

## INSTRUCTIONS FOR COMPLETING "REQUEST TO USE MDOT CONTROLLED ACCELERATED RAIL CORRIDOR"

- Use this form to request the long-term use of the Michigan Department of Transportation's Accelerated Rail Corridor between Kalamazoo and Dearborn, including proposed aerial and subsurface utility crossings. MDOT typically issues occupancy permits for approved facilities. **NOTE: To access the accelerated rail corridor, a "Temporary Permit to Enter" (PTE) also must be obtained from Amtrak, which oversees construction and right-of-entry access for MDOT. Instructions can be accessed via MDOT's website.**
- Norfolk Southern maintains Fiber Optic rights along the MDOT's Accelerated Rail Corridor. For lease requests related to Fiber Optic installation, please contact the Norfolk Southern Real Estate Department (<http://realestate.nscorp.com>). Those requesting a Fiber Optic lease through Norfolk Southern will still need to submit an application for a Temporary Permit to Enter (PTE) in order to access MDOT's Accelerated Rail Corridor.
- Please e-mail a copy of the entire application and any attachments to [WilliamsS107@Michigan.gov](mailto:WilliamsS107@Michigan.gov). For files too large for electronic submission and to submit processing fees, please supplement the electronic submission by mailing checks and/or two copies of any large-file attachments to the Michigan Department of Transportation, Office of Rail, P.O. Box 30050, Lansing, MI 48909.
- Please be as specific as possible when describing the location of the proposed use (Item 4). The description should include the city, township, county, town-range-section numbers, as well as a fixed point of reference to identify the exact location of the request. A fixed-point may include distance from a road intersection, bridge, milepost, culver, or survey. Town-range-section information can be found on the following map: <http://www.mcgi.state.mi.us/prfinder>.
- Please indicate, in Item 5, the reason for using state-controlled right of way; e.g., "jack and bore gas service line under the railroad tracks" or "Install 75KV electrical line over tracks".
- Due to the train speeds on this corridor, access is tightly restricted. In most instances, new access will be limited to public utilities. Any other commercial or private use will be evaluated on a case-by-case basis and approval for long-term occupancy will be limited. New grade crossings are prohibited by state law.
- Amtrak's engineering practices apply. It is the responsibility of the applicant and its contractor(s) to conform to all Amtrak engineering practices pertaining to the operations to be performed. **Contractors must contact Amtrak to receive the most current versions of Amtrak Engineering Practices.**
- Approved long-term use will be governed by occupancy permits and, as applicable, license or sales agreements. No easements will be issued on MDOT's railroad property. A PTE from Amtrak will also be required for construction and/or right-of-entry.
- In some locations, MDOT only holds an easement for its rail corridor and not the underlying property. MDOT will attempt to notify applicants when it is aware of such locations. However, applicants are responsible for determining underlying property ownership and seeking that additional approval, as required.
- Please enclose a \$400.00 check or money order (made payable to the "State of Michigan") to cover processing costs. This processing fee may be waived for requests made by municipalities. **NOTE: Additional costs will be assessed by Amtrak for a construction permit. Additional costs may also apply when calculable square footage will be utilized by a private or commercial facility.**
- Contact Sierra Williams at the Office of Rail at (517) 242-7071 with questions.

**REQUEST LONG-TERM USE  
MDOT'S ACCELERATED  
RAIL CORRIDOR**

**FOR MDOT USE ONLY**

CONTROL SECTION NUMBER	
DATE RECEIVED	
FEE	INS
OWNERSHIP	

Use this form to request the long-term use of the Michigan Department of Transportation's Accelerated Rail Corridor between Kalamazoo and Dearborn, including aerial and subsurface utility crossings. MDOT typically issues occupancy permits for approved facilities. Do NOT use this form to request the use of MDOT's Accelerated Rail Corridor property directly related to the installation of Fiber Optic communication cables. For Fiber Optic installation, please contact the Norfolk Southern Real Estate Department, <http://www.realestate.nscorp.com>).

