:*	**State:***
Zip:*	**Zip:***
Phone:*(Example: 555-555-5555)	**Phone:***(Example: 555-555-5555)
Phone Extension:	**Phone Extension:**
Fax:*(Example: 555-555-5555)	**Fax:***(Example: 555-555-5555)
Mobile:(Example: 555-555-5555)	**Mobile:**(Example: 555-555-5555)
Email:*	**Email:***

- If the review is submitted by one agency on behalf of another, the user will need to input **both** their information **and** the information of the agency requesting the review.

Note that if your company has submitted previously, the "Company" field will be auto-populated and will auto-generate the corresponding address, city, state & zip that have been saved into the OUC System. It is possible that the address in the OUC System is incorrect. At this time, you do not have the ability to edit this address on the OUC Request Form.

PART 2: Project Coordinator Information: There are two input spaces provided; minimum one must be completed.

PART 3: Project Specific Information: This information will be used to reference the requested project and will also be displayed on the map for other users to view.

a. "Project Description" – Required field. Keep project descriptions concise and informative.

b. "Internal Project Number" – This is your agency (internal) tracking project number. It will be visible to OUC members and should help to identify your project.

c. "Construction Date" – Provides OUC a tentative date of when you require a permit and have funding for construction.

d. Select Yes/No for Manhole, Handhold and Tunneling Questions. See CDOT Rules and Regulations for clarification and ordinance reference.

Are manhole/handhole installations planned in the public way?:*

◯ **Yes (see instructions after submitting this form)**

◯ **No**

Tunneling (Includes Directional Boring) Variance Requested?:*

◯ **Yes (variance to Chapter 10-20-200)**

◯ **No**

e. Select whether the request is an Information Retrieval or Existing Facility Protection.

PART 4: Project Location(s):
Information Retrieval (IR): select either Point and Lines OR Boundary. Cannot select both.
Existing Facility Protection (EFP) : Select Points and Lines Only.

1.) Point Projects: A user may add multiple point projects.
    a. Type the point address or an intersection; note that it will auto-generate a suggested location below the cursor block. When this is selected, a point will appear at the input location.
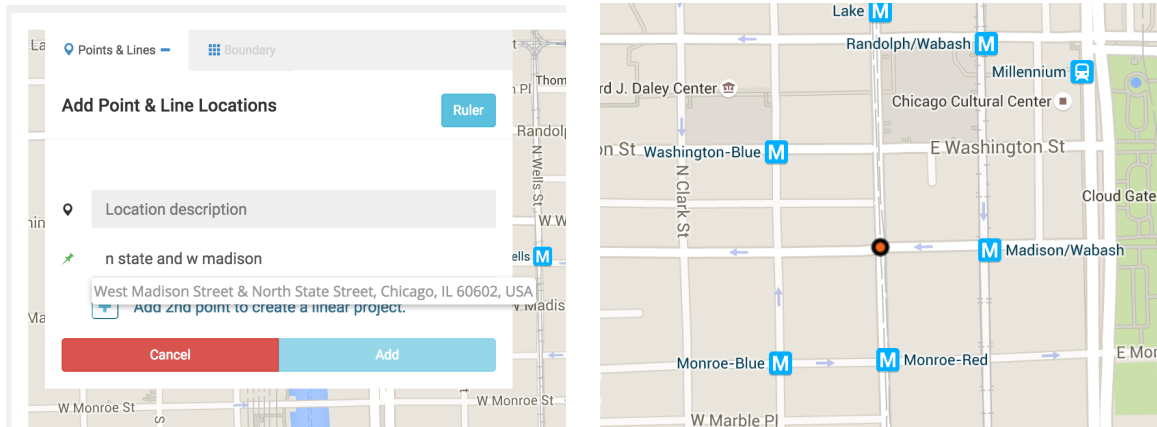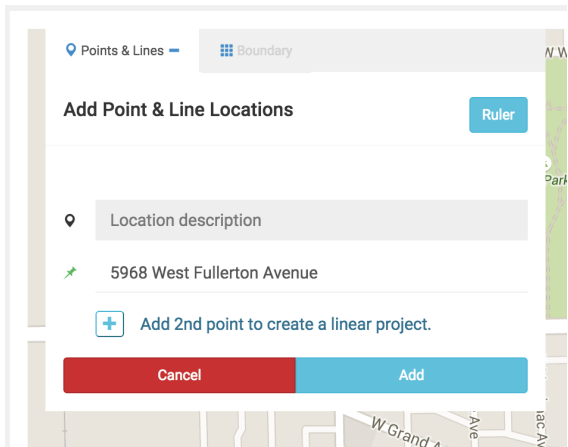

