UNDERGROUND FACILITY REVIEW

Requesting a Project Review

19 September 2019
Rev. 8 July 2020
Table of Contents

OVERVIEW ........................................................................................................................................ 4

LOGGING INTO THE APPLICATION ................................................................................................. 5
  New Users ........................................................................................................................................ 6
  Existing Users .................................................................................................................................. 7
  Forgot Your Password ...................................................................................................................... 7

BEGIN AN APPLICATION REQUEST ............................................................................................. 9
  Saved Applications ............................................................................................................................ 10
  Application Form ............................................................................................................................... 10
    Requestor Section ............................................................................................................................ 10
    Agency Confirmation Section .......................................................................................................... 13
    Project Information Section ............................................................................................................ 13
    dotMap Section ............................................................................................................................... 14
    Project Coordinator Section ........................................................................................................... 18
    Signature and Fees Section ............................................................................................................. 18
    Administrative Fee Payment (for non-OUO members) .................................................................... 19

Current Projects .................................................................................................................................. 21

Upload and Submit Task ..................................................................................................................... 21
  Review Information Tab ................................................................................................................... 21
  Original Application and dotMAP Links Tab .................................................................................... 22
  Original Application Data Tab .......................................................................................................... 23
  Project Upload Section ..................................................................................................................... 23
  Add or Remove Group Members ...................................................................................................... 26
  Upload Task Complete ..................................................................................................................... 27

REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS .................................................. 28
  View Comments ............................................................................................................................... 28
  Respond to Comments ..................................................................................................................... 30
  Approved Project (PIA) ...................................................................................................................... 34

APPENDIX I – CITY ON-LINE PAYMENT PORTAL ......................................................................... 35
General Information ........................................................................................................................................... 35
Credit Card Payment .......................................................................................................................................... 36
Payment by Check ............................................................................................................................................... 38
Payment Verification .......................................................................................................................................... 40
APPENDIX II – REPORTS .................................................................................................................................. 42
  ProjectFlow – Department Review Status - CDOT ............................................................................................... 43
  Current Project – Transmittal Review Form - CDOT ............................................................................................. 44
APPENDIX III – IR BOUNDARY SELECTION OPTION ..................................................................................... 46
APPENDIX IV – STANDARDS ............................................................................................................................. 48
  Folder Structure ................................................................................................................................................ 48
  File Naming Standards: .................................................................................................................................... 48
  Folder Type Standards ....................................................................................................................................... 48
  Special Instructions for Small Cell/DAS Reviews ............................................................................................... 48
APPENDIX V – HOW TO REQUEST A NEW COMPANY BE ADDED ................................................................. 49
APPENDIX VI – SYSTEM REQUIREMENTS ....................................................................................................... 51
APPENDIX VII – FREQUENTLY ASKED QUESTIONS (FAQ) ............................................................................ 62
APPENDIX VIII – EXPEDITED REVIEW: ........................................................................................................... 65
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”). 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 28 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  
AT&T – Illinois/SBC  
AT&T – Local Network  
Bureau of Forestry  
CDOT – Division of Electrical Operations  
CDOT – Division of Engineering  
CDOT – Division of Infrastructure Management  
CDOT – Division of Project Development  
CDOT – Red Light Camera  
Chicago Park District  
ComCast  
ComEd – Distribution  
ComEd – Transmission  
Crown Castle  
CTA – Engineering  
CTA – Traffic  
Department of Water Management – Sewer Section  
Department of Water Management – Water Section  
Digital Realty Trust/Lakeside Technology Center  
Enwave Chicago  
JC Deaux North America  
Level 3 Communications/CenturyLink  
MCI  
Mobilitie LLC  
MWRD  
Peoples Gas  
RCN  
Wide Open West

There are three 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 (V/D) 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

OUC approvals are valid for 1 year outside of the Central Business District (CBD) and 6 months within from the response required date. For OUC purposes the CBD is defined by Division Street 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 Internet Explorer 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/ci
ty/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:

![Create Your Account Form]

**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.

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)

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

Login
BEGIN AN APPLICATION REQUEST:

To start a new application, select the type of review (IR or 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).

