City of Chicago
Department of Transportation
Division of Infrastructure Management
Office of Underground Coordination

UNDERGROUND FACILITY REVIEW

Requesting a Project Review

19 September 2019
Rev. 17 March 2025

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OVERVIEW:

The Office of Underground Coordination (OUC) is a distribution agency within the Chicago Department of Transportation, Division of Infrastructure Management (CDOT DOIM), for all requests regarding existing utility information (Information Retrieval – "IR") and the review/ approval of construction work in or adjacent to the Public Way (Existing Facility Protection – "EFP") including large projects with deep excavations and penetrations, such as foundations (piles, caisson, etc.), earth retention systems or major piping installations (Deep Excavation – "DEEFP").

Per section 2-120-300 of the Municipal Code of Chicago, the Office of Underground Coordination (OUC) is responsible for the protection of the City's surface and subsurface infrastructure from damage due to planned and programmed construction, installation, and maintenance projects. The intent of OUC membership is to review proposed projects in or adjacent to the right of way prior to construction so that there is minimal damage to existing infrastructure.

The OUC is made up of 29 utility members (both public and private agencies) which review construction documents to determine the effect on existing facilities and determine any adjustments and/or relocations that will be necessary.

Abovenet/Zayo Communications Inc	ComEd – Transmission
Astound	Crosstown
AT&T – Illinois/SBC	Crown Castle
AT&T – Local Network	CTA – Engineering
Bureau of Forestry	CTA – Traffic
CDOT – Division of Electrical Operations	Department of Water Management – Sewer Section
CDOT – Division of Engineering	Department of Water Management – Water Section
CDOT – Division of Infrastructure Management	Digital Realty Trust/Lakeside Technology Center
CDOT – Division of Project Development	JC Deaux North America
CDOT – Landscape Management	Level 3 Communications/CenturyLink
CDOT – Red Light Camera	MCI
CenTrio Energy	Mobilitie LLC
Chicago Park District	MWRD
ComCast	Peoples Gas
ComEd – Distribution	

There are six (6) types of reviews that are conducted.

1. **Information Retrieval** (**IR**) to determine what type of underground facilities are present in a given area
2. **Existing Facilities Protection** (**EFP**) reviews are conducted to determine impacts on underground facilities due to a proposed project. Plans are revised until all utility members with impacted underground facilities approved the design. The City will not issue a public way permit until EFP approval

3. **Vacation/Dedication** (**VD**) reviews to determine if an underground facility needs to be moved (or easement provided) and at what cost when public right of way is sold to a private developer

4. **Deep Excavation/Geotechnical Review** (**DEEFP**) reviews are conducted for excavations and/or penetrations equal to or greater than 12 feet below existing grade. Please contact the Geotechnical reviewer (Adam.Ali@cityofchicago.org) prior to filling the application form.

5. **Construction Schedule Conflict Review** (**CSC**) reviews are conducted to determine schedule conflicts with the Menu and Arterial Resurfacing (AR) locations due to any proposed utility projects. Menu and AR locations are sent through this review for members to identify any schedule conflicts.

6. **Small Cell Existing Facilities Protection** (**SCEFP**) this review type is the same as an Existing Facilities Protection review but is **used exclusively** for Small Cell Telecommunication equipment being installed on City of Chicago light poles. **This review type is not currently available but is planned to go live in 2025.**

   a. Prior to requesting a Small Cell Existing Facilities Protection review you must first request the use of a specific City Pole through the Small Cell (New Pre-Approval/Upgrade/Additional Provider) **Small Cell Pole (SC**) module and have received approval to use that pole. The **Small Cell Pole** module is also used to request installations be decommissioned. In the case of decommissions there is no SCEFP process.
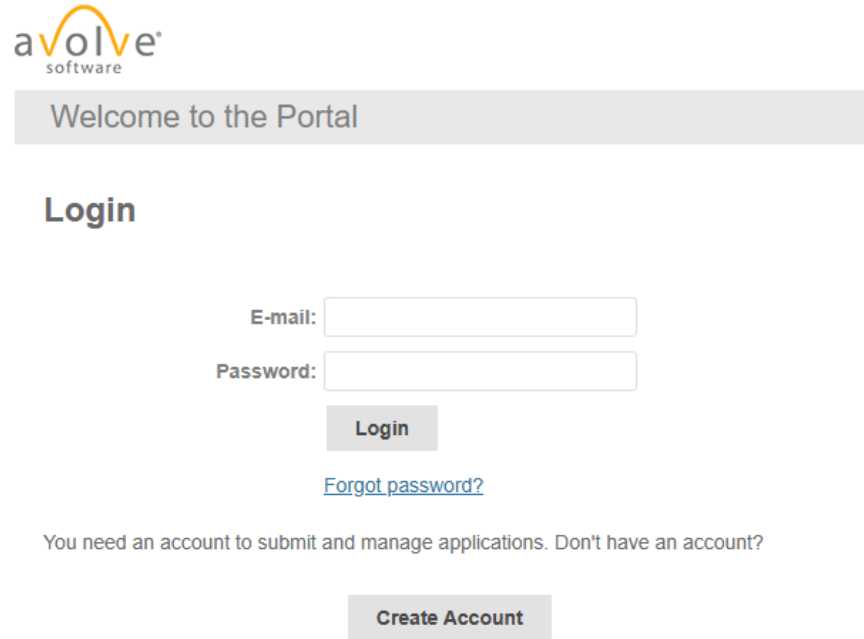
OUC approvals are valid for 1 year outside of the Central Business District (CBD) and 6 months within the CBD from the response required date Cycle 1 due date). For OUC purposes the CBD is defined by North Avenue on the north; Lake Michigan on the east; Cermak Road on the south; and Halsted Street on the west.

LOGGING INTO THE APPLICATION:

The OUC review software (ProjectDox® developed by Avolve Software) is accessible through any internet browser. However, it is recommended that Microsoft's Edge is used when marking up drawings.

To start the process you will need to go to the City of Chicago's Department of Transportation web site and follow the instructions located under the section labeled https://www.chicago.gov/city/en/depts/cdot/provdrs/construction_information/svcs/office_of_undergroundcoordination.html or access the application directly at https://oucplanreview.avolvecloud.com/.

Each company may elect to save the link as a **Favorite** or desktop shortcut for quick access. The following screen will appear:

New Users:

If this is the first time you are requesting a review you will need to create an account. Click on the **Create Account** button to proceed. The following form will be generated:

Click on the **Create Account** button

Create Your Account ❓

First Name * [_____]

Last Name * [_____]

Email * [_____]

Confirm Email * [_____]

Phone * [_____] X [_____]

Additional Phone [_____] X [_____]

I Have a Company * ○ Yes   ○ No

Address 1 * [_____]

Address 2 [_____]

Country * [United States   ▾]

Province/State * [▾]

City * [_____]

Postal Code/Zip Code * [_____]

New Password * [_____]

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters and no more than 10.

Confirm Password * [_____]

[**Create My Account**]   [**Cancel**]

Note: Throughout the system, required fields are marked with a red asterisk.

When done click on the **Create my Account** button to submit your request for access to the system. You will be notified by email once the request is approved.

Existing Users:

If you already have a user account, you can log into the system by entering the email address you registered with and the password you had set up.

You can see the Password you typed in by clicking on the eye icon to the right of the Password field

Click here to see your password you entered

Click on the **Login** button to proceed

Forgot Your Password:

If you are an existing user but forgot your password, you can have your password reset by clicking on the **Forgot password?** link below the Login button.

You will be asked to enter your email (previously saved in the system)

Request Password Reset Code

E-mail: [   ]   [Go]

1. Enter your email address to re-set your password.
2. You will receive an email with a verification code and a link to re-set the password.

and a verification code and link to reset your password will be emailed to you. Enter the verification code into the form:

Verification Code * [FADC59   ]

Enter the verification code that you received via email to comple

[Continue]   [Resend Code]

You will then be directed to create a new password

Password: [●●●●●●●●]

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.
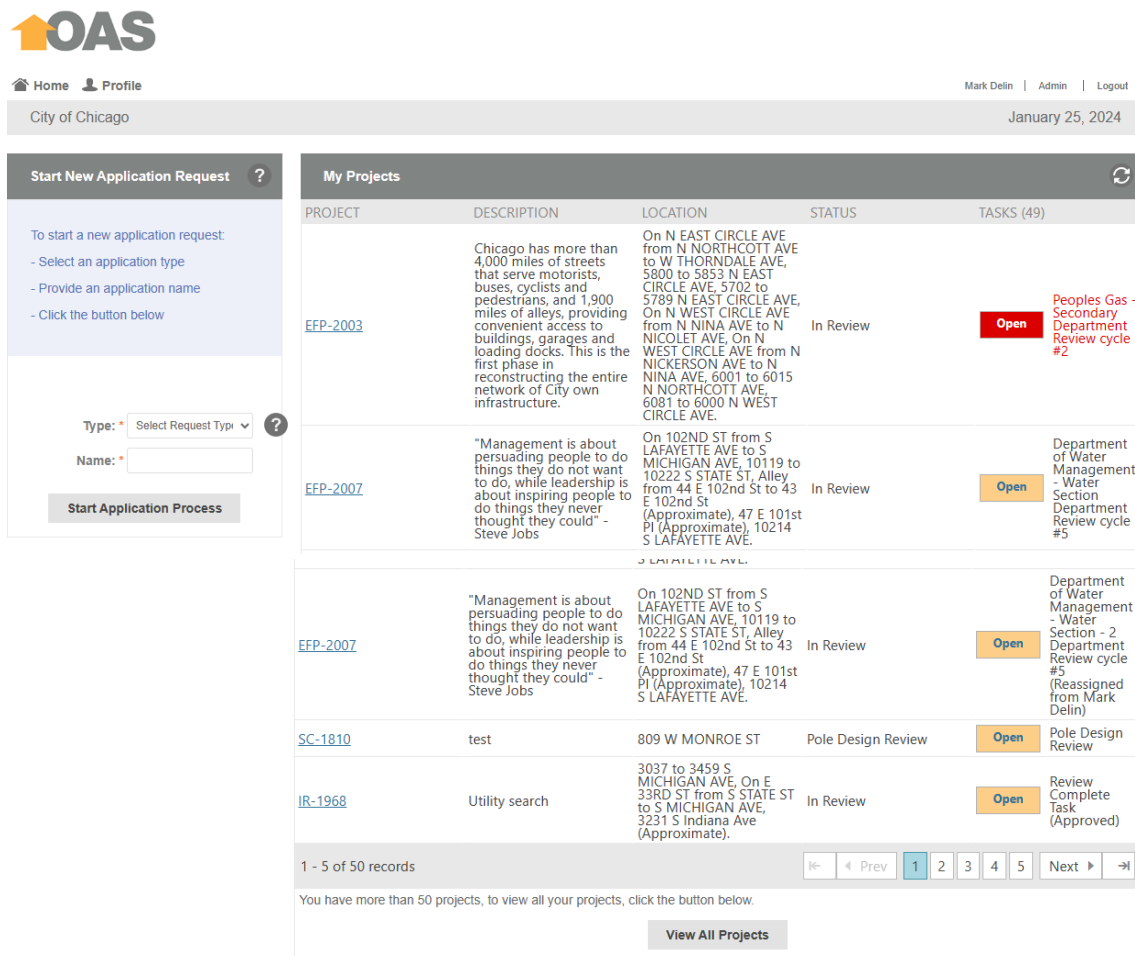
Confirm Password: [●●●●●●●●]

[Update]   [Cancel]

and login with your new password

E-mail: my_name@email.com

Password: ●●●●●●●●

☐ Manage profile ❓

Login

When you login the following screen will appear

🏠OAS

🏠 Home   👤 Profile   Mark Delin | Admin | Logout

City of Chicago   January 25, 2024

Start New Application Request ❓

To start a new application request:
- Select an application type
- Provide an application name
- Click the button below

Type: * [Select Request Type] ❓

Name: * [_____]

