



Vermont Agency of Transportation

PPAID, Rail/Aviation Bureau

219 North Main Street, Suite#402 | Barre, VT 05641

Utility Right of Entry / Occupancy

Incomplete or Inaccurate Information will delay application request

Section 1 - Applicant Data

Complete Name of Applicant:

Applicant Mailing Address:

Contact Name & Title:

Phone Number:

E-mail Address:

Emergency Contact Name:

Emergency Telephone #:

Applicant: Corporation Partnership Sole Proprietor

Individual Developer Contractor

Other Explain:

Section 2 - Existing Agreement Data

Is there an Existing Agreement at this Location which will be affected by this Request?

Yes No Other

If Yes, List Agreement #:

Section 3 - Agency of Transportation

Is this installation associated with a VT Agency of Transportation project? Yes No

If Yes, complete the following:

AOT Project Name: AOT Project No.:

AOT Contact Information:

Name:

Address:

Town or City:

Phone Number: E-mail:

Section 4 – Contractor Information

Will a Contractor be doing the work? Yes No

If yes, Contractor Company Name:

Contractor Phone No: Contractor E-mail:

Section 5 – Location Data

Proposed Date of Entry: Railroad line:

If a crossing, nearest RR Mile Post: No. Feet to MP: N E S W

Latitude / Longitude (Decimal format required) North West

Section 5 – Location Data (continued)

Describe in detail the manner and method of installation on State-owned RR Property- (Req'd.)

Plans REQUIRED (overhead / buried crossing form), available at:

<https://vtrans.vermont.gov/rail/property-management-forms>

For proposed installations this form shall be submitted to and approved by the Agency of Transportation Rail Section.

The information below must be completed in full, signed, and dated prior to submittal to the Agency of Transportation, Rail Property Management Unit for processing. Incomplete or inaccurate information will delay the application request. Unsigned applications will be returned to the applicant for signature.

Date:

Applicant Signature:

Phone Number:

Printed Name:

Fax Number:

Title:

Contact E-mail Address:

NOTE: Standard Application processing may take 6-8 weeks.

Entering or working on the railroad right of way, or any other State-owned railroad property, without the permission of the Agency of Transportation, Rail Property Management Unit, is considered trespassing and illegal. Violators risk the possibility of serious, even fatal injury, and may be prosecuted.

Upon application approval, applicant agrees to reimburse Railroad for any cost incurred by Railroad incident to the installation, maintenance and/or supervision necessitated by the installation. Applicant further agrees to assume all liability for accidents or injuries that arise as a result of this installation.

Materials and installations are to be in strict accordance with specifications of National Electrical Safety Code, AREMA, current edition, and requirements of the State. A policy of Railroad Protective Liability Insurance, with minimum limits of liability of \$2 million dollars per occurrence and \$6 million aggregate shall be in place through the applicant. The Railroad and the State of Vermont must be shown as named insured.

Online Resources:

<https://vtrans.vermont.gov/rail/property-management-faq>

<http://apps.rail.vermont.gov/map-portal/>

Prior to application submittal, it is recommended that any questions concerning this application be submitted to the Rail Property Management Unit at the State of Vermont, AOT Rail Section. All questions or requests for information can be submitted by email to the Rail Property Management Team:

AOT.RailandAviationPropertyManagementTeam@vermont.gov

or by contacting Rail Property Management:

<https://vtrans.vermont.gov/rail/contact-us>

In order for the application to be complete, ALL required details pertinent to the proposed installation must be completed in full.

DOCUMENT PREPARATION FEES

The following prepaid charges are intended to cover the cost of processing of papers and other incidental expenses incurred by the State of Vermont and are in addition to the rentals shown hereafter in this schedule:

Fee for State of Vermont (check made out to *State of Vermont*)

1. New Agreements - \$300.00
2. Amendment to Agreements - \$200.00
3. Assignments - \$200.00
4. Deed Preparation/Title Search - \$400.00

Fee for Railroad (active rail lines only – check made out to *Vermont Rail System*)

1. New Agreements - \$500.00
2. Amendment to Agreements - \$200.00

Mail the application for proposed project, along with the applicable non-refundable fee(s) in U.S. Funds) to:

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