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

<table>
<thead>
<tr>
<th>Type: *</th>
<th>Select Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Existing Facility Protection</td>
</tr>
<tr>
<td></td>
<td>Information Retrieval</td>
</tr>
<tr>
<td></td>
<td>Vacation Dedication</td>
</tr>
</tbody>
</table>

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

**Saved Applications:**
At any time during the application process you can click on the Save 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.

<table>
<thead>
<tr>
<th>REQUEST NUMBER</th>
<th>NAME</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFP-1437</td>
<td>Test 4: Post system update</td>
<td>Existing</td>
</tr>
<tr>
<td>EFP-1436</td>
<td>Test 3: Post system update</td>
<td>Existing</td>
</tr>
<tr>
<td>EFP-1414</td>
<td>Test 07-23-19 Item 66 #3</td>
<td>Existing</td>
</tr>
<tr>
<td>EFP-1405</td>
<td>Test 2019-87253 v1</td>
<td>Existing</td>
</tr>
</tbody>
</table>

**Application Form:**
The OUC application form will appear. You will need to fill out each section in order for your request to be processed.

**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.
Note: The company name will begin filling in after the 1st character is typed, always choose the company from the display.

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 the 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.

Project Information Section:
Fill out the basic information about what your project entails.

Note: Based on the answers provided additional questions may appear.
Installation of conduit in the Albany Park neighborhood of Chicago.

Yes

1

Please upload manhole/handhole justification letter with plans.

Yes

Yes

CDOT GeoTech Project Number

Assigned project number

My company's internal number XX-XXXX

12/25/2019

dotMap Section:

Use this section to provide the location(s) of your project.

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 **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.

Add End Point

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

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

You can close the location window 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.
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.

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.

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.
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.
   2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Signature date: 2019-08-21 12:20 PM

This action is date and time stamped

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

Finally click on the Submit Request button

Administrative Fee Payment (for non-OUC members):
A screen showing billing information will appear.
If the information is correct click on the **Pay Now** 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).
Click the **Home** icon to return to the project launch page.

**Current Projects:**
The Current Project section shows all your reviews, status and outstanding tasks.

<table>
<thead>
<tr>
<th>Current Projects</th>
<th>STATUS</th>
<th>TASKS (32)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFP-2471</td>
<td>In Review</td>
<td>MCI METRO ATS WU Department Review cycle #1</td>
</tr>
<tr>
<td>EFP-2471</td>
<td>In Review</td>
<td>MWRD Department Review cycle #1</td>
</tr>
<tr>
<td>EFP-2460</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
<tr>
<td>EFP-2462</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
<tr>
<td>EFP-2497</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
</tbody>
</table>

**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**

**Review Information Tab:**
This section contains basic information about the review

<table>
<thead>
<tr>
<th>Review Information</th>
<th>Original Application and dotMAP Links</th>
<th>Original Application Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUC Number:</strong></td>
<td>EFP-2497</td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Installation of conduit in the Albany Park neighborhood of Chicago</td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>5033 to 4959 N TROY ST, 3143 to 3130 W ARSYLE ST, Alley from 5013 N KEDZIE Ave to 3151 W ARGYLE ST, 5015 N KEDZIE AVE</td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Upload</td>
<td></td>
</tr>
</tbody>
</table>
Original Application and dotMAP Links Tab:
This section contains a link to dotMaps where you can view a map of the project locations

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

1: 5033 to 4959 N TROY ST
2: 3142 to 3127 W ARGYLE ST
Original Application Data Tab:
This section contains basic information entered on the OUC request form

<table>
<thead>
<tr>
<th>Review Information</th>
<th>Original Application and dotMAP Links</th>
<th>Original Application Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Application Type EFP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application Number EFP-2497</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Company CDOT - Division of Infrastructure Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Address 1 121 N. Lasalle st, Room 905</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Address 2 None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - City Chicago</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - State IL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Zip Code 60602</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Phone Number (312) 744-4141</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requestor - Extension</td>
</tr>
</tbody>
</table>