Start Application Process

My Projects ⟳

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (49)
EFP-2003	Chicago has more than 4,000 miles of streets that serve motorists, buses, cyclists and pedestrians, and 1,900 miles of alleys, providing convenient access to buildings, garages and loading docks. This is the first phase in reconstructing the entire network of City own infrastructure.	On N EAST CIRCLE AVE from N NORTHCOTT AVE to W THORNDALE AVE, 5800 to 5853 N EAST CIRCLE AVE, 5702 to 5789 N EAST CIRCLE AVE, On N WEST CIRCLE AVE from N NICOLET AVE, On N WEST CIRCLE AVE from N NICKERSON AVE to N NINA AVE, 6001 to 6015 N NORTHCOTT AVE, 6081 to 6000 N WEST CIRCLE AVE.	In Review	**Open** Peoples Gas - Secondary Department Review cycle #2
EFP-2007	"Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could" - Steve Jobs	On 102ND ST from S LAFAYETTE AVE to S MICHIGAN AVE, 10119 to 10222 S STATE ST, Alley from 44 E 102nd St to 43 E 102nd St (Approximate), 47 E 101st Pl (Approximate), 10214 S LAFAYETTE AVE.	In Review	**Open** Department of Water Management - Water Section Department Review cycle #5
EFP-2007	"Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could" - Steve Jobs	On 102ND ST from S LAFAYETTE AVE to S MICHIGAN AVE, 10119 to 10222 S STATE ST, Alley from 44 E 102nd St to 43 E 102nd St (Approximate), 47 E 101st Pl (Approximate), 10214 S LAFAYETTE AVE.	In Review	**Open** Department of Water Management - Water Section - 2 Department Review cycle #5 (Reassigned from Mark Delin)
SC-1810	test	809 W MONROE ST	Pole Design Review	**Open** Pole Design Review
IR-1968	Utility search	3037 to 3459 S MICHIGAN AVE, On E 33RD ST from S STATE ST to S MICHIGAN AVE, 3231 S Indiana Ave (Approximate).	In Review	**Open** Review Complete Task (Approved)

1 - 5 of 50 records |◄ ◄ Prev **1** 2 3 4 5 Next ► ►|
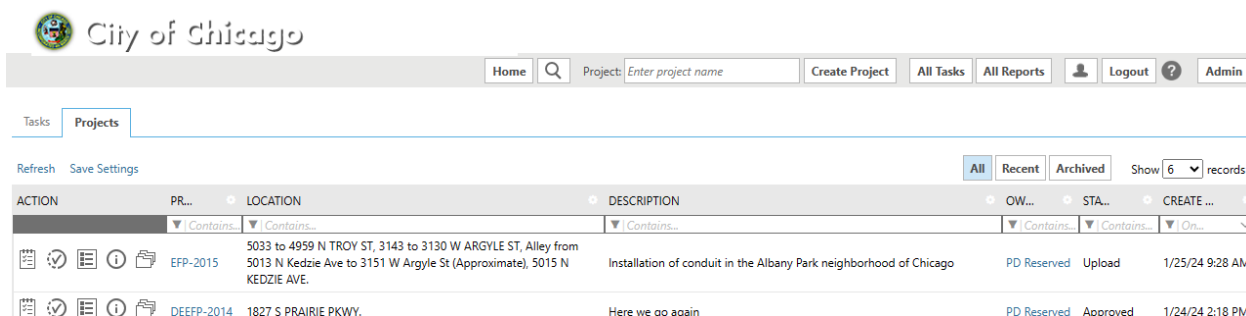
You have more than 50 projects, to view all your projects, click the button below.

View All Projects

10

Applications:	Unsubmitted ⌄	?			Search:			⟳
REQUEST #	NAME		TYPE		UPDATED ON	UPDATED BY	ACTION	
IR-1994	TEST 12-28-23 IR		Information Retrieval		01/11/2024	Mark Delin	⚒ 📋 ✕	
IR-1952	IR Test 12-08-23 #1.0		Information Retrieval		12/08/2023	Mark Delin	⚒ 📋 ✕	
SC-1938	Upgrade test 10-18-23		Small Cell (New Pre-Approval/Upgrade/Additional Provider)		10/18/2023	Mark Delin	⚒ 📋 ✕	
SC-1936	Test 1 101023 New		Small Cell (New Pre-Approval/Upgrade/Additional Provider)		10/18/2023	Mark Delin	⚒ 📋 ✕	
SC-1933	Test 1 100623 New		Small Cell (New Pre-Approval/Upgrade/Additional Provider)		10/06/2023	Mark Delin	⚒ 📋 ✕	

1 - 5 of 76 records | ⊢ | ◀ Prev | Pg | 1 ⌄ | of 16 | Next ▶ | →|

BEGIN AN APPLICATION REQUEST:

To start a new application, select the type of review (e.g., IR, EFP) from the drop down next to **Type** box and enter a project name in the **Name** field (the project name will be used by your company to identify the request).

Start New Application Request   ?

➔ To start a new application request:

    - Select an application type

    - Provide an application name

    - Click the button below

Type: * Select Request Type ⌄ ?

Name: *

Start Application Process

Use the drop down it the **Type** field to select the review type you are requesting:

Type: * Select Request Type ⌄

Name: *

    Select Request Type

    Deep Excavation

    Existing Facility Protection

    Information Retrieval

    Vacation Dedication

and in the **Name** field type a unique name for the project (if the name has been utilized you will be directed to type a new project name)

Note: for the purpose of this document the EFP process will be used. The basic processes
        discussed will be the same for all review types

Type: *	Existing Facility Protection	⌄
Name: *	Albany Park Installation #66	

Start Application Process

Click on the **Start Application Process** button to proceed.

Saved Applications:

At any time during the application process, you can click on the **Save for Later** button and exit the process. When you are ready to proceed you can find all your saved applications under the Saved Application section of the launch page.

Saved Applications ?		
REQUEST NUMBER	**NAME**	**TYPE**
EFP-1437	Test 4: Post system update	Existir
EFP-1436	Test 3: Post system update	Existir
EFP-1414	Test 07-23-19 Item 66 #3	Existir
EFP-1405	Test 2019-87253 v1	Existir
1 - 4 of 4 records		

Application Form:

The OUC application form will appear. You will need to fill out each section in order for your request to be processed. Based on the type of review being requested there will be different questions that will need to be filled out. **Please be advised that the information be filled in cannot be corrected once the application is submitted. If the application contains incorrect information you will be required to resubmit the application. Payments that have been made are non-refundable.**

Requestor Section:

Fill in information about the person/company submitting the request and, if applicable, the company the request is being submitted on behalf of.

You can enter information in each field, or you can use the information from your profile (click on the **Copy profile information** checkbox) to populate the fields.

– Requestor

☑ Copy profile information.

First Name *	Ima T.
Last Name *	Est
Company *	My Company/Firm Name

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this **link** to submit a new agency request. You will be notified by email once your request is approved.

*Note:... The company name will begin filling in after the 1ST character is typed, always choose the company from the display. **Do not use the brower memory to fill in the company field.** If the Company does not exist in the system, you can request a new company be added to the system (see Appendix IX – Request a New Agency/Company)*

Address 1 *	121 N. Lasalle st, Room 905
Address 2	None
City *	Chicago
State *	Illinois
Zip Code *	60602
Phone Number *	(312) 744 -0000
Extension	
Mobile	
Email *	my_name@email.com

If you are submitting the request on behalf of someone else select **Yes,** otherwise proceed to the next section.

Is this review for another company/person?
- ● Yes
- ○ No

If you selected Yes for the "review for another company/person" question fill out information about the company, you are requesting on behalf of.

– This review is being submitted for

First Name *	Another
Last Name *	Person
Company *	Company Name

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please click on this **link** to submit a new agency request. You will be notified by email once your request is approved.

Address 1 *	121 North La Salle Street
Address 2	Suite 310
City *	Chicago
State *	Illinois
Zip Code *	60607
Phone Number *	(312) 000-0000
Phone Extension	
Mobile	
Email *	my_name@email.com

Note: As you complete each section the section header status (left side of header) will change from INCOMPLETE to COMPLETE

Agency Confirmation Section:

You will need to confirm the information you entered in the Requestor Section is accurate. Use the drop down next to the Confirmation field to confirm the information entered.

— Agency Confirmation - I have completed all above sections

Please confirm agency information is complete to enable the dotMap link for selecting boundaries.

Changing the agency information after boundaries are selected will **delete** the boundary information and require it to be selected again.

Confirmation *	
	Yes
	No

| Confirmation * | Yes |

Project Information Section:

Fill out the basic information about what your project entails.

− Project Information

Please do not use colon (:) in the Project Description.

Project Description *

Are manhole/handhole installations planned in the public way? *
○ Yes
○ No

Tunneling (Includes Directional Boring) Variance Request? *
○ Yes
○ No

Excavation or penetration approaching 12 feet or more? *
○ Yes
○ No
○ Soil Boring

Internal Project Number

Estimated Construction Start Date *

The Project Description field is limited to a maximum of 1,000 characters.

The full scope of the project needs to be provided in the Project Description Box including all structure installations, removals and construction methods, etc.

For IR reviews please start "Utility search for…" for other reviews "Project scope …"

Note: Based on the answers provided additional questions may appear.

Project Description *
Installation of conduit in the Albany Park neighborhood of Chicago.

Are manhole/handhole installations planned in the public way? *
⦿ Yes
○ No

Number of Manholes *
1

Please upload manhole/handhole justification letter with plans.

Tunneling (Includes Directional Boring) Variance Request? *
- ○ Yes
- ◉ No

Excavation or penetration approaching 12 feet or more? *
- ◉ Yes
- ○ No
- ○ Soil Boring

Do you have one of the following? *
- ◉ CDOT GeoTech Project Number
- ○ Department of Building Application Number
- ○ Neither

CDOT GeoTech Project Number *
> Assigned project number

Internal Project Number
> My company's internal number XX-XXXX

Construction Date
> 12/25/2019

dotMap Section:

Use this section to provide the location(s) of your project. *Note: see Appendix IX for GIS Pole Selection for SC requests.*

– dotMap Selection

Open DotMAP to Select/View Project Boundaries

Confirmation * ☐ I have selected the location/area in dotMaps using the link above.

ⓘ dotMap link will redirect to view only page after confirmation.

Location *
> IMPORTANT - Please open the link above, select boundaries in the pop-up window, save, and confirm using the checkbox. This will populate the required 'Location' and 'Fee Amount' fields.

Fee Amount *

Disclaimer * ☐ I understand that any changes to these boundaries may require submission of a new application.

Click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations.
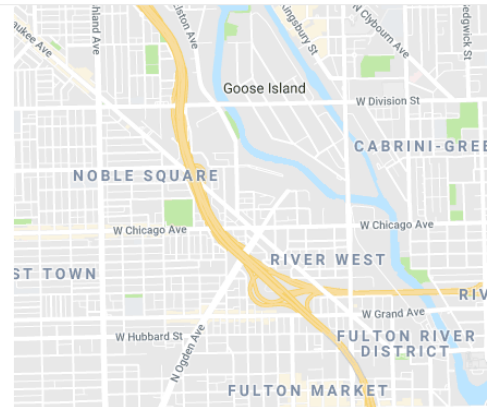
Note: You can enter up to ten locations totaling no more than two miles

Initial entries are single point to add a segment click on the **+ Add End Point** button.

To add additional locations, click on the **Add Location** button.

Add Location

If you are adding a location other than a street (e.g., an alley) click on the **Non-street path** box

LOCATION 4

☐ Non-street path (including alleys)

Once all the project location(s) have been entered, click on the **SUBMIT** button located on the top right of the form

To request an Expedited Review, see :

.

Submit

An acknowledgement message will appear. Confirm you have included all the work locations and submit.

Submit Locations

Please ensure the entire scope of your work site is drawn on the map. CDOT will only issue permits for those locations drawn on the map.

By clicking "submit," you acknowledge that the entire work site is represented, and any work occurring outside that area will need to be approved via a new OUC project request. You further acknowledge that you will not request permits for any locations that are not associated with an approved OUC project.

Click on the Checkbox to indicate the information is correct

☐ I have included all the work locations for this project.

Click Submit button

Cancel   Submit

A message will appear informing you that the locations have been saved.

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
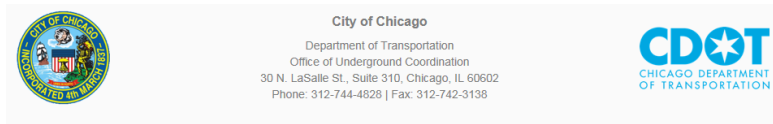
Project locations have been saved.

Please return to the application and complete the rest.

You can close the location window, go back to the application form and continue filling out the dotMap Section

Note: For IR reviews you will have an option of drawing a boundary of the containing the proposed project (*See Appendix III*)

Next click on the **Confirmation** box to indicate you have entered the project location

Open DotMAP to Select/View Project Boundaries

Confirmation * ☑ I have selected the location/area in dotMaps using the link above.

