

This is not an exhaustive list, but rather the most commonly requested revisions. Failure to include these items can lead to increased administrative fees and processing time.

Application

1. The “Distance and direction from nearest milepost” should be the distance in feet and direction from the access area to the nearest whole milepost measured along the track/trail centerline. If you do not know the location of the nearest milepost, you may provide the lat/lon coordinates of the proposed access area or the endpoint in the right of way (for longitudinal occupations), and we will provide coordinates of the nearest milepost, so the distance can be calculated by the applicant.
2. The “Distance and direction from centerline of nearest road crossing” should be the distance in feet and direction from the point of access to the nearest at grade public road crossing the tracks measured along the track/trail centerline.
3. “Dimensions of affected area on Railroad/Trail/Property” should reflect the dimensions in feet and square footage and must match the plan/location map. The answer should not be “see attached”.
4. Include a detailed scope of work focused on how the entry will affect rail/trail property, describe the planned ingress and egress, activities taking place, equipment, materials, personnel, schedule and duration of access.

Plans/Location Map

1. Include a location map that clearly depicts and labels the dimensions in feet and square footage of the access area and must match answer given on the application.
2. If the application is for a survey or vegetation clearing/tree trimming, there is no need to provide plan/profile drawings. A location map is sufficient.
3. Label the distance in feet and direction from the proposed access area to the nearest whole milepost measured along the track/trail centerline. If you do not know the location of the nearest milepost, you may provide the lat/lon coordinates of the proposed access area, and we will provide the coordinates of the nearest milepost, so the distance can be calculated by the applicant.
4. Label the distance in feet and direction from the proposed access area to the nearest at grade public road crossing the tracks measured along the track/trail centerline.
5. Label the lat/lon coordinates in decimal format of the proposed access area.