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

Task Instructions
Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded.
TO START REVIEW PROCESS: Please select "Upload Complete - Notify Jurisdiction" enabled by first selecting checkbox "Upload Task Complete!" (bottom of page)

Project: EFP-2497
Select destination folder for files:

- EFP-2497
  - Drawings
  - Documents
  - Approved
  - Quick Review
  - Reference
Click on **Destination** folder for the drawing or document you want to upload for the review

**Project: EFP-2497**

Select your files to upload to this folder:

- [Select Files to Upload]
- [View Folders]

Folder: EFP-2497\Documents

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

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)
Click on the **OPEN** button

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

The following files have been uploaded:

1. 2019-89283.dwf

Click on the **Close** button

To load documents into a different folder, click on the **View Folders** button and repeat the procedure.
Add or Remove Group Members:
You have the ability to 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 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 or can perform edits (Applicant)
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
Upload Task Complete:
To complete the task, you will need to click on the **Upload Task Complete** checkbox

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

Click on the **Upload Complete – Notify Jurisdiction** button to complete your submittal

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

The following message should appear

Thank you for submitting your plans. You will receive an email soon confirming the submission and start or the pre-screening process.

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

Logout
REVIEW AND RESPOND TO COMMENTS FROM OUC REVIEWS:

Login and search for your project request

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
<th>TASKS (50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPP-3543</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
<tr>
<td>EPP-3552</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
<tr>
<td>EPP-3551</td>
<td>Upload</td>
<td>Upload and Submit Task</td>
</tr>
<tr>
<td>EPP-3562</td>
<td>Applicant Corrections</td>
<td>Respond and Resubmit Task</td>
</tr>
</tbody>
</table>

View Comments:

Click on the Respond and Resubmit Task button

![Respond and Resubmit Task](image)

If there were any Chagemarks you can view them by clicking on the View/Edit Changemark Items button

![View/Edit Changemark Items (0)](image)

Workflow Review Changemark Viewer

![Workflow Review Changemark Viewer](image)
Click on the **View Full Report** button to generate a report showing all Changemarks

### Changemarks Report

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>EFP-3562</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow Started:</td>
<td>09/18/2019 9:37 AM</td>
</tr>
<tr>
<td>Report Generated:</td>
<td>09/18/2019 01:24 PM</td>
</tr>
</tbody>
</table>

Can view the Checklist Items by clicking on the **View/Edit Checklist Items** button

![View/Edit Checklist Items (35)]

#### Workflow Review Checklist Item Viewer

**Refresh**

### Selected Checklist Items for All Review Cycles

<table>
<thead>
<tr>
<th>REF #</th>
<th>PERMIT TYPE</th>
<th>DEPARTMENT</th>
<th>COMMENT TYPE</th>
<th>CYCLE</th>
<th>COMMENT TEXT</th>
<th>APPLICANT RESPONSE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EFP</td>
<td>CHICAGO PARK DISTRICT</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project does not affect existing facilities</td>
<td></td>
<td>Unresolved</td>
</tr>
<tr>
<td>2</td>
<td>EFP</td>
<td>COMCAST</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project location interferes with existing facilities – Facility relocation required</td>
<td></td>
<td>Resolved</td>
</tr>
<tr>
<td>3</td>
<td>EFP</td>
<td>COMCAST</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Project location interferes with existing facilities – Facility support required</td>
<td></td>
<td>Unresolved</td>
</tr>
<tr>
<td>4</td>
<td>EFP</td>
<td>COMED DISTRIBUTION</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Permit Issuance Authorized</td>
<td></td>
<td>Unresolved</td>
</tr>
<tr>
<td>💲</td>
<td>EFP</td>
<td>COMED DISTRIBUTION</td>
<td>Existing Facility Protection</td>
<td>1</td>
<td>Conflict Resolved by Project</td>
<td></td>
<td>Resolved</td>
</tr>
</tbody>
</table>

