Contractors who require access to railroad property must submit a letter to Amtrak requesting a Temporary Permit to Enter Upon Property. The letter should include the contact name and mailing address of the prime contractor responsible for all work, and outline the location, nature, scope and estimated duration of work. If any subsurface work is required, the letter should clearly specify whether the work is geotechnical or environmental in nature.

Prior to any work on or access to the Right of Way, the contractor must first execute Amtrak's Temporary Permit to Enter Upon Property. The Temporary Permit will include a force account estimate based on the contractor’s scope of work and projected duration of work. Amtrak will provide engineering, flag protection and/or other protection services at the sole cost and expense of the contractor. Advance payment for these services is required. After Amtrak receives a fully executed permit, payment for applicable fees, approval of the proposed work plans and/or access requirements, and verify that all insurance requirements have been met, Amtrak notifies the appropriate Division Engineer’s representative.

Please note that all contractor employees who will work on the property are required to complete Amtrak’s Contractor Safety Orientation Training prior to entry. The contractor must coordinate all access with Amtrak's Division representative.

Due to the heavy volume of requests for Temporary Permits to Enter Upon Property, please allow up to 30 business days processing time for initial Permit requests.

Please call or e-mail Kate McGrath at 215-349-1750 or mcgratm@amtrak.com if you have any questions.

This permit will cover temporary access only. Permission also must be obtained from MDOT (or the underlying property owner) for any long-term rights.

Please note: Fiber Optic rights along the Michigan Line east corridor were retained by Norfolk Southern Railway Corporation (NS). Separate authorization from NS must be obtained prior to Amtrak being able to process PTE requests.

Amtrak Permit to Enter Contract Information:

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December 12, 2014