

What Good Looks Like – Permitting

Version 1, as of July 2026

Purpose of ‘What Good Looks Like’ Guides

This guide is intended to assist grantees in understanding document requirements and preparing complete, review-ready submissions. It includes practical considerations and illustrative examples of the submission.

Note: What Good Looks Like Guides do not replace Illinois Office of Broadband (IOB) guidance documents, templates or other formal program requirements; grantees may use these guides as practical aids alongside the formal requirements.

This document contains:

- [Document Expectations](#)
 - [Best Practices/Tips](#)
 - [Common Mistakes](#)
 - [Examples of What Good Looks Like](#)
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Document Expectations

Fixed Amount Subaward Milestone #6 requires complete, high-quality permit applications to be submitted to every permitting authority in a project area. The following list includes the minimum information required for a complete permit application to a permit entity including (e.g., railroads, IDOT, counties and/or municipalities) and, upon review by the IOB team, would validate that complete, high-quality permit applications were submitted:

Contact information should include:

- Applicant name
- Organization name
- Email
- Phone number
- Address



Scope of work should include:

- Geography of the project location (the relevant county, township, municipality, highway-rail crossing, etc.)
- Description of the proposed project
- Installation method
- Estimated start date and end date
- For permits requesting to work in the highway ROW: Request permits only for roadways that fall under the permitting entity's jurisdiction
 - e.g. an application for a county's highway utility permit should not include roadways managed by a municipality also present in the project area
- Traffic control plan, if applicable

Engineering plans should include:

- Specifications of the infrastructure to be installed (material type, quantity, diameter, length)
- Scalable design of the project mapped onto existing infrastructure
 - For highway ROW permits: roads and rights-of-way (ROWs)
 - For railroads: tracks, crossings, and relevant roadways
 - For tower construction and small cell permits: relevant roads, leased land, buildings, and other infrastructure
- Distances or measurements from relevant ROW boundaries, railroad tracks, streets, ditches, depth/height, and/or existing utilities
- Location information using recommended specification from the permit entity (e.g., GPS coordinates, Address, Latitude and Longitude)
- Legend for icons, colors, and identification of which direction is North

Best Practices/Tips

- Read all of the requirements for the permit application ahead of time
- Hire registered engineering staff or consultant to assist with completing the engineering designs
- Use acceptable software that the permit entity recommends for engineering designs
- Fill out all required fields with correct units and measurements listed by the permit entity
- Ensure that minimum distances required by the entity are followed

Common Mistakes

- Failure to submit all required information needed for the permit
- Failure to correctly label measurements on engineering designs
- Failure to use appropriate software for engineering designs
- Failure to update pending or changed information including relevant contractor, construction dates, and traffic control information

Examples

- [CSX Sample Permits.pdf](#)
- [Norfolk Southern Sample Permit.pdf](#)
- [CN Sample Permit.pdf](#)
- [Tazewell County Sample Permit.pdf](#)