Click on the **Close** button to return to the form

You can view any uploaded drawings or documents by clicking on the appropriate folders and document
Project: EFP-3562

Select destination folder for files:

- EFP-3562
  - Drawings (1 Files - 1 New)
  - Documents (1 Files - 1 New)
  - Approved
  - Quick Review
  - Reference

- EFP-3562\Documents

Respond to Comments:

Click on the Project

EFP-3562

and click on the folder you wish to upload any new documents to

EFP-3562

Main Contact:

Expand current | Collapse |

- EFP-3562
  - Drawings (1 Files - 1 New)
  - Documents (1 Files - 1 New)
  - Approved
  - Quick Review
  - Reference
Click on the **Upload Files** button

And the upload screen will appear [see page 23](#) for instructions on how to upload files

To respond to comments, click on the **Respond and Resubmit Task** link
Scroll down the form until you see a listing showing the responses and comments from the reviewing agencies:

<table>
<thead>
<tr>
<th>Department</th>
<th>Reviewed By</th>
<th>Status</th>
<th>Reviewer Comments</th>
<th>Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDC OPEN WEST</td>
<td>Jae Diggleworth</td>
<td>Approved - Permit Issuance Authorized</td>
<td>Woorker involved</td>
<td></td>
</tr>
<tr>
<td>ATT ILLINOIS INC</td>
<td>John Doe</td>
<td>Approved with Conditions</td>
<td>Facility support needed</td>
<td></td>
</tr>
<tr>
<td>ATT LOCAL NETWORK</td>
<td>Sue Smith</td>
<td>Approved - Permit Issuance Authorized</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>BUREAU OF FORESTRY</td>
<td>Jane Johnson</td>
<td>Conflict - Correction Required - Permit Issuance Not Authorized</td>
<td>Need BOF permit and Fee</td>
<td></td>
</tr>
<tr>
<td>CDOT DBTBCO</td>
<td>Michael Collins</td>
<td>Approved with Conditions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can enter a reply to the reviewer comments in the **Applicant Comments** field to the right of the reviewer comment. You should provide the details of any revisions in this comment field.

**Applicant Comments**

```
Need BOF permit and Fee
```

You have the option of adding or removing group members ([see page 25](#))
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.

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABOVENET ZAYO COMM</td>
<td></td>
</tr>
<tr>
<td>ATT ILLINOIS SBC</td>
<td></td>
</tr>
<tr>
<td>ATT LOCAL NETWORK</td>
<td></td>
</tr>
<tr>
<td>BUREAU OF FORESTRY</td>
<td>✓</td>
</tr>
<tr>
<td>CDOT DIM PCO</td>
<td></td>
</tr>
<tr>
<td>CDOT ELECTRICAL</td>
<td></td>
</tr>
<tr>
<td>CDOT ENGINEERING</td>
<td>✓</td>
</tr>
</tbody>
</table>

You need to certify that you have addressed the project issues by clicking on the box to the left of each issue.

- [ ] I have reviewed and addressed, including responses where appropriate, all Checklist items accessed by clicking on the "Checklist items" button above.
- [ ] I have reviewed and addressed, including responses where appropriate, all Comment items accessed by clicking on the "Comment items" button above.
- [ ] 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 SAVE file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

- [✓] I have reviewed and addressed.
- [✓] I have reviewed and addressed.
- [✓] I have uploaded the revised review.

Click on the **Resubmit to Jurisdiction** button to send your responses back to the OUC.
You will need to repeat this process until the project is approved (PIA).

**Approved Project (PIA):**
When your project is approved you will receive an email indicating that the review is PIA. For projects in the public right-of-way you will need to provide this email to the CDOT Permit Office when requesting your construction permit.

OUC Approvals are valid for six months within the Central Business District (CBD) and one year outside the CBD.