    b. A user may also drag the point to the desired location
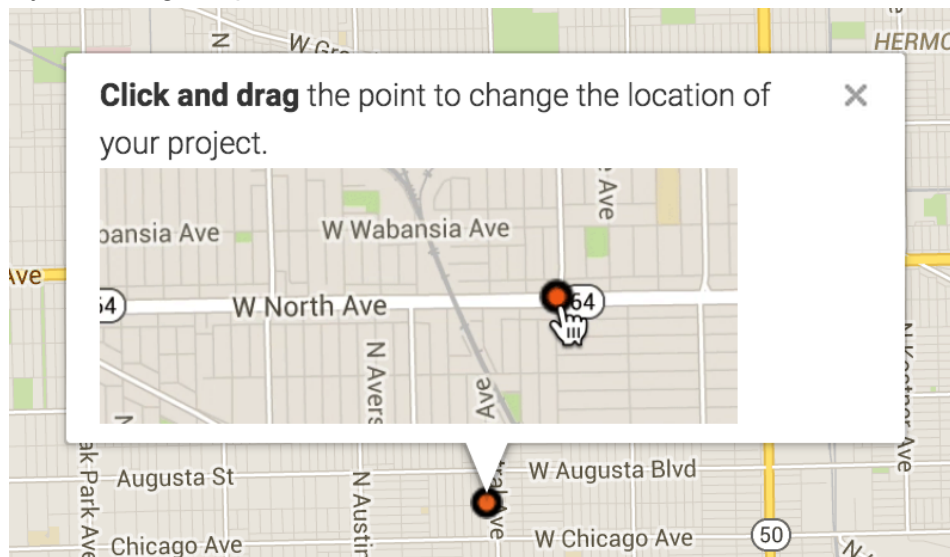

    c. When complete, click "ADD"

2.) Linear Projects: A user may add multiple linear projects. The limit for IR is that the sum of the linear projects is less than 1 mile in length.

   a. After the user has entered the starting location,

    b. To place the end point, the user may drag the endpoint to the desired location, as displayed in the help window, or the user may type in the location of the endpoint in the same way they did for the starting point.
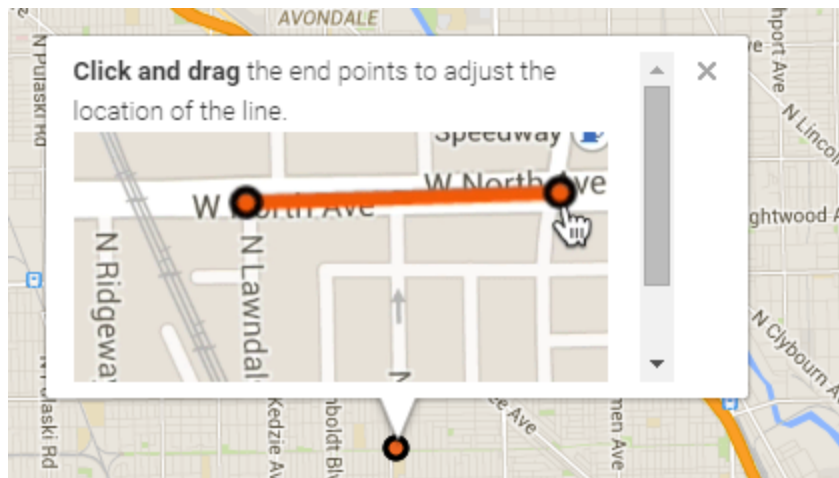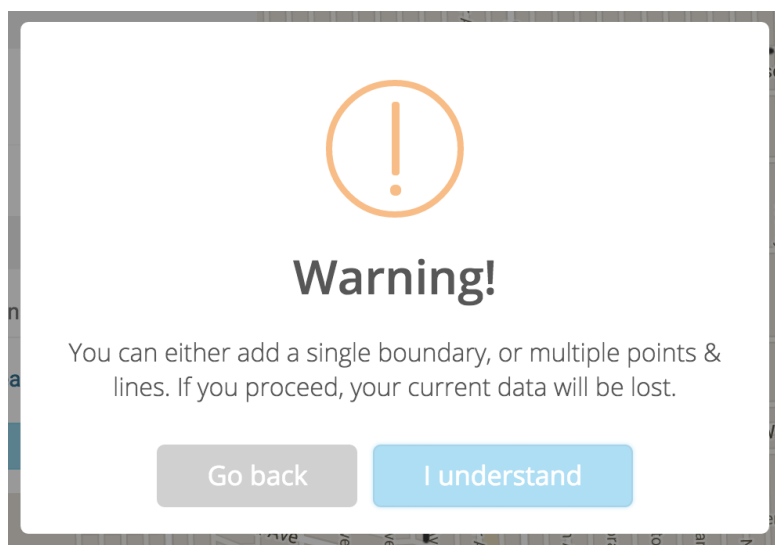