A Temporary Permit to Enter (PTE) must be obtained from Amtrak before work begins within MDOT's Accelerated Rail Right-of-Way. The PTE authorizes the applicant to conduct the activity described herein, and/or as noted on the attachments, provided the contractor has completed the necessary Amtrak Online Contractor Training Program, and provided notice is given to Amtrak at least ten (10) days prior to commencing any work. This request will expire if stated request is not started within a one year period from date of approval. No permanent rights are conveyed with the PTE.

Please complete items 1 through 5 in accordance with the attached instruction cover sheet and return the entire four pages of this application to: Michigan Department of Transportation  
Office of Rail  
P.O. Box 30050  
Lansing, Michigan 48909

Please enclose the appropriate processing fee *(if necessary)*.

**APPLICATION**

1. NAME AND ADDRESS OF APPLICANT/FACILITY OWNER	PHONE NUMBER
	E-MAIL ADDRESS
2. NAME AND ADDRESS OF AUTHORIZED AGENT <i>(if other than applicant)</i>	PHONE NUMBER
	E-MAIL ADDRESS
3. NAME AND MAIL ADDRESS OF CONTRACTOR <i>(if available)</i>	PHONE NUMBER
	E-MAIL ADDRESS
4. LOCATION OF PROPOSED USE <i>(Give city/township and county; also give railroad milepost, if available, or distance and direction from nearest landmark, center line of intersecting road, etc. - from recognizable point to recognizable point; attach sketch and, if available, certificate of survey.)</i>	
5. PROPOSED USE <i>(Include a description of the type of facility and construction activity, as applicable. Attach plans and additional sheets if necessary. As appropriate, refer to MDOT's guidance on longitudinal-use and private crossings and address accordingly.)</i>	ACTIVITY START DATE
	ACTIVITY END DATE

The signature below certifies the application and any subsequent information that is supplied to MDOT related to the application accurately reflects the proposed use and will comply with MDOT requirements specified as a condition of use in the permit.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT	DATE
<b>ENGINEERING APPROVAL MDOT USE ONLY</b>	
MDOT ENGINEERING APPROVAL	DATE

## FREQUENTLY USED AMTRAK STANDARDS

It is the responsibility of the applicant and its contractor(s) to conform to all Amtrak engineering practices pertaining to the operations to be performed. Contractors must coordinate with Amtrak to receive the most current versions of Amtrak engineering practices. Requests for Amtrak Standards must be submitted to the Amtrak Engineering Construction Department by e-mail to [Permit@Amtrak.com](mailto:Permit@Amtrak.com). Amtrak no-longer accepts mailed forms.

Provided below is a list of the most frequently used Amtrak Standards and Specifications Documents.

1. Amtrak Engineering Practices 3014 - Maintenance and Protection of Railroad Traffic During Contractor Operations
2. Amtrak Engineering Practices Section 01141A - Safety and Protection of Railroad Traffic and Property
3. Amtrak Engineering Practices Section 01142A - Submission Documentation Required for Amtrak Review and Approval of Plans for Bridge Erection, Demolition and Other Crane/Hoisting Operations Over Railroad Right-Of-Way
4. Amtrak Engineering Practices Section 01520A - Requirements for Temporary Protection Shields for Demolition and Construction of Overhead Bridges and Other Structures
5. Amtrak Engineering Practices Section 02261A - Requirements for Temporary Sheeting and Shoring to Support Amtrak Tracks
6. Amtrak Engineering Practices 3016 - Stormwater Drainage and Discharge from Adjacent Property onto Amtrak Right-Of-Way
7. Amtrak Engineering Specification Number 150 - Stormwater Management Policy
8. Amtrak Engineering Practices 3006 - Design and Construction Criteria for Overhead Bridges
9. Amtrak Engineering Specification Number 63 - Track Design Specification
10. Amtrak Standard Track Plan - Roadway Sections AM70003A
11. Amtrak Standard Track Plan - Minimum Roadway Clearances AM70050G
12. Amtrak Standard Structures Plan - Curved Protective Fence SP3002
13. Amtrak Specification - AED-1 Procedures and Design Criteria to be Employed by Electrification Consultants Engaged in the Design of Electrification Facilities on the National Railroad Passenger Corporation (AMTRAK)
14. Amtrak ET Standard - Electrified Territory O.H. Bridges - Typical Protection Barrier ET - 1446D Pages 1 & 2
15. Amtrak ET Standard - Electrified Territory O.H. Bridges - Temporary Protection Shield & Barriers ET - 1447D
16. AREMA Standard for Pier Protection/Crash Walls Adjacent to Railroad Tracks
17. Amtrak Engineering Practices 3005 - Pipeline Occupancy - Specification 02081A
18. Amtrak Standard Structures Plan - Platform Safety Stripe SP8001
19. Amtrak Engineering Stations Standard Design Practices (SDP)
20. Amtrak STR-601 CAD (Computer-Aided Design) Standards - Amtrak Engineering Structures
21. Amtrak Engineering Practices 3003 - Blasting Procedures
22. CE - 4 Specifications for Wire, Conduit and Cable Occupations of National Railroad Passenger Corporation (AMTRAK) Property
23. Amtrak Planning and Design Standards and Guidelines, <http://www.greatamericanstations.com>
24. Amtrak Graphic Signage Standard Manual, <http://www.greatamericanstations.com>