You can also access the approved drawing (which will have an OUC approve stamp) from the projects Approved folder.
APPENDIX I – CITY ON-LINE PAYMENT PORTAL:

General Information:

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:

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:

Fill in all the information requested.
Use the drop downs to select credit card type:

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:
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,
the following screen will appear:

Fill in all the information requested.

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](image)

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.
Application Request Confirmation

Thank You!

Applicant: Ima Test
Signature Date: 9/12/2019 4:00:24 PM
Request Number: EFP-0001
Request Name: EFP - Payment by eCheck
Amount: $50.00
Order #: a2c10d
Approval #: 26450804

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

City Of Chicago - Online Payment Receipt

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: 8909504 - a2c10d
Approval Code: 26450804

Sincerely,

City of Chicago
Online Payment Processing Center

This e-mail and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.
APPENDIX II – REPORTS:

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

Under the Projects tab

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>OPTIONS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contain...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F2019-501040</td>
<td></td>
<td>Proposal</td>
</tr>
<tr>
<td>FEP-1062</td>
<td></td>
<td>2019-8</td>
</tr>
</tbody>
</table>

Query for the project you want to check the status of

| EFP-1242      |         |              |
| FEP-1242      |         |              |

1 - 1 of 1 records

Click on the project and then click on the Project Reports button on the top right of the form
Search for one of the following reports and click on the icon to the left of the report name to run the report.

**ProjectFlow – Department Review Status - CDOT**
Shows status of project (completed) reviews

---

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Department</th>
<th>Reviewer</th>
<th>Email</th>
<th>Status</th>
<th>Date Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Current Project – Transmittal Review Form - CDOT:
Shows the OUC Transmittal Form and all activity history within a cycle

### Transmittal Review Form

<table>
<thead>
<tr>
<th>Author</th>
<th>Submitting Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Imu Test Company: CDOT - Info House Construction</td>
<td>Name: Imu Test Company: CDOT - Info House Construction</td>
</tr>
<tr>
<td>Address 1: 1511 W. Pershing Rd Address 2: None City: Chicago</td>
<td>Address 1: 1501 W. Pershing Rd Address 2: None City: Chicago</td>
</tr>
<tr>
<td>State: IL Zip: 60607 Phone: (312) 744-4141 Email: <a href="mailto:mbd@spatech.com">mbd@spatech.com</a></td>
<td>State: IL Zip: 60607 Phone: (312) 744-4141 Email: <a href="mailto:mbd@spatech.com">mbd@spatech.com</a></td>
</tr>
</tbody>
</table>

### Project Information:

- **Project Description:** Proposed installation approximately 250 feet of 4inch water main in N. Halsted Avenue
- **Number of Worktrucks:** 2
- **Tunneling (Includes Directional Boring) Variances Requested:** No
- **Location or penetration of 12 feet or more:** Yes
- **Do you have one of the following:** CDOT GeoTech Project Number: DOT-SH-019
- **Project Number:** 10-01-156
- **Construction Date:** 10/6/2019

### Project Location:

- **Address 1:** 4701 NlA N HAMPTON AVE
- **Address 2:**
- **Project Coordinator 1:** Imu Test Email: mbd@spatech.com Phone: (312) 744-4141
- **Project Coordinator 2:** Email: mbd@spatech.com Phone: (312) 744-4141