🛈 dotMap link will redirect to view only page after confirmation.

Click on the **Disclaimer** button to indicate that you understand that changes to the project locations may require a new project submission.

Location * 5033 to 4959 N TROY ST,
3143 to 3130 W ARGYLE ST,
Alley from 5013 N Kedzie Ave to 3151 W Argyle St,
5015 N KEDZIE AVE.

Fee Amount * $50.00

Disclaimer * ☑ I understand that any changes to these boundaries may require submission of a new application.

The project location(s) will appear in the Location box and any review fees (OUC members are not charged, non-members are charged a $50 review fee) will show in the fee box.

If the location appearing in the location box need to be changed or is incorrect, please uncheck the Confirmation and click on the Open DotMAP link and select again.

Please make sure all the information entered is correct. The OUC cannot revise and any fees that have been paid is not refundable and cannot be applied to another project.

Project Coordinator Section:

Enter the Name, phone number and email for the Project Coordinator. You can enter up to two coordinators.

– Project Coordinator 1

Name *	Ima Test
Phone *	(312) 744-4141
Extension	
Email *	my_name@email.com

– Project Coordinator 2 (optional)

Name	
Phone	
Extension	
Email	

Signature and Fees Section:

E-sign the project review request to certify that to the best of your knowledge the information provided is true and accurate. The section is also used to generate the review fee for non-OUC members. Upon submitting the request, you will be transferred to the City's on-line payment portal where you can pay the fee either by e-check or credit card. The review will not proceed until payment is made.

– Signature and Fees   INCOMPLETE

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.

☐ I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct, and complete; and
2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Applicant: **Mark Delin**   Signature date:

[Save & Calculate Administrative Fees]

[Save for Later]   [Submit Request]

Click on the Checkbox to indicate the information is correct

☑ I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct, and complete; and
2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

This action is date and time stamped

Signature date: **2024-01-25 10:00 AM**

Next click on the **Save & Calculate Administrative Fees** button (you will need to perform this step even if you are an OUC member).

[Save & Calculate Administrative Fees]

The administrative fee will calculate

Administrative Fees Due: $ 50.00

Finally click on the **Submit Request** button

[Submit Request]

Administrative Fee Payment (for non-OUC members):
A screen showing billing Information will appear.

Billing Information

Amount Due	$50.00
Company Name	Company Name
First Name *	Mark
Last Name *	Delin
Address 1 *	30 North La Salle Street
City *	Chicago
Province/State *	IL
Postal Code/Zip Code *	60602-3847
Country *	United States

Submit   **Cancel**

Note: Payment information will be entered on the following secure page.

If the information is correct click on the **Submit** button, otherwise correct before clicking the button. After hitting the pay now button you will be directed to City's on-line payment portal (see Appendix I).

Once payment has been made (for non-OUC members) or the submittal completed (for OUC members), a confirmation will be provided. Please retain for your records (you will need this for your next steps).
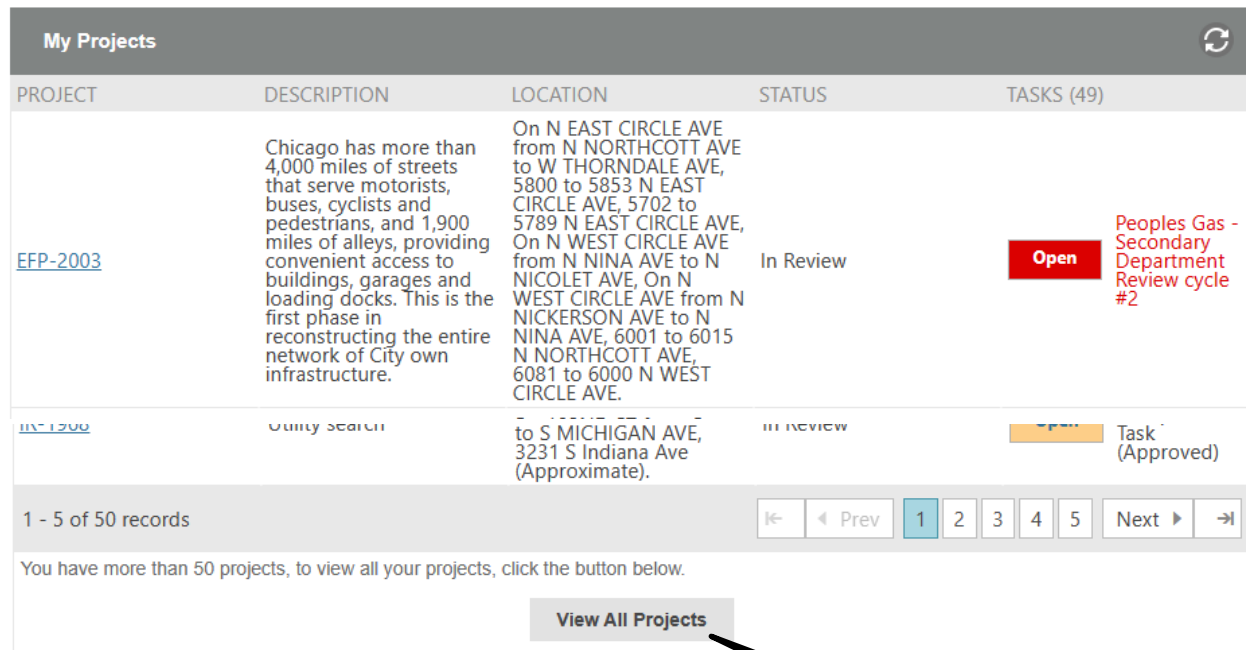
Application Request Confirmation

Thank You!

Applicant:	Mark Delin
Signature Date:	8/21/2019 12:34:07 PM
Request Number:	EFP-2497
Request Name:	Albany Park Installation #66
Amount:	$50.00
Order #:	d15939
Approval #:	26073095

Print

Click the **Home** icon to return to the project launch page.

Current Projects:

To see all your reviews, status, and outstanding tasks you will need to click on the **View All Projects** button,

Click on the **View All Projects** button

The following screen will appear

The form defaults to the Projects screen.

You will be able to search for tasks assigned to you or for any project by clicking on either the **Tasks** or the **Projects** tab.

- The **Projects** Tab will allow you to see any project in the system.
- The **Tasks** Tab will show all the (uncompleted) tasks assigned to you.

On the **Projects** tab you have the option to search/look at any project you recently viewed, all projects, or projects that have been archived (*currently no projects have been archived*).   The system defaults to the recently viewed option.

Tasks	Projects

Refresh   Save Settings   All | Recent | Archived

To change the look up option click on the appropriate button

Note: It may take a few minutes for a recently submitted project to be available for viewing.

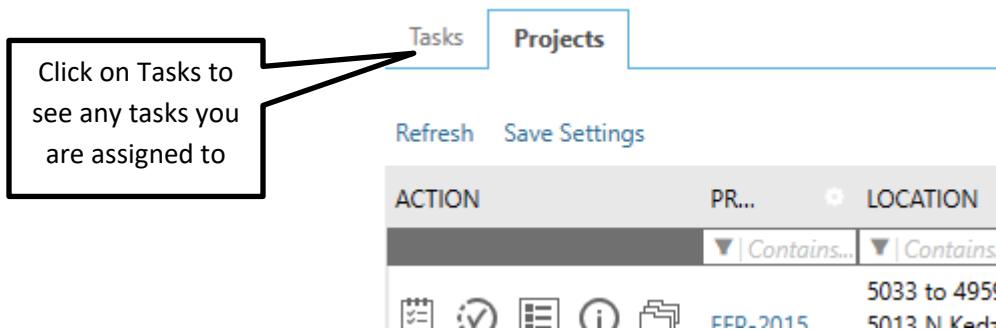You can see any tasks you are currently assigned by clicking on the Tasks tab

Click on Tasks to see any tasks you are assigned to

Tasks	**Projects**

Refresh   Save Settings

ACTION	PR...	LOCATION
	▼ | Contains...	▼ | Contains...
	FEB-2015	5033 to 4959 5013 N Kedzi

Tasks	Projects

Refresh   Save Settings   All | Overdue | Priority   Show 8 ✔ records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	SUPPLIMEN...
	Contains...	Contains...	▼|Contains...	▼|Contains...	▼|Contains...	▼|On...	▼|On...	▼|Contains...
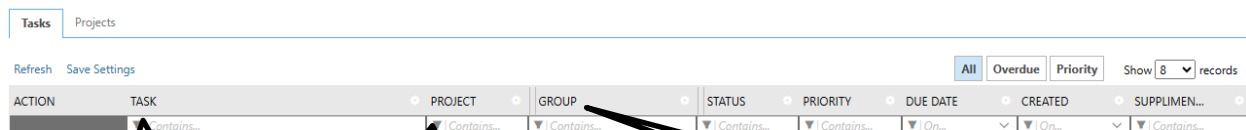
You can sort by clicking on any column header

You can set a filter or search for a specific entry by entering in this field and hitting the enter button on your keyboard

To refine the search, click on this button and you will have several options to apply to the filter

To set the filter, click on the option setting you wish to apply. Note: the system will default to the "= Equals" option.

Note: For detail information on SC and SCEFP reviews please consult one of the following manuals which are available from the OUC:

- Applicant Small Cell Pole Request Manual (SC)
- Applicant Small Cell Manual (SCEFP)

Upload and Submit Task:

Find your review request in the Current Project section and click on the **Upload and Submit Task** button.

A form will pop-up with several tabs. Note: the top section of each tab will have unique information and the remaining section appear on each of the tabs

UPLOAD AND SUBMIT

Task Information   Original Application Data   dotMaps

Task Information Tab:

This section contains basic information about the review

UPLOAD AND SUBMIT

Task Information   Original Application Data   dotMaps

OUC Number EFP-2015
Description Installation of conduit in the Albany Park neighborhood of Chicago
Location 5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate), 5015 N KEDZIE AVE.
Status Upload
Submitted For: Alfred Benesch & Company

Original Application Data Tab:

This section contains basic information entered on the OUC request (OAS) form

Task Information | **Original Application Data** | dotMaps

Application Type EFP
Application Number EFP-2015

REQUESTOR

Requestor - First Name Mark
Requestor - Last Name Delin
Company Spaan Tech
Requestor - Address 1 311 S. Wacker Dr.
Requestor - Address 2
Requestor - City Chicago
Requestor - State IL
Requestor - Zip Code 60606
Requestor - Phone Number 3127444141
Requestor - Extension NaN
Mobile
Email mdelin@spaantech.com
Is this review for another company/person? Yes

****

Submittted For - First Name	Ima
Submittted For - Last Name	Est
Submittted For - Company	Alfred Benesch & Company
Submittted For - Address 1	205 N. Michigan Avenue
Submittted For - Address 2	
Submittted For - City	Chicago
Submittted For - State	IL
Submittted For - Zip Code	60601
Submittted For - Phone Number	0000000000
Submittted For - Extension	
Submittted For - Mobile	
Submittted For - Email	donotrespond@email.net

```
~~~
```

Project Information

```
~~~~
```

Project Description	Installation of conduit in the Albany Park neighborhood of Chicago
Are manhole/handhole installations planned in the public way?	Yes
Number of Manholes	1
Tunneling (includes Direction Boring) Variance Request?	No
Excavation or penetration approaching 12 feet or more?	Yes
Do you have one of the following?	CDOT GeoTech Project Number
CDOT GeoTech Project Number	DEEFP-2014
Department of Building Application Number	
Project Number	2024-00001
Construction Date	02/29/2024

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___
```

dotMap Selection

```
___
```

Confirmation	I have selected the location/area in dotMaps using the link above.
Location	5033 to 4959 N TROY ST, 3143 to 3130 W ARGYLE ST, Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate), 5015 N KEDZIE AVE.
Fee Amount	50

```
....
```

Project Coordinator 1

```
.....
```

Project Coordinator 1 - Name	Ima T Est
Project Coordinator 1 - Phone	0000000000
Project Coordinator 1 - Extension	NaN
Project Coordinator 1 - Email	donotrespond@email.net