## AMTRAK INSURANCE REQUIREMENTS

The applicant or its contractors are required to procure and maintain the following insurance policies prior to the start of construction.

1. Railroad protective liability insurance with limits of not less than \$10,000,000 combined single limit for bodily injury and/or property damage per occurrence and an aggregate limit of \$10,000,000 applying separately to each annual period.
2. Statutory Worker's Compensation and Employers Liability Insurance with limits of not less than \$1,000,000 for each accident or illness, complying with the statutes of the jurisdiction in which the Operations will be performed, covering all employees of Contractor. The policy must contain a waiver of subrogation against the State of Michigan, Michigan Department of Transportation, the State Transportation Commission, and the National Railroad Passenger Corporation (AMTRAK).
3. Commercial General Liability coverage at their sole cost and expense with limits of not less than \$20,000,000 in combined single limits for bodily injury (including disease or death), personal injury, and/or property damage per occurrence. Such policies must name the State of Michigan, Michigan Department of Transportation, the State Transportation Commission, National Railroad Passenger Corporation (AMTRAK), as well as CUSCO or WTC (as appropriate) and all commuter agencies and railroads that operate over the property of tracks at issue as additional insureds with respect to the operations to be performed. In addition, the policy will include an ISO Endorsement Form CG 24 17 1001 or its equivalent providing contractual liability coverage for railroads listed as additional insureds.
4. Business Automobile Liability Insurance with limits of not less than \$5,000,000 combined single limit for bodily injury and/or property damage per occurrence.
5. All Risk Property Insurance with limits of liability adequate to cover all property of Contractor (including personal property of others in Contractor's care, custody, or control).
6. Contractor's Pollution Liability Insurance with limits of liability not less than \$2,000,000 per occurrence, maintained for the term of the project and for at least 2 years following Amtrak acceptance of the completion of all Operations to be performed, covering the liability of Contractor arising out of any sudden and/or non-sudden pollution or impairment of the environment, including clean-up costs and defense, that arise from the Operations of Contractor with the State of Michigan, Michigan Department of Transportation, the State Transportation Commission, National Railroad Passenger Corporation (AMTRAK), as appropriate CUSCO or WTC, and all commuter agencies and railroads that operate over the property or tracks at issue named as additional insureds.
7. Pollution Legal Liability Insurance with limits of liability not less than \$2,000,000 per claim is required if any hazardous material or transported or disposed of off the Jobsite. Contractor will designate the disposal site and must provide a certificate of insurance from the disposal facility. The policy shall name the State of Michigan, Michigan Department of Transportation, the State Transportation Commission, National Railroad Passenger Corporation (AMTRAK), as well as CUSCO or WTC (as appropriate) and all commuter agencies and railroads that operate over the property of tracks at issue as additional insureds.
8. Professional Liability Insurance with limits of liability not less than \$5,000,000 per claim and in the annual aggregate. The policy may contain a deductible of a maximum of \$250,000, but in such case the deductible is the sole responsibility of Contractor, and no portion of such deductible is the responsibility of the Railroads or Department. The coverage must be maintained during the term of operations, and for at least 3 years following completion thereof.