### Files:

- **Name:**Marketeer Justification Letter - D3.01.2014.pdf
- **File Size:** 152 KB
- **Version:** 1
- **Upload Date:** 9/16/2019 9:52:20 AM
- **Page Count:** 1
- **Sheet Size:** 8.5 x 11.0
- **Last Mod Date:** 9/16/2019 9:52:20 AM
## Checklist Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Group Name/TSO/Address</th>
<th>Category</th>
<th>Reviewer</th>
<th>Applicant Response</th>
<th>Status</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CHICAGO PARK DISTRICT</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project does not effect existing facilities</td>
<td>Unresolved</td>
<td>09/16/2019 11:53 AM</td>
</tr>
<tr>
<td>2</td>
<td>COMCAST</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project location interfaces with existing facilities - Facility relocation required</td>
<td>Resolved</td>
<td>09/16/2019 11:54 AM</td>
</tr>
<tr>
<td>3</td>
<td>COMCAST</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project location interfaces with existing facilities - Facility support required</td>
<td>Unresolved</td>
<td>09/16/2019 11:55 AM</td>
</tr>
<tr>
<td>4</td>
<td>COMED DISTRIBUTION</td>
<td>EDP</td>
<td>Department Review</td>
<td>Permit Issuance Authorized</td>
<td>Unresolved</td>
<td>09/16/2019 11:56 AM</td>
</tr>
<tr>
<td>5</td>
<td>COMED TRANSMISSION</td>
<td>EDP</td>
<td>Department Review</td>
<td>Conflict Resolved by Project Coordinator</td>
<td>Resolved</td>
<td>09/16/2019 11:57 AM</td>
</tr>
<tr>
<td>6</td>
<td>CTA MAINTENANCE</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project affects existing service line(s)</td>
<td>Resolved</td>
<td>09/16/2019 11:58 AM</td>
</tr>
<tr>
<td>7</td>
<td>CTA TRAFFIC</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project does not affect existing facilities</td>
<td>Info Only</td>
<td>09/16/2019 11:59 AM</td>
</tr>
<tr>
<td>8</td>
<td>MMRD</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project affects existing facilities</td>
<td>Unresolved</td>
<td>09/16/2019 11:20 AM</td>
</tr>
<tr>
<td>9</td>
<td>MCT METRO AT S WU</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project location interfaces with existing facilities - Facility support required</td>
<td>Unresolved</td>
<td>09/16/2019 11:21 AM</td>
</tr>
<tr>
<td>10</td>
<td>LEVEL 1 LOOKING GLASS</td>
<td>EDP</td>
<td>Department Review</td>
<td>Permit Issuance Authorized</td>
<td>Unresolved</td>
<td>09/16/2019 11:22 AM</td>
</tr>
<tr>
<td>11</td>
<td>CDOT DIM PCO</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project does not affect existing facilities</td>
<td>Unresolved</td>
<td>09/16/2019 11:23 AM</td>
</tr>
<tr>
<td>12</td>
<td>CDOT ELECTRICAL</td>
<td>EDP</td>
<td>Department Review</td>
<td>Project affects existing facilities</td>
<td>Unresolved</td>
<td>09/16/2019 11:24 AM</td>
</tr>
</tbody>
</table>

### Office of Underground Coordination Member Response

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Responsible By</th>
<th>Date Completed</th>
<th>Status</th>
<th>Reviewer Comments</th>
<th>Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OUC Project Manager Comments

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Date Started</th>
<th>Date Completed</th>
<th>Resident Coordinator Comments</th>
<th>Resident Applicant Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/16/2019 12:00 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

1. Select the Boundary mode

2. 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.
Click on the Save button

Save
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 .DWF file with multiple sheets in the “Drawings” folder.
- When submitting revisions, keep the file name the same and save as a single .DWF 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: .DWG
- Supporting Documents: .DOC; .XLS; .TXT; .PDF; .JPEG

Special Instructions for Small Cell/DAS Reviews:
In the project description field (see page 13) 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
- DASU for installations on non-City (Utility) Poles
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:

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.

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

ProjectDox® Component Customer Installation v.9

System User Requirements

avolve®

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

Copyright 2018 Avolve Software Corporation. Rev. 2018-06-20
ProjectDox is a registered trademark of Avolve Software Corporation.
# Table of Contents

*About this Guide* ........................................................................................................... 3

1 General Information .............................................................................................................. 4

1.1 Requirements ................................................................................................................... 4

1.2 Pop-Up Blocker ................................................................................................................. 4

2 Internet Explorer 11 ............................................................................................................... 4

2.1 Configure Pop-Up Blocker ............................................................................................... 4

