

MDOT Local Agency Programs
Guidance for Local Projects Having Rail Crossings
February 2013

1. Local agency (LA) determines whether a rail crossing exists within the proposed construction limits or within the construction influence area.
 - A. If no crossing exists, then no further action is required.
 - B. If a crossing exists, LA completes MDOT Form 1425 – NOTIFICATION OF PROPOSED PROJECT INVOLVING A PUBLIC RAILROAD CROSSING, and forwards the completed form to the MDOT Office of Rail contact person identified on the bottom of the form.

This form requests a determination of whether a Diagnostic Safety Team Review (DSTR) meeting is required. LA should complete and submit this form as early in the design phase as possible, because scheduling and conducting the meeting may take several months.

2. MDOT Office of Rail staff determines whether a DSTR meeting is required.
 - A. If a DSTR meeting is not required and if work is beyond 15 feet of the crossing in each direction, MDOT Office of Rail will provide the MDOT Local Agency Program (LAP) staff engineer with the required railroad contract documents, including
 - i. Coordination Clause for Railroad Work
 - ii. Notice to Bidders – Railroad Crossings
 - iii. Special Provision for Railroad Protective Liability Insurance
 - iv. Special Considerations at Railroad Crossings

The local agency is not required to create these documents or to obtain the documents and forward them to the LAP staff engineer.

- B. If a DSTR meeting is not required and if work is within 15 feet of the crossing, the local agency must obtain a permit for the work within the crossing area from the railroad, and forward the permit to the LAP staff engineer. If the railroad determines that a permit is not required, the local agency shall obtain written confirmation from the railroad that a permit is not needed, and forward the confirmation to the LAP staff engineer. The LAP staff engineer must have either the permit or the written confirmation that no permit is required, before the staff engineer can request obligation of federal funds.

In addition, the MDOT Office of Rail will provide the LAP staff engineer with the four railroad contract documents listed above.

- C. If a DSTR meeting is required, MDOT Office of Rail will determine whether any crossing work is required and if so, whether the work will be completed by the railroad or by the local agency's contractor, the estimated construction cost of the work, and the construction schedule.
3. If the railroad will complete the work, the LAP staff engineer and MDOT Office of Rail will program a job number for the work, and the staff engineer will request fund obligation for this job number. The MDOT Government Agreement Unit will prepare the cost sharing agreement and forward the agreement to the Office of Rail, which will authorize construction of the work.
 4. If the work is to be completed by the local agency's contractor, the local agency must obtain a permit for the work within the crossing area from the railroad, and forward the permit to the LAP staff engineer. The LAP staff engineer must have either the permit or the written confirmation that no permit is required, before the staff engineer can request obligation of federal funds.

In addition, the MDOT Office of Rail will provide the LAP staff engineer with the four railroad contract documents listed above.