    c. Ruler Tool: Click the ruler tool to measure for project offsets. Drag the ends of the ruler to get a measurement in feet to help accurately place project points/lines.

    Press the **Ruler** button again or press the escape key to remove the tool from the map.

Project Location(s): *i*
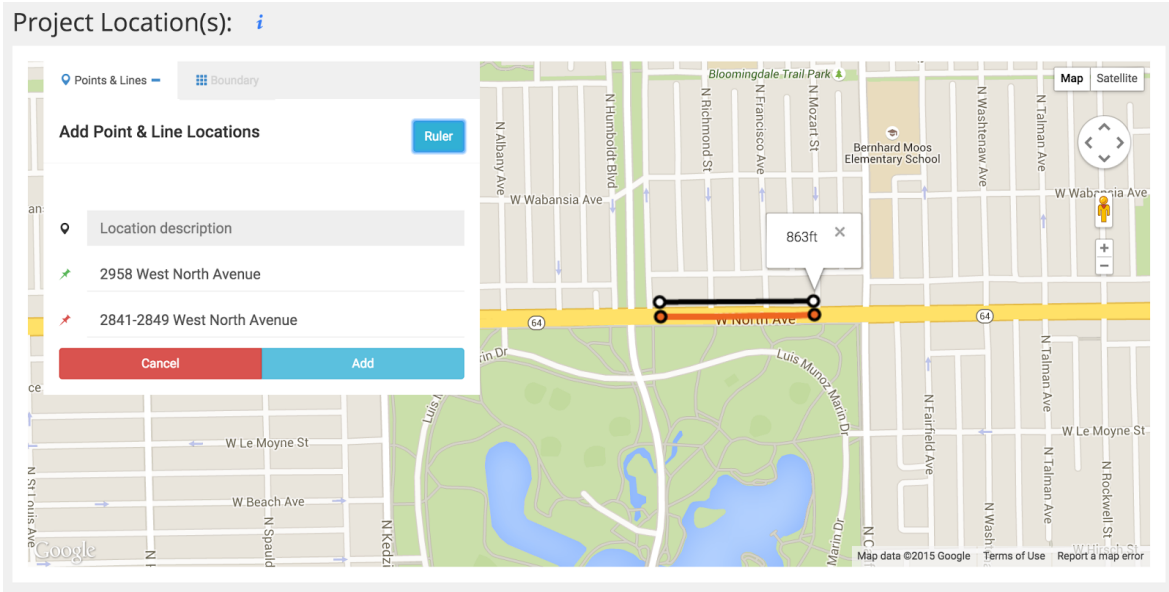
d. When the project point or line is located correctly, click ADD to save. The user may add additional points/lines if desired. Saved locations can be edited by clicking the 🖉 button next to each.

3.) Boundary Location: This feature cannot exceed 6 blocks and is only available when submitting an IR request. A user may input either a boundary or multiple points/lines. If points/lines have been entered they will be erased when the Boundary option is selected.

Warning!

You can either add a single boundary, or multiple points & lines. If you proceed, your current data will be lost.