2.2 Adding ProjectDox as a Trusted Site ............................................................................. 5

2.3 Disabling the UAC ........................................................................................................... 6

2.3.1 Client Hardware and O/S Specifications ................................................................. 6

2.3.2 Windows 8 & 10 ......................................................................................................... 7

2.4 Installing ProjectDox Components .................................................................................. 7

2.5 Enabling the UAC ........................................................................................................... 8

3 Google Chrome ................................................................................................................... 8

3.1 Configure Pop-Up Blocker ............................................................................................... 8

4 Firefox ................................................................................................................................ 10

4.1 Configure Pop-Up Blocker ............................................................................................... 10

5 Safari .................................................................................................................................. 11

5.1 Pop-Up Blocker ................................................................................................................. 11
About this Guide

Welcome to ProjectDox, before using the ProjectDox system for the first time, please verify the following items are disabled and/or installed on your system. The following pages will provide you information on how to configure these items for access to collaborate and review your information electronically, 24/7.

- Pop-up Blocker disabled (if applicable)
- ProjectDox Components installed

| Icon | Represents                  |
|------|----------------------------|------------------------------|
| ![Caution Icon](image) | Caution                     |
| ![Warning Icon](image)  | If not done correctly, roadblock |
| ![Info Icon](image)      | Good to know                 |
1 General Information

1.1 Requirements
The Matrix below displays the requirements needed for each browser to interact properly with the ProjectDox application, as of publication.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Internet Explorer 11</th>
<th>Firefox</th>
<th>Chrome</th>
<th>Apple Safari</th>
<th>Edge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Pop-up blocker</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Added to Trusted Site</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Disabling the UAC</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install of ProjectDox Components (one-time only)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enabling the UAC</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

1.2 Pop-Up Blocker
ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow ALL pop-ups for the ProjectDox site. You can do this in one of two ways:

1. Disable pop-up blockers entirely.
2. Configure blocker to allow pop-ups for specified sites. (recommended)

In the following sections, you will find information that will assist in setting up the allowance of pop-ups for several browsers. If after going through the steps you still have difficulty with the ProjectDox application, verify your system has no other pop-up blockers installed.

- Google Search bar is installed, it contains its own pop-up blocker that will need to be disabled.
- Antivirus software can cause similar behavior, review the enforced rules.
- Check system anti-virus logs to see if that software may be blocking the site from displaying. If the anti-virus is blocking the installation, add the necessary exceptions.

2 Internet Explorer 11

2.1 Configure Pop-Up Blocker
1. Select the Tools icon in the top right corner.
2. Choose Internet Options from the dropdown.
3. Select the Privacy tab and, in the Pop-up Blocker section, click the Settings button.

![Image of privacy settings](image)

4. Type the ProjectDox URL in the field within the Exceptions area, then click Add.

![Image of exceptions settings](image)

5. Close the window, then click OK in the Internet Options window.

2.2 Adding ProjectDox as a Trusted Site

1. Select the Tools icon in the top right corner of the browser.
2. Choose Internet Options from the dropdown.

![Image of internet options settings](image)
3. In the Security tab, click Trusted sites to highlight, then click the Sites button.

4. Enter the URL in the field, then click Add.

5. Close the window, the select OK in the Internet Options window.

2.3 Disabling the UAC

Disabling of the UAC control should be discussed with your network administrator prior to making changes to your system, if applicable.

2.3.1 Client Hardware and O/S Specifications

Uniform specifications on end-user hardware, software capabilities and configuration will have a big impact on the end-user experience. We recommend deploying (at most) two types of end-user hardware with standard configurations.

<table>
<thead>
<tr>
<th>Client Specifications</th>
<th>Operating System</th>
<th>Windows 10, Windows 8 (32/64 bit), Mac OS 10, iPad, Windows Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Dual Core or Quad Core Processors 2.0 GHz or faster</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>8 GB RAM</td>
<td></td>
</tr>
</tbody>
</table>
ProjectDox System User Requirements v.9
Rev. 2018-06-20

2.3.2  Windows 8 & 10

1. Select the Windows key on your keyboard.

2. When the menu appears, start typing “Change User Account Settings.” It will initiate a search.
3. Select the following from the search results:

4. Click and drag the slide control to Never Notify.
5. Click OK and restart your system. This must be done for the UAC changes to take effect.