```
""""
```

Project Coordinator 2

```
"""
```

Project Coordinator 2 - Name	
Project Coordinator 2 - Phone	
Project Coordinator 2 - Extension	NaN
Project Coordinator 2 - Email	

dotMaps Tab:

This section contains a link to dotMaps where you can view a map of the project locations

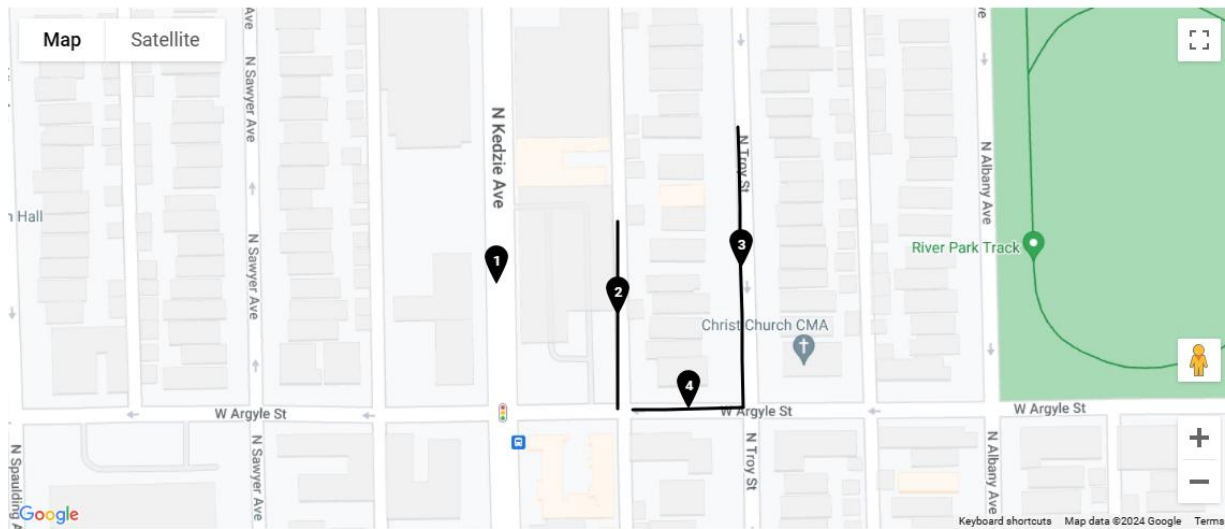Task Information   Original Application Data   **dotMaps**

dotMAP Click to view Map for EFP-2015

Click on the map link to see a visual of the project locations

City of Chicago
Department of Transportation
Office of Underground Coordination
2 N. LaSalle St., Suite 860, Chicago, IL 60602
Phone# (312) 744-4828 Fax# (312) 742-3138

OUC Preview
EFP-2015

1: On 5015 N KEDZIE AVE
2: From 5013 N Kedzie Ave (Approximate) to 3151 W Argyle St (Approximate)
3: 5033 to 4959 N TROY ST
4: 3143 to 3127 W ARGYLE ST

Project Upload Section:

You can upload documents from any tab. The upload process is similar to saving documents on your PC.

STEP 1 of 4: Select and upload your drawing and supporting document files into this project, as required

File Upload for: EFP-2015 ❓

Select the destination folder to upload your files: **Watch video**

📁 Drawings
📁 Documents
📁 Restoration Drawings
📁 Approved
📁 Quick Review
📁 Reference
📁 Geo Tech Documents
📁 MOU

Click on **Destination** folder for the drawing or document you want to upload for the review

Document Requirements

For Information Retrieval (IR) Projects:

1. Upload the project location map with proposed location highlighted and with all street names visible to the 'Drawings' folder in .pdf format.
2. Name the file with OUC # (IR-XXXXXX).
3. All other related documents can be uploaded to 'Documents' folder.

For Existing Facility Protection (EFP) Projects:

1. Prepare the plan set according to the Plan Preparation Checklist. The plan set should be a single file with multiple sheets.
2. Name the drawing file with OUC# (EFP-XXXXXX').
3. Upload the drawing file to 'Drawings' folder in **.PDF** format.

   💡 QUICK TIPS   ***Use standard plan sheet size of 22 inches by 34 inches with an 11 inch by 17 inch sheet scalable at a 50% reduction.***

4. All other related documents can be uploaded to 'Documents' folder.

For Deep Excavation EFP (DEEFP) Projects:

1. Contact Adam Ali (at adam.ali@cityofchicago.org or 312-742-3130) for intake meetings and plan set requirements.

Select your files to upload to this folder:

| Select Files to Upload | View Folders |

📁 Drawings

Click on the **Select Files to Upload** button

City of Chicago   Close Window
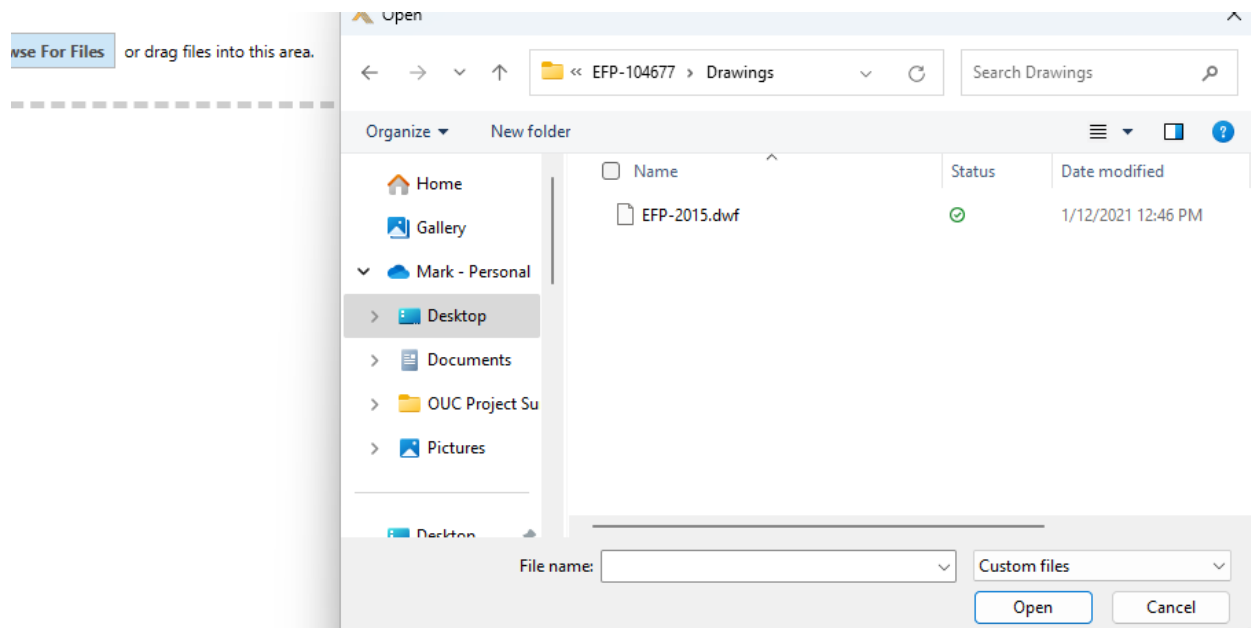
Folder: EFP-2015\Drawings

| Browse For Files | or drag files into this area. | Start Upload |

Click on the **Browse for Files** button to select files to upload from your hard drive or network drive (you can also drag and drop your files)

| Browse For Files |

Click on the **OPEN** button

Folder: EFP-2015\Drawings

| Browse For Files | or drag files into this area. | Start Upload |

- -

📄 EFP-2015.dwf   0B/7.85MB ✖

0 of 1 uploaded   Hide Details

0B/7.85MB

Click on the Start **Upload** button to upload your selected files(s)

Select your files to upload to this folder: **Watch video**

| Select Files to Upload | View Folders |

▾ 📁 Drawings (1 - 1 New)

　　📄 EFP-2015.dwf New   🗑✖

To load documents into a different folder, click on the **View Folders** button and repeat the procedure.

| View Folders |

EFP Checklist
https://www.chicago.gov/content/dam/city/depts/cdot/OUC/28AppendixDPlanPreparationCheck
list.pdf

Invite/Remove Project Users:

You can add (or remove) members of the group who can view or edit this specific project request.

To invite a user to the project:
1. Type the user first name in the field labeled First Name
2. Type the user's last name in the field labeled Last Name
3. Type the user email in the email field (the user will be notified by email of the invite)
4. Using the drop down in the Invite to Group field indicate if the user will have view only rights (Project View) or applicant rights (Applicant). Only applicant rights can perform edits.

5. Click on the **Invite User** button

To remove someone from the group
1. Using the drop down in the Remove from Group field indicate if the user has View or Applicant rights

2. Using the drop down in the User field select the user you wish to remove

3. Click on the **Remove User** button

   Do not remove everyone showing in the <u>Applicant</u> group (there needs to be at least one user)

Confirmation:

To complete the task, you will need to click on the **Upload Task Complete** checkbox

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☐ *Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

Click on the **Upload Complete – Notify Jurisdiction** button

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☑ *Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

Submit:

The final step is to submit the request for review.   Click on the **Submit** button to complete the task

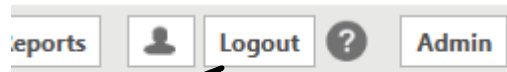**STEP 4 of 4:** Click the "Submit" button below to complete your task

| Submit | Save For Later |

Click on the **Submit** button to complete the task

You can log out of the application by clicking on the Logout icon on the top right of the form

Click the Logout button to log out of the application

An OUC Project Manager will review your submittal. If an issue is identified with the submittal, it will be returned for corrections; otherwise, it will be provided to the OUC Member Agencies for review.

Prescreen Corrections

If the submittal is returned you will be assigned a task to correct and resubmit. Click on the **Prescreen Corrections Task** link to accept the task.

Refresh   Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
	▼	Contains...	▼	Contains...	▼	Contains...	▼	Contains...
Accept	Prescreen Corrections Task	EFP-2015	Applicant	Pending

The OUC reviewer will provide information regarding why the review request was returned in the Discussion Comments section

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0
Plan Review: Review Comments
Review and respond online.

Click on the **Review Comments** button to see comments.

To exit this section click on the Close Window button on the top right of the form

Click here to exit this screen

Note: Once corrections are made, the applicant will need to reply to the Reviewer Comment by entering their response in the section to the right of the reviewers comment

You can upload new/revised drawings (process is the same as the original upload)

Version Upload for: EFP-2015 ❓

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files	New Files

Are your updated files named exactly
the **same*** as the prior versions?

Yes	No

Watch video

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

▸ 📁 Drawings (1 - 0 New)
  📁 Documents
  📁 Restoration Drawings
  📁 Approved

To resubmit the review, click the Confirmation checkbox

STEP 4 of 5: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☑ *Response provided for all comments and files have been uploaded (if requested). *Required

and then the **Submit** button at the bottom of the form

STEP 5 of 5: Click the "Submit" button below to complete your task

Submit

REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS:

Login and search for your project request

E-mail: [ ]

Password: [ ]

☐ Manage profile ?

[Login]

Forgot password?

Click on **View All Projects** button

Click on the **Respond and Resubmit Task** button

View Comments:

Click on the **Review Comments** button to see any comments, markup comments (*formally called changemarks*) or Library comments (*formally called checklist items*).

		(0 selected)			Add Comment / Ask Question	*Please enter your responses* ?
	Ref.# 2	JC Decaux Changemark note #01	JC Decaux North America	Mark Delin	1/25/24 11:34 AM	Cycle 1	*Type your response here.*
Unresolved			EFP-2015.dwf		⬇ ⊘	
Markup			Missing JCDeacux facility - need to revise drawing			
	Ref.# 3	Level 3 Communications - CenturyLink		Mark Delin	1/25/24 11:35 AM	Cycle 1	*Type your response here.*
Unresolved		Project location interferes with existing facilities - Facility support required				
Library Comment						

You can filter what you see by reviewer; type of comment, cycle, etc by selecting criteria from various drop downs found at the top of the form

Dept:	Show All	Status:	Show All	Response:	Show All	Search:	Enter keyword
Type:	Show All	Cycle:	Show All	Time:	Show All		

(0 selected) — Add Comment / Ask Question

Dept: Show All — Status:

Type:

- Show All
- OUC Admin
- JC Decaux North America
- Level 3 Communications - CenturyLink
- Project Manager

(0 selected)

Note: Once corrections are made, the applicant will need to reply to the Comment by entering their response in the section to the right of the reviewers comment

	Ref.# 2	JC Decaux Changemark note #01	JC Decaux North America	Mark Delin	1/25/24 11:34 AM	Cycle 1	Facilities have been added to the drawings
Unresolved			EFP-2015.dwf		⬇ ⊘	
Markup			Missing JCDeacux facility - need to revise drawing			
	Ref.# 3	Level 3 Communications - CenturyLink		Mark Delin	1/25/24 11:35 AM	Cycle 1	See corrections on the attached drawings.
Unresolved		Project location interferes with existing facilities - Facility support required				
Library Comment						

You can upload new/revised drawings (process is the same as the original upload)

Versioned Files   New Files

Are your updated files named exactly the **same*** as the prior versions?   Yes   No   **Watch video**

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

▶ 📁 Drawings (1 - 0 New)
📁 Documents
📁 Restoration Drawings
📁 Approved
📁 Quick Review
📁 Reference
📁 Geo Tech Documents
📁 MOU

Note: The **Reference Folder** contains links to OUC Application Manual and to the CDOT Rules and Regulations document.