Go back   I understand

- Choose an initial location by either: 1) entering an address/intersection or 2) clicking directly onto the map, then follow the GIF demonstration to expand the boundary to the desired extent.
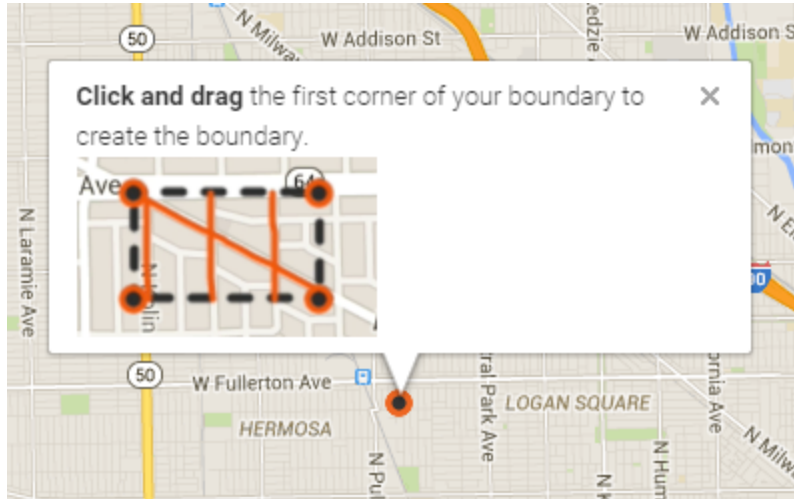
- All desired streets must be fully within the boundary in order to capture them accurately. Confirm that all desired streets are captured by checking the text on the left of the map. An error may also pop up to inform the user that the boundary needs to be extended.
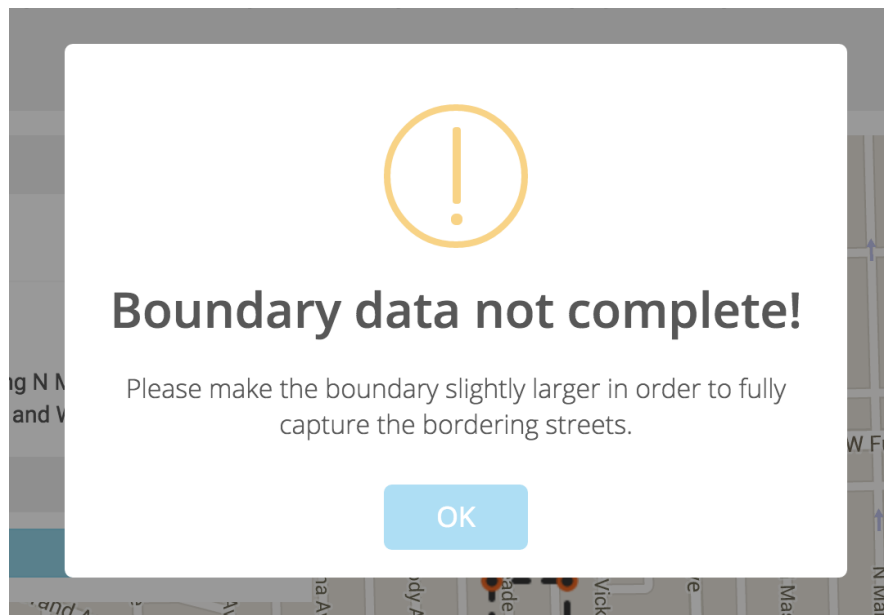
SUBMIT: Upon completion, select Submit. If you receive the following screen, the project has been sent to the OUC. If not, you will see the OUC Request Form with red asterisks for locations that require your attention.

City of Chicago
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Office of Underground Coordination
30 N. LaSalle St., Suite 310, Chicago, IL 60602
Phone# (312) 744-4828 Fax# (312) 742-3138

Your project has been submitted successfully.

Remember to email any attachments/drawings or sketches to
OUC@Cityofchicago.org. If drawing files are larger than 20 MB, forward
a CD/USB with drawings files to:

City of Chicago
Department of Transportation
Office of Underground Coordination
30 N. LaSalle St., Suite 310
Chicago, IL 60602

Your package should also include a hard copy of the plan set, drawing or sketch.

**If Processing fees are applicable we will be sending an invoice to you.
All checks must be payable to the City of Chicago with invoice number
clearly marked in the check and send to**

**City of Chicago
Department of Revenue
121 N. LaSalle Street, Room 107A
Chicago, IL 60602**

Upon receipt of your drawings, they will be reviewed for compliance
and processing. If acceptable, you will receive the OUC#, Client
Query# and Pin# assigned to your project. This will allow you to
check the status of your project review online.

Submit another project
Return to the OUC website
(refer to this site for additional instructions and requirements if new

manhole/handhole installations are within the scope of your project)