The user’s permissions level/rights will affect how the UAC works.

A reboot will be required for the change to take effect.

2.4 Installing ProjectDox Components

ProjectDox requires the installation of ActiveX controls to be able to perform certain actions: uploading files, downloading files, viewing files, and viewing help information. There are two ways users can install the controls:

The link to an MSI file for installing the ActiveX controls is available from the login screen.
If the user’s network requires administrative access to download ActiveX controls, the user will NOT be prompted, nor will the MSI on the login screen install. The user will need to contact their network administrator to get access to download these controls.

If using the MSI from the login page, the user can accept the defaults to run the MSI and install the controls. If not using the MSI, then after logging in to the site, the user will be prompted by the browser to install the ActiveX control (yellow bar at top of the screen or at the bottom of the screen, depending on system version) when attempting to view help information, or uploading, downloading or viewing files.

2.5 Enabling the UAC

After the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting. A reboot will be required for the change to take effect.

3 Google Chrome

It is recommended that users use the 32-bit version of Chrome; it is known to work better with reports in ProjectDox.

To verify what version of Chrome you are using (32 bit or 64 bit), click on Chrome’s menu icon \(^\circ\) and select About Google Chrome. If it is 64 bit, it will say so in parentheses after the version number.

3.1 Configure Pop-Up Blocker

1. In the top-right corner of Chrome, click the Chrome menu icon \(^\circ\).
2. Select Settings.
3. Click Advanced, found at the bottom of the page.
4. Under Privacy and security, expand the Content settings field.
5. Click Popups, click the Add button under the Allow field.

6. Enter the ProjectDox URL, then click the Add button. Close out of Settings when finished.
4 Firefox

4.1 Configure Pop-Up Blocker

1. Click the menu button and select Options.

2. Click the Content menu, and select the Exceptions button next to the Pop-ups field.

3. Enter the ProjectDox URL in the available field, then click Allow.
4. Click the Save Changes button.

5 Safari

5.1 Pop-Up Blocker

1. Select Safari->Preferences, then click Security.

2. In the Web Content and Internet plug-ins sections, deselect the Block pop-up windows checkbox.

3. Close the window.
APPENDIX VII – 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 and any “changemarks” 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 checklist and “changemark” items 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. If deep shore is involved are drawings attached or does the CDOT GeoTech project number pull the drawings over from ConstructWare?

   Upload Drawing will verify in ConstructWare. The drawings in ConstructWare and ProjectDox should be same.

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

   Drawings are submitted the same way as the original submittal.

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

   Applicant Comment Section.
17. 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

18. 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.

19. 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 VIII – 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.

<table>
<thead>
<tr>
<th>MEMBERSHIP</th>
<th>STANDARD REVIEW FEE</th>
<th>EXPEDITED REVIEW FEE</th>
<th>NUMBER OF EXPEDITED REVIEWS BEFORE THE FEE IS APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non OUC Member</td>
<td>$50.00</td>
<td>$250.00</td>
<td>0</td>
</tr>
<tr>
<td>OUC Associate Member</td>
<td>$0.00</td>
<td>$250.00</td>
<td>10</td>
</tr>
<tr>
<td>OUC Executive Member</td>
<td>$0.00</td>
<td>$250.00</td>
<td>25</td>
</tr>
<tr>
<td>Sister Agency</td>
<td>$0.00</td>
<td>$250.00</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
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.
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.

A message will generate to confirm you are requesting an expedited review.
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 inbox for information on when you can proceed with the project.

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**

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.
Denied Expedited Review

Your request has been denied.

The OUC Administrator has rejected your expedited review request. You may modify your project locations and re-submit.

You can now proceed with the standard application process.