If you want to request an agency to re-review the project, click on the box to the left of the agency name (please include any agency that had a prior conflict). OUC staff will review your request and will have the final decision if any additional reviews are required. Please make sure to select the agency responded and provided a status other than delegated.

STEP 4 of 6: Select the agencies for which the revisions were made or need an updated response.

Please select the appropriate reviews that are required for the next cycle ---

	Review
☐	Abovenet - Zayo Communications Inc
☐	ATT - Illinois SBC
☐	ATT - Illinois SBC - Secondary
☐	ATT - Local Network Services
☐	Bureau of Forestry
☐	CDOT - Division of Electrical Operations
☐	CDOT - Division of Electrical Operations - 2

To resubmit the review, click the Confirmation checkbox

STEP 5 of 6: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☐ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. *Required

☐ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *Required

Submit:

The final step is to submit the request for review.   Click on the **Submit** button to complete the task

STEP 6 of 6: Click the "Submit" button below to complete your task

Submit

You will need to repeat this process until the project is approved (PIA).

Cancel Project Review

If you determine that the review is not needed you will need to formally cancel the review. To cancel a review you will need to create a memo on your company letterhead requesting the application to be cancelled with the reason for the cancellation. Upload the cancellation memo to the "Document folder" in ProjectDox and notify the OUC of the cancellation request. There is no standard memo for the cancellation memo.

Approved Project (PIA):

When your project is approved you will receive an email indicating that the review is PIA.

> OUC Approvals are valid for six months within the Central Business District (CBD) and one year outside the CBD.
>
> For the purposes of the OUC Approval, the Central Business District is the area bounded by North Avenue, Halsted Street, Cermak Road and Lake Michigan.

You can access the approved drawing (which will have an OUC approve stamp) and a copy of the OUC Approval Letter from the projects Approved folder. **For projects in the public right-of-way,**

you will need to provide a copy of the OUC Approval Letter to the CDOT Permit Office when requesting your construction permit.
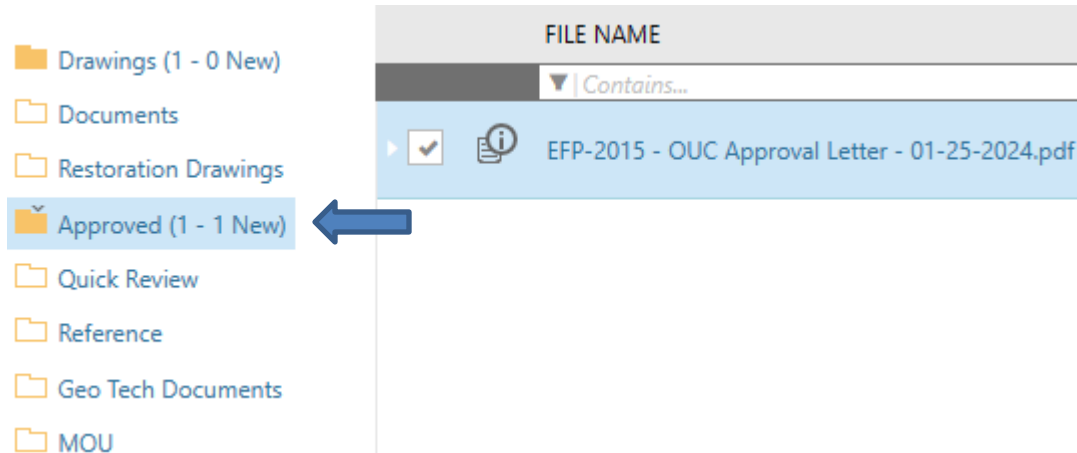
OUC Approval Letter

ProjectDox OUC Approval for EFP-2015

MEMORANDUM

TO:	Bryan Gallardo Construction Compliance Division
FROM:	Sheetal James Office of Underground Coordination
DATE:	1/25/2024
RE:	**PERMIT ISSUANCE AUTHORIZATION**
REQUESTOR:	**Spaan Tech**
PROJECT DESCRIPTION:	**Installation of conduit in the Albany Park neighborhood of Chicago**
OUC FILE # :	**EFP-2015**

OUC REVIEW VALIDITY EXPIRE DATE: 2/23/2025

INTERNAL PROJECT # : 2024-00001

NUMBER OF MANHOLES: 1

The following project(s) may be released for street openings and/or use of the Public Way permits.

PROJECT LOCATION:
5033 to 4959 N TROY ST,
3143 to 3130 W ARGYLE ST,
Alley from 5013 N Kedzie Ave to 3151 W Argyle St (Approximate),
5015 N KEDZIE AVE.

EXCAVATION / PENETRATION > 12' : Yes

Note:

ProjectDox OUC Approval for EFP-2015

The contractor should be made aware that the conditions of this memorandum are part of the issued permit and any deviations without the approval of the OUC shall result in the cancellation of said permits. No construction shall be performed under this authorization at any other locations. Authorization is given for installation in the subject locations, between the subject limits, only. Contractor must notify 811 Chicago by dialing 811 or (312) 744-7000 at least 2 business days in advance of the start of work; must comply with all Existing Facility Protection Requirements shown on OUC Review Forms; must coordinate activities with those utilities who have noted involvement; must adhere to Special Existing Facility Requirements provided by:

COORDINATE ALL ACTIVITIES WITH THE AGENCIES BELOW:

ATT - Illinois SBC

ATT - Local Network Services

CDOT - Division of Electrical Operations

CDOT - Division of Project Development

CDOT - Red Light Cameras Section

Chicago Park District

ComCast

ComEd - Distribution - Secondary

Crowncastle

CTA - Traffic

Department of Water Management - Sewer Section

Department of Water Management - Water Section - 3

JC Decaux North America

Peoples Gas - Secondary

RCN

Provide Copy of this Letter when Applying for Permit

APPENDIX I – CITY ON-LINE PAYMENT PORTAL:

General Information:

Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of $34. By clicking "**Next**" I am acknowledging that I have read and understand the terms and conditions of payment.

If making payment by Credit Card, a Service Fee payment of 1.97% or $1.00, whichever is greater, is required.

Accepted Payment Methods
◉ Credit Card
○ Check

[Cancel] [Next]

You will be able to pay either by Credit Card or by Check. Click the radio button next to the payment method of your choice and click the next button

Credit Card Payment:

Service Fee Agreement

You have decided to pay $50.00 by credit card, which requires a service fee of $1.00, for a total amount paid by your credit card of $51.00. Select **Next** to agree to pay the total amount above by credit card. Select **Cancel** to pay by check.

[Cancel] [Next]

If paying by credit card a service fee notification will appear. Click the next button if you agree to pay the service fee. If you wish to pay by check, click the Cancel button and select the Check radio button on the previous screen to continue.

If you click on the payment by credit card option, the following screen will appear:

Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After **15 minutes** your session will be automatically cancelled. Required fields are indicated by *.

Credit Card Type*

○ Visa
○ MasterCard
○ American Express
○ Discover

Credit Card Number *

Please enter the credit card number, without any spaces or hyphens between the numbers

Expiration Date *

| MM ∨ | YYYY ∨ |

CVV/Verification # *

Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. **American Express**: Look for the 4-digit code printed on the front of your card, just above and to the right of the card number

Name on Card *

Please enter the cardholder name as it appears on the credit card

Billing Address *

Please enter the credit card billing address

City *

State *   **Zip/Postal Code ***

Illinois ∨

[Back] [Reset] [Next]

Fill in all the information requested.

Use the radio buttons to select credit card type:

Credit Card Type*

○ Visa
◉ MasterCard
○ American Express
○ Discover

Credit Card Type*

○ Visa
◉ MasterCard
○ American Express
○ Discover

Credit Card Number *

5444009999222205

Please enter the credit card number, without any spaces or hyphens between the numbers

Expiration Date *

| 02 ⌄ | 2025 ⌄ |

CVV/Verification # *

777

Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. **American Express:** Look for the 4-digit code printed on the front of your card, just above and to the right of the card number

Name on Card *

Company Name

Please enter the cardholder name as it appears on the credit card

Billing Address *

234 Street

Please enter the credit card billing address

City *

Anytown

State *   **Zip/Postal Code ***

| Illinois ⌄ | 77777 |

Click on the <**Reset**> button to clear your entry or the <**Next**> button to proceed. If the <**Next**> button is pressed a confirmation screen will come up:

Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the **'Edit Payment Information'** button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

Item	Description	Quantity	Amount
Admin Fee	Admin Fee	1	$50.00
CC_FEE	Credit Card Service Fee	1	$1.00
Total Payment Amount:			**$51.00**

Payment Information

Name: **Company Name**
Address: **234 Street, Anytown, IL 77777**
Card #: **5444xxxx2205**
Exp Date: **02/25**

To submit this order, please click the "Submit Payment" button only once.

[Edit Payment Information] [Submit Payment]

To make a change click on the <**Edit Payment Information**> button to submit the payment, choose the <**Submit Payment**> option.

Payment by Check:

If you picked the payment by check option,

Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding, and I will pay the City of Chicago a nonpayment fee of $34. By clicking **"Next"** I am acknowledging that I have read and understand the terms and conditions of payment.

If making payment by Credit Card, a Service Fee payment of 1.97% or $1.00, whichever is greater, is required.

Accepted Payment Methods
○ Credit Card
◉ Check

[Cancel] [Next]

the following screen will appear:

Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have **15 minutes** to complete the checkout process. After 15 minutes your session will be automatically cancelled. Required fields are indicated by *.

ABA/Routing Number *

Please enter the routing number, without any spaces or hyphens between the numbers
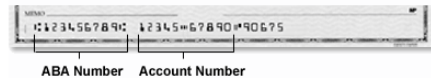
Bank Account Number *

Please enter the account number, without any spaces or hyphens between the numbers

Name on Account *

Please enter the account holder name

Bank Account Type*
◉ Personal
○ Business

ABA Number   Account Number

⚠ If your bank account has fraud protection please call Customer Services at 312-747-4747 to get the City's identification number. This will need to be provided to your bank before making the payment.

Back | Reset | Next

Fill in all the information requested.

Check Information

Please enter your account information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have **15 minutes** to complete the checkout process. After 15 minutes your session will be automatically cancelled. Required fields are indicated by *.

ABA/Routing Number *

071000013

Please enter the routing number, without any spaces or hyphens between the numbers

Bank Account Number *

2323232323

Please enter the account number, without any spaces or hyphens between the numbers

Name on Account *

My Company Name

Please enter the account holder name

Bank Account Type*
○ Personal
◉ Business

Note: you will need to indicate if you are using a business or personal checking account.

Click on the <**Reset**> button to clear your entry or the <**Next**> button to proceed. If the <**Next**>

button is pressed a confirmation screen will come up:

Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the 'Edit Payment Information' button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

Item	Description	Quantity	Amount
Admin Fee	Admin Fee	1	$50.00
Total Payment Amount:			**$50.00**

Payment Information

Name: **My Company Name**
Account #: **2323232323**
Routing #: **071000013**

To submit this order, please click the "Submit Payment" button only once.

[Edit Payment Information] [Submit Payment]

To make a change click on the <**Edit Payment Information**> button to submit the payment, choose the <**Submit Payment**> option.

Payment Verification:

Regardless which payment method you selected, once payment is submitted a confirmation page will appear on your screen.

↑OAS

🏠 Home 👤 Profile

Application Request Confirmation

Thank You!

Applicant:	Mark Delin
Signature Date:	1/25/2024 9:24:29 AM
Request Number:	EFP-2015
Request Name:	Albany Park Installation #66
Amount:	$50.00
Order #:	c70846c959
Approval #:	105696

[Print]

Please print and retain for your records. A payment receipt will also be emailed to you.

City Of Chicago - Online Payment Receipt

ⓘ   Getting too much email? Unsubscribe

Ⓘ   info@cityofchicago.org
Thu 9/12/2019 4:00 PM
⌄

Thank you for your online payment to the City of Chicago. The details of your payment are included with this receipt. Please retain for your records.

Payment Date: Sep 12, 2019
Payment Details:
   Admin Fee - Admin Fee - $50.00
Total: $50.00

Paid by: Online Check
Account Number: *****3232

Transaction ID: 890504 - a2c10d
Approval Code: 26450804

Sincerely,

City of Chicago
Online Payment Processing Center

_____

APPENDIX II – REPORTS:

There are several system reports that will be helpful to you in determining the status of your requested review.

Under the Projects tab
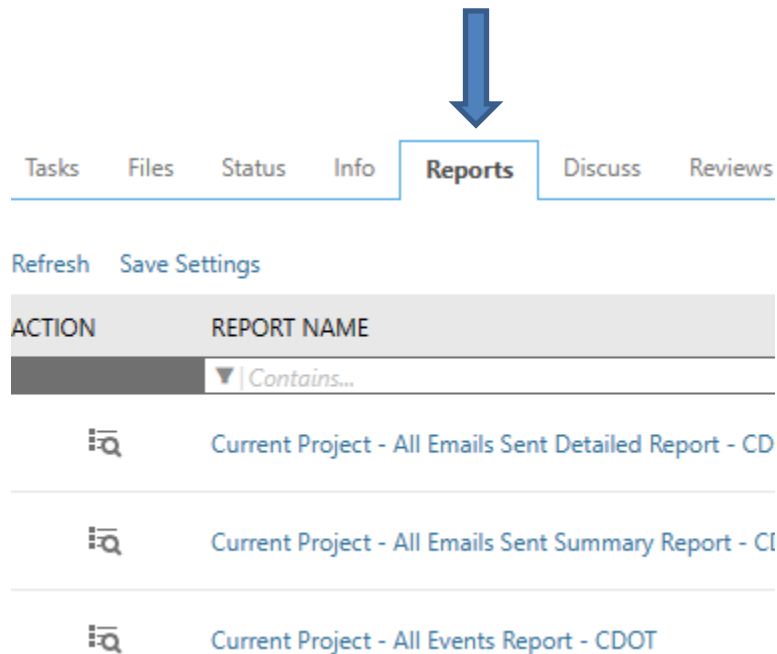
Query for the project you want to check the status of
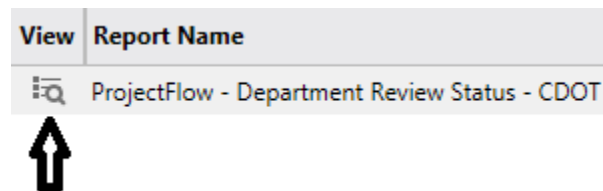
Click on the project and then click on the Project Reports button

Search for one of the following reports and click on the icon to the <u>left</u> of the report name to run the report

ProjectFlow – Department Review Status - CDOT

Shows status of project (completed) reviews

Department Review Status Report

Project Name:	EFP-3562
Workflow Started:	09/16/2019 9:37 AM
Report Generated:	09/16/2019 02:09 PM
Project Description:	Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue.
Project Status:	Applicant Corrections
Project Location:	4761 to 4824 N HAMLIN AVE.

Cycle	Department	Reviewer	Email	Status	Date Assigned
⊞ 1					

Cycle	
⊞	1

Cycle	Department	Reviewer	Email	Status	Date Assigned	Date Completed	Reviewer Comments	Applicant Com
	ATT ILLINOIS SBC	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Approved with Conditions	09/16/2019 10:56 AM	09/16/2019 12:20 PM	Facility support needed	
	ATT LOCAL NETWORK	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Approved - Permit Issuance Authorized	09/16/2019 10:56 AM	09/16/2019 12:21 PM	N/a	
	BUREAU OF FORESTRY	Sheetal DeptReview	Sheetal.deptreview@cityofchicago.org	Conflict - Corrections Required - Permit Issuance Not Authorized	09/16/2019 10:56 AM	09/16/2019 12:24 PM	Need BOF permit and Fee	Paid
	CDOT DIM PCO	George Keck	gkeck2@cdotutilitypmo.org	Approved with Conditions	09/16/2019 10:56 AM	09/16/2019 12:05 PM		
	CDOT ELECTRICAL	George Keck	gkeck2@cdotutilitypmo.org	Approved - Permit Issuance Authorized	09/16/2019 10:56 AM	09/16/2019 12:41 PM		
	CDOT ENGINEERING	George Keck	gkeck2@cdotutilitypmo.org	Conflict - Corrections Required - Permit Issuance Not Authorized	09/16/2019 10:56 AM	09/16/2019 12:43 PM		Corrections m

Current Project – Transmittal Review Form - CDOT:

Shows the OUC Transmittal Form and all activity history within a cycle

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

Transmittal Review Form

Status:	In Review
OUC File #:	EFP-3562
Response Required Date:	3/16/2020

Author:		**Submitting Agency:**	
Name:	Ima Test	Name:	Ima Test
Company:	CDOT - In House Construction	Agency:	CDOT - In House Construction
Address 1:	1501 W. Pershing Rd.	Address 1:	1501 W. Pershing Rd.
Address 2:	None	Address 2:	None
City:	Chicago	City:	Chicago
State:	IL	State:	IL
Zip:	60609	Zip:	60609
Phone:	(312) 744-4141	Phone:	(312) 744-4141
Email:	mdelin@spaantech.com	Email:	mdelin@spaantech.com

Project Information:

Project Description:	Proposed installation approximately 250 feet of 8-inch water main in N. Hamlin Avenue.
Are manhole/handhole installations planned in the public way?	Yes
Number of Manholes:	2
Tunneling (Includes Directional Boring) Variance Request?	No
Excavation or penetration approaching 12 feet or more?	Yes
Do you have one of the following?	CDOT GeoTech Project Number: DOT-091619
Project Number:	18-01:106
Construction Date:	10/16/2019

Project Location:

Address 1:	4761 to 4824 N HAMLIN AVE.
Address 2:	
Project Coordinator 1:	Ima Test
Email:	mdelin@spaantech.com
Phone:	(312) 000-0000
Project Coordinator 2:	
Email:	
Phone:	

Files

Name	File Name	File Size (kB)	Version	Upload Date	Page Count	Sheet Size	Last Mod Date
⊟Documents	Manhole Justification Letter VZ-ST-1964.pdf	112	1	9/16/2019 9:52:20 AM	1	8.5x11.0	9/16/2019 9:52:20 AM
⊟Drawings							

Checklist Items

Grouping	Cycle	Ref #	Group Name/ Updated By	Type	Category Type	Reviewer Comment	Applicant Response	Status	Last Updated
		1	CHICAGO PARK DISTRICT Matthew Peterson	EFP	Department Review	Project does not affect existing facilities		Unresolved	09/16/2019 11:03 AM
		2	COMCAST Matthew Peterson	EFP	Department Review	Project location interferes with existing facilities - Facility relocation required		Resolved	09/16/2019 11:04 AM
		3	COMCAST Matthew Peterson	EFP	Department Review	Project location interferes with existing facilities - Facility support required		Unresolved	09/16/2019 11:05 AM
		4	COMED DISTRIBUTION Matthew Peterson	EFP	Department Review	Permit Issuance Authorized		Unresolved	09/16/2019 11:06 AM
		5	COMED TRANSMISSION Matthew Peterson	EFP	Department Review	Conflict Resolved by Project Coordinator		Resolved	09/16/2019 11:06 AM
		6	CTA MAINTENANCE Matthew Peterson	EFP	Department Review	Project affects existing service line(s)		Resolved	09/16/2019 11:07 AM
		7	CTA TRAFFIC Matthew Peterson	EFP	Department Review	Project does not affect existing facilities		Info Only	09/16/2019 11:08 AM
		8	MWRD Mark Delin	EFP	Department Review	Project affects existing facilities		Unresolved	09/16/2019 11:18 AM
		9	MCI METRO ATS WU Mark Delin	EFP	Department Review	Project location interferes with existing facilities - Facility support required		Unresolved	09/16/2019 11:29 AM
		10	LEVEL 3 LOOKING GLASS Mark Delin	EFP	Department Review	Permit Issuance Authorized		Unresolved	09/16/2019 11:31 AM
⊟ Main Workflow	⊟ 1	11	CDOT DIM PCO George Keck	EFP	Department Review	Project does not affect existing facilities		Unresolved	09/16/2019 11:35 AM
		12	CDOT ELECTRICAL George Keck	EFP	Department Review	Project affects existing facilities		Unresolved	09/16/2019 11:35 AM
			CDOT ENGINEERING		Department				09/16/2019

Office of Underground Coordination Member Response

Cycle	Responded By	Date Completed	Status	Reviewer Comments	Applicant Comments
⊞ 1					

OUC Project Manager Comments

Cycle	Date Started	Date Completed	Resubmit Coordinator Comments	Resubmit Applicant Comments
1	9/16/2019 10:56:38 AM			

This OUC Review will expire 6 months after the response required date within the area bounded by North Ave., Halsted Ave., Cermak Rd., and Lake Michigan and one year from the response required date outside of these limits.

End of Transmittal & Review Form

APPENDIX III – IR BOUNDARY SELECTION OPTION:

For IR reviews you have the option of selecting a boundary (i.e., rectangle containing work area) instead of using either a project point or line. Click on the **Change Input Mode** link (located on the top of the page) to proceed

Select the Boundary mode
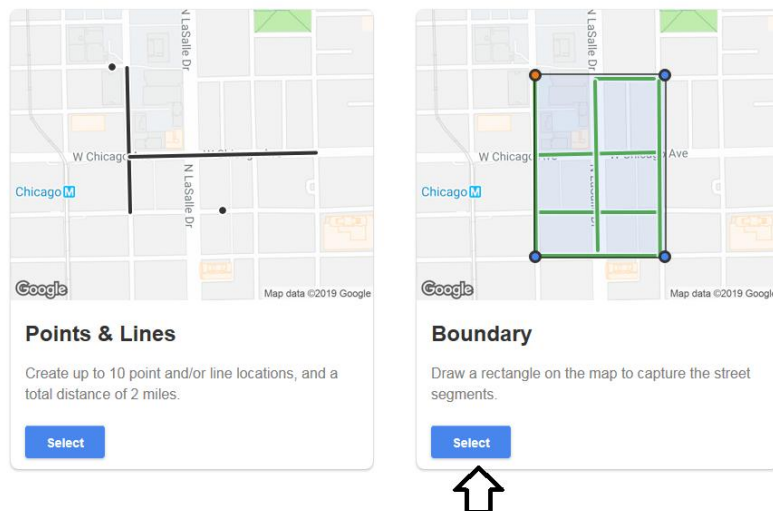
Click on the map to indicate the starting point. Place the cursor over that point, then left click and hold. Drag the mouse to draw a rectangle.

CDOT   PROJECT REQUEST

Enter Project Locations   Change Input Mode

Set the starting point, then drag diagonally to complete the boundary. A boundary cannot cover more than 6 blocks (equivalent to 2,613,600 ft^2).

Starting Point

106 W WASHINGTON ST

Enter address or intersection.

BOUNDING STREETS

North: W WASHINGTON ST

East: N DEARBORN ST

South: W MADISON ST

West: CLARK ST

☑ Show streets captured in the area

Clear Boundary
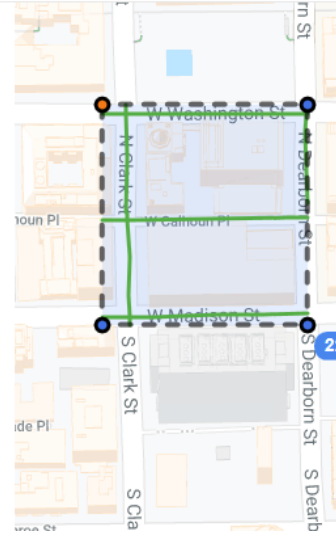
Click on the **Submit** button

Submit

APPENDIX IV – STANDARDS:

Standards allow for easy identification of drawings by naming convention in order to facilitate the most efficient review.

Folder Structure:

- All drawings shall be placed in the "Drawings" folder for each project.
- All documentation (non-drawing files such as manhole justification letter) shall be placed in the "Documents" folder for each project.
- IR location map should be placed in the "Drawings" folder.
- Files for completed and approved reviews will appear in the "Approved" folder. This folder will not be available until project completion.

File Naming Standards:

- **Drawings** should be named after the project (e.g., EFP-######) and should be saved as a **single .PDF file with multiple sheets** in the "Drawings" folder.
- When submitting revisions, keep the file name the same and save as a single .PDF file with multiple sheets in the "Drawings" folder.
- IR location map should be saved as a .PDF in the "Drawings" folder and should be named after the project (e.g., IR-######).

Folder Type Standards:

The ProjectDox review software does not modify plans; it creates a separate layer for the reviewers' comments and markups. Plans and other documents may be submitted in the following formats:
- Drawings: .PDF
- Supporting Documents: .PDF

Special Instructions for Small Cell/DAS Reviews:

In the project description field (*see page 16*) indicate if the Small Cell/DAS installation will be on a City or non-City pole using the following code:
- DASC for installations on City Poles – use SCEFP for reviews
- DASU for installations on non-City (Utility) Poles (generally these are wooden poles)

OUC requirements for Small Cell/DAS Reviews include the following:

A. Project number should begin with the following code:
   1. DASC – if a City of Chicago Pole is being used
   2. DASU – if a private utility pole is being used
B. For EFP reviews both the OUC form and submitted plans must include:
   1. The Division of Engineering provided Work Order Number
   2. The device Node Number

3.   EFP submittal issues
C.   Clearly indicate on the plan submittal who the work is being performed for (Company logo is sufficient)
D.   Length of fiber and power conduit must be clearly indicated on the submitted plans
E.   If a City of Chicago Pole is being utilized the submitted plans must indicate:
1.   The approximate street address of the pole
2.   The longitude and latitude of the pole
F.   The OUC should be notified whose conduit and manholes are being utilized
1.   City Conduit Agreement
2.   If using non-city conduit or manhole – the OUC should be provided a copy or indicate on plans either the agreement or the approval number
G.   A picture of the pole being used (city or utility)
H.   Device node numbers must be on the plans
I.   Include ward number of the DAS installation on the drawings

APPENDIX V – HOW TO REQUEST A NEW COMPANY BE ADDED:

When entering a request if your agency is not appearing in the Company field follow the instructions appearing below the company field to request your agency be added to the software:

Company *

Please type your agency name in the field above. After typing a character in the field, a list of agencies should appear. Please select your agency from that list. If your agency does not appear, please clock on this **link** to submit a new agency request. You will be notified by email once your request is approved.

Please select your agency from that list. If your agency does not appear, please click on this **link** to submit a new agency request.

Click here

The following form will appear for you to fill out and submit:

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

Request a Company

Submit Request

Company Name

Agency Type

Select agency type

Address Line 1

Address Line 2 Optional

City   **State**   **Zip Code**

                                Select state

Contact Name

Contact Phone   **Ext.** Optional

Contact Email

Fax Optional

Mobile Optional

Submit Request

When all the required fields are filled in you will be able to submit the request by clicking on

Submit Request

The OUC will review to confirm that the agency is not currently in the system and you will be notified by email once the request is processed. Typically, you will be notified within one business day.

APPENDIX VI – FREQUENTLY ASKED QUESTIONS (FAQ):

1. How long is the review process?

   The review process is 30 days

2. During the review period, will applicants be able to see the responses as they come in?

   You will be able to see responses, attachments, checklist items, review, and any library comments by checking the Transmittal Review Form report

3. If someone does not respond within the review period, does the project stay in ProjectDox as "Under Review" or does it get released with missing responses?

   It will say "In-Review" Status. We need all member responses before the project moves to next step (PIA or send back to applicant for corrections)

4. How long does it stay "Under Review" and what is the process for releasing that project?

   The project will stay "Under Review" until all reviewing agencies approve the project and all review and library comments are resolved. The OUC will release projects within two business days once all requirements are met.

5. Can a bounding box be used for EFPs?

   No, boundary boxes can only be used for IRs

6. Will we be able to add a boundary box for IRs or do we draw lines for our entire area like we do for EFPs?

   Boundary box site selection is available for IR requests, by clicking on the "Change input mode" button

7. How long will it take until a project appears in dotMaps?

   Once the project enters the "**In Review**" state, the response required date should available and the project will be added to dotMaps within 40 seconds. If there are no reviewers assigned to the project, dotMaps will not be able to obtain a response required date and dotMaps will wait additional time up to 2 minutes, attempting to retrieve a response required date before adding it to the dotMaps map. If no date is obtained after 2 minutes, the project is added with a start of today.

8. Once an EFP form and drawing are submitted, how long does the Prescreen process take?

   It depends on OUC Staffing Level; the goal is 2 Working Days

9. When entering an EFP or IR submittal you are interrupted and have not saved, does the system autosave your last completed entry or last completed section?

   It will be saved and can be accessed under the "Saved Applications" section.

10. How long of a period of inactivity before the system times out?

    Two (2) hours

11. Is there a text limit for the project name?

    There is a text limit of 50 characters

12. Is there a text limit for the project description?

    There is a text limit of 1,000 characters

13. When drawings are uploaded what is the purpose of adding group members?

    Add Group members to provide View (e.g., to a consultant) or Applicant rights (useful if in the event of the primary reviewer going on vacation or a long absence) to other people. You can remove these users if they no longer need access to the project.

14. Are revised drawings are attached by set or by individual sheet?

    Drawings are submitted the same way as the original submittal.

15. Where are the comments added by the applicant to describe for OUC the changes that were made?

    Applicant Comment Section.

16. When Water Permits and Check Receipts are uploaded to the Project Documents, does the project cycle back to the water department for a 7-day Cycle review or does completion of the checklist item(s) by the Applicant cause it to be progressed to PIA automatically?

    YES. Water need to update the Check list status

17. What accuracy is needed to be input in DotMaps to calculate mileage (What happens when installation is 10' past the intersection)?

Enter the information as close as possible to avoid unnecessary conflicts and proper permits.

18. If I have a question regarding the system or encounter a problem who do I contact?

You can mail the OUC at ouc@cityofchicago.org

APPENDIX VII – EXPEDITED REVIEW:

OUC project reviews will be completed within 30 days. If a project owner, or an agency working on their behalf, determines that work must begin in less than 30 days, they can apply for an expedited review. Expedited reviews, which are completed in 15 days, are reserved for emergency situations (e.g., a building's deadline for services is three weeks from the submittal date). OUC applies a conservative standard when determining if a project warrants an expedited review. Project owners seeking approval for an expedited review must submit their request to OUC@cityofchicago.org along with the following information:

- plan set;
- detailed explanation of why an expedited review is necessary;
- contractor information; and
- construction schedule.

Expedited review requests must be submitted to OUC before submitting the project. OUC staff will critically review all expedited review requests. Starting in 2020, OUC will apply a review fee (per the following schedule) to every project granted an expedited review. The fee schedule allows different members a specific number of expedited reviews before the fee is applied.

MEMBERSHIP	STANDARD REVIEW FEE	EPEDITED REVIEW FEE	NUMBER OF EXPEDTETED REVIEWS BEFORE THE FEE IS APPLIED
Non OUC Member	$50.00	$250.00	0
OUC Associate Member	$0.00	$250.00	10
OUC Executive Member	$0.00	$250.00	25
Sister Agency	$0.00	$250.00	0

Expedited reviews are only for Existing Facilities Protection (EFP) reviews. As stated above these reviews are for projects that require immediate construction and must be pre-approved by the OUC. **To ensure that your request is speedily processed, contact the OUC and provide them the project review number once you submit your request for the review to be expedited.**

The system entry process to request an expedited review is the same as any EFP review with a few additional steps.

Prior to selecting the project location(s) in the dotMap Selection section click on the **Save for Later** button at the bottom of the form.

Save for Later

Next click on the **Open DotMAP to Select/View Project Boundaries** hyperlink. A new window will appear where you can enter your project locations. Once you complete entering the project locations click on the **Request an Expedited Review** checkbox.

PROJECT REQUEST

CD❂T **Enter Project Locations**

You can enter up to 10 locations and a total distance of 2 miles. (0.00 / 2.0 miles)

LOCATION 1

☐ Non-street path (including alleys)

📍 124 N LA SALLE ST   ✖

Enter address or intersection.

+ **Add End Point**

Add Location

Request an Expedited Review

If your project requires immediate construction, you can request the review of your project locations to be expedited. Expedited reviews may incur a fee depending on your agency. Expedited reviews are granted on a limited basis, and we cannot guarantee that every request will be approved.

☐ **Request an expedited review**

Once you click on the expedited review checkbox you will be asked if the project overlaps with another project starting within the next 40 days.

☑ Request an expedited review

Does this overlap with another project that is starting within the next 40 days?

Please Select ▼

Select **Yes** or **No** from the drop down.

In the text box below the overlap question

Why is an expedited review necessary? If there is an overlap, please indicate the location of overlap and the overlapping agency name.

Provide a reason for the expedited request and if there is a project overlap the location of the overlap and the name of the company doing the work.

Reason of Request

<Type reason in this text box - up to 500 characters in length>

64/500

If you are an OUC executive member agency you are allowed up to 25 expedited reviews per year before you are charged for this service (non-executive members are charged $250 per expedited review). A message will appear indicating the current number of expedited review requests that have been made.

ℹ️ Your agency **(CDOT - In House Construction)** is an OUC Executive Member.
Your membership is allowed up to **25 projects** annually for expedited review at no extra cost. Once you reach the allowance, each expedited review will be $250.00.

Expedited reviews to date ··· 0 projects

Cost of this expedited review ································ $0.00

⚠️ THE COST IS NOT FINALIZED UNTIL THE REQUEST IS APPROVED.

Once all the project location(s) have been entered and the **Request an Expedited Review** checkbox is selected, click on the **SUBMIT** button located on the top right of the form.

Submit

A message will generate to confirm you are requesting an expedited review.

Submit Locations

You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit.

☐ Yes, I understand

Cancel   Submit

Click the **Yes** checkbox and then the **Submit** button

Submit Locations

You're requesting an expedited review on the locations you entered. You cannot modify the locations once you submit.

☑ Yes, I understand

Cancel   Submit

The following message will appear instructing you to either stay on the page or check your in-box for information on when you can proceed with the project.

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

Requested   In Review   Approved
01/17/2020 03:46:35 PM

You have successfully requested an expedited review on the project locations.

Your request for expedited review will be processed as soon as possible.
You cannot modify the locations any further.
Please stay on this page or check your inbox for updates.

The OUC reserves the right of whether to approve the request or not.

🤞   Remember to contact the OUC Office to inform them of this request

You will receive an email informing you of whether the expedited request has been approved or denied (Note: if you stay on the screen the system will refresh after the OUC response to allow you to proceed with the submittal as either an expedited or standard review).
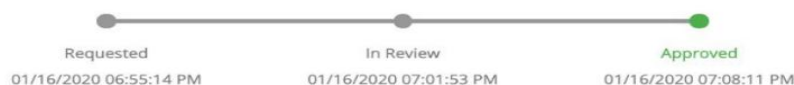
Approved Expedited Review

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

Requested   In Review   Approved
01/16/2020 06:55:14 PM   01/16/2020 07:01:53 PM   01/16/2020 07:08:11 PM

Your request has been approved.

The OUC Administrator has approved your expedited review request. The cost of the expedited review is 250. Please return to the application and complete the rest.

Email Approval Notification

Your Expedited Review Request Has Been Approved

CM CDOT Map <noreply@cdotmap-staging.appspotmail.com>
Wed 7/14/2021 10:06 PM
To: Mark Delin

Hi Mark,

Your expedited review request has been approved. The cost of the expedited review is $250.00.

Click here to proceed with your application (You need to be logged in.)

Regards,

Office of Underground Coordination

Project Information
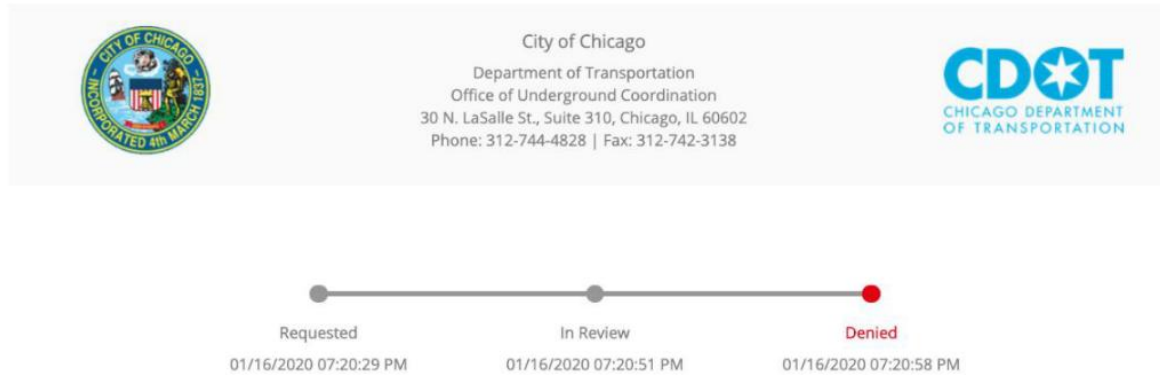
Name: EFP 07/13/21 - Expedited Fee #2

Description: test

Construction Date: 07/30/2021

Location: Open OUC Preview

This is a system-generated message. Please do not reply.

You can now proceed with the standard application process.

Denied Expedited Review

If your expedited review has been denied, you will be able to proceed as a standard review.

Email Denial Notification

Your Expedited Review Request Has Been Denied

CM CDOT Map <noreply@cdotmap-staging.appspotmail.com>
Thu 7/15/2021 10:05 AM
To: Mark Delin

Hi Mark,

Your expedited review request has been denied. You may modify your project locations and re-submit.

Click here to return to your application (You need to be logged in.)

Regards,

Office of Underground Coordination

Project Information

Name: EFP 07/13/21 - Expedited Fee #3

Description: test

Construction Date: 08/28/2021

Location: Open OUC Preview

This is a system-generated message. Please do not reply.

APPENDIX VIII – REQUEST A NEW AGENCY/COMPANY

If this is the first request being made by the "Requestor" and/or the "Submitted For" agency the agency will not appear in the Company drop down list. You will need to request the company be added to the system by clicking on the **link** hyperlink under the Company field.

Please type your agency name in the fie
click on this **link** to submit a new age

Click here

The following request form will generate, fill in the requested data:

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

Request a Company

Submit Request

Company Name

Agency Type

Select agency type

Select agency type from options in the dropdown

Address Line 1

Address Line 2 Optional

City

State

Zip Code

Select state ▼

Select State from options in the dropdown

Contact Name

Contact Phone

Ext. Optional

Contact Email

Fax Optional

Mobile Optional

Submit Request

Once the required fields are filled out the Submit Request button will turn green.

Submit Request

To submit the request, click on the Submit Request button. You will be notified when the company is added (or if it is determined that the company already exists in the system) and you can proceed with the submittal.

![CDOT - Chicago Department of Transportation]

City of Chicago
Department of Transportation
Division of Infrastructure Management
Office of Underground Coordination

APPENDIX IX – GIS POLE SELECTION FOR SC REQUESTS:

GIS Pole Location Section:

Use this section to provide the pole location of your project.

Click on the **Open GIS Pole Location Application to Select Your Pole** hyperlink. A new window will appear where you can enter your project locations
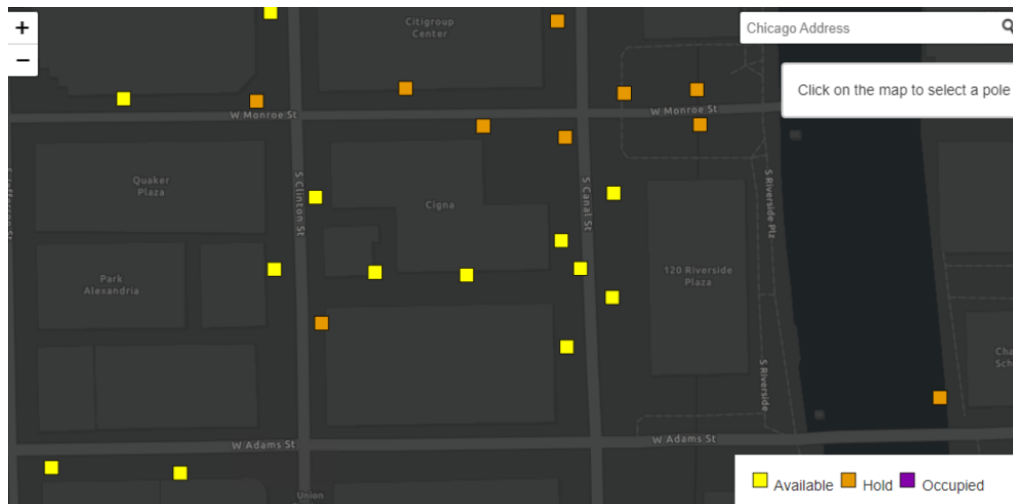
Traffic poles are excluded from this display. Light poles are colored coded as follows:

- **Yellow** = Available (select a yellow location for "New – Pre Pole Location Approval")
- **Orange** = Location on Hold (pole reviews are in process)
- **Purple** = Occupied (not available for "New")

Based on the submission type selected you should only see the poles that are available for your use:

| SUBMISSION TYPE	POLE CATEGORY	POLE COLOR	
New – Pre Pole Location Approval*	Available & Hold	Yellow	Orange
Upgrade*	Occupied & Hold	Purple	Orange
Additional Provider – Max 2 Providers/Pole*	Occupied & Hold	Purple	Orange
Decommission	Occupied & Hold	Purple	Orange

Submission type will be available in the future

Similar to on-line map programs (e.g., Google Maps; Microsoft Bing) you can move around the map by right clicking on you mouse to reposition your display); you can zoom in and out by using the + or – buttons on the top left corner of the display.

You can also zoom to a location by typing the location in the Chicago Address search box on the upper right hand side of the dsplay.
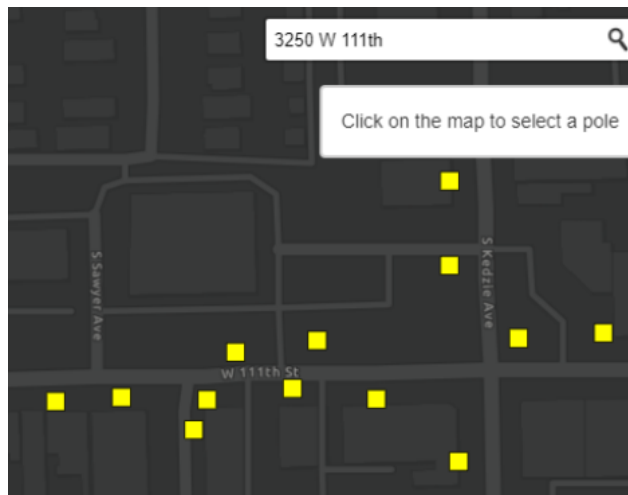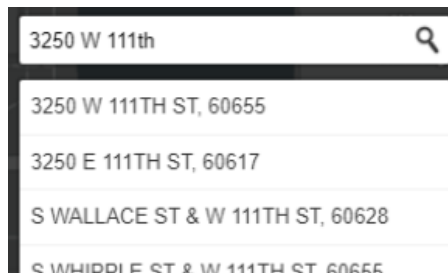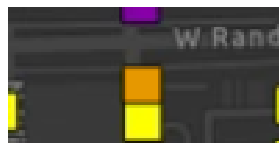
Click on the box (which represents a city light pole) to select the pole you want to decommission the small cell on
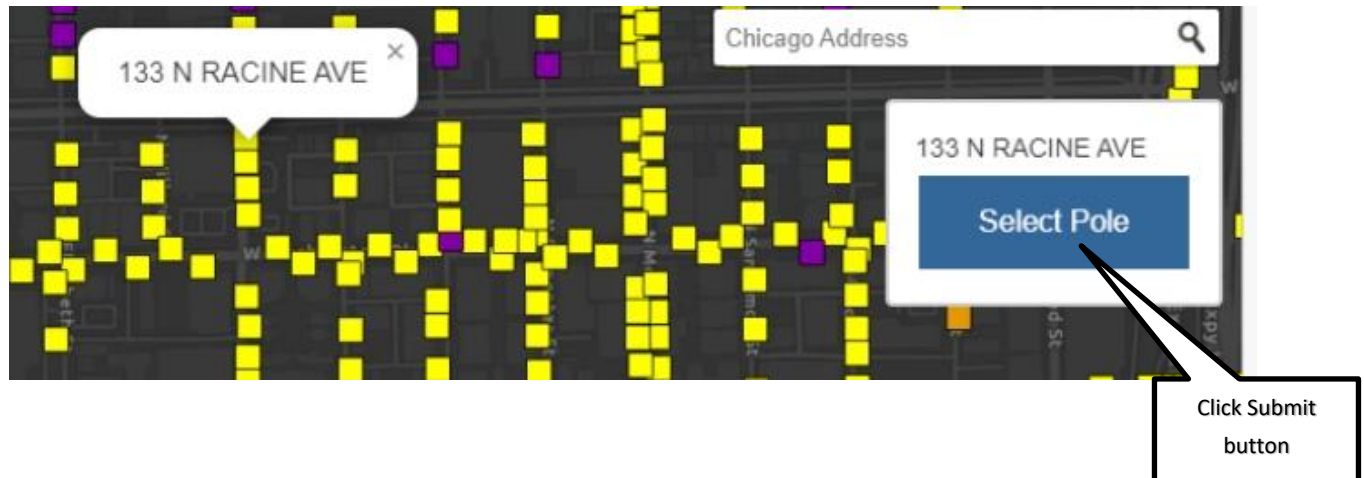
Then click the "Select Pole" button to confirm your selection and you will see a note 'Pole Added' on top right corner.

*Note: once you click the submit button the pole you selected will show as being on hol*d (orange)

If you selected the wrong pole, click on the correct pole and click on the select pole button. The original selected pole will turn yellow and the new pole will show as orange.

Click on the x on the internet tab and you will return to the application form
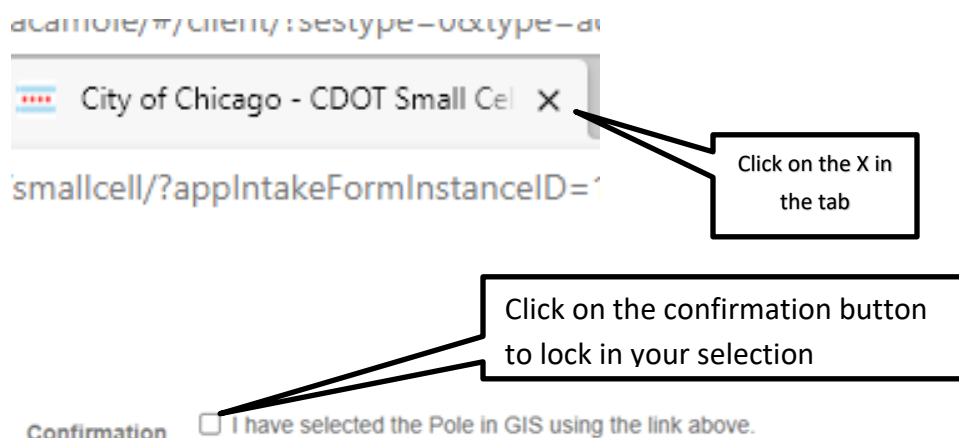
Confirmation   ☑ I have selected the Pole in GIS using the link above.

🛈 GIS link will redirect to view only page after confirmation.

Pole ID   328927

Address   133 N RACINE AVE

Pole Style *   25 ft. Arterial Embedded

X Coordinate   -87.65667275848607

Y Coordinate   41.88401185316416

Latitude   41.884012

Longitude   -87.656673

APPENDIX X – SYSTEM REQUIREMENTS:

ProjectDox®

ProjectDox® Component Customer Installation v.9.2

System User Requirements

avolve®
professional services

4835 East Cactus Road Suite 420
Scottsdale, Arizona 85254
Phone: 602.714.9774
www.avolvesoftware.com

Copyright 2021 Avolve Software Corporation. Rev. 2021-09-23
ProjectDox is a registered trademark of Avolve Software Corporation.

APPENDIX XI – PLAN VIEWER/ANNOTATE GUIDE: