

OneSpan Instruction for Completing Application for Local Agency Highway-Railroad Grade Crossing Surface Improvement Projects

A railroad or a road agency may initiate the application process; however, only the road agency may submit an application. There is no limit to the number of crossings a railroad or road authority may apply for as part of this program. Please complete one application for each crossing.

OneSpan Instructions

1. Fill in first & last name, e-mail, title, and company/organization and click 'Submit'.
2. Accept the *Agreement to Electronically Sign State of Michigan Documents*.
3. Complete all required fields marked with a red dot.
4. Click the 'Sign' button to e-sign the application.
5. Click 'Confirm' and then 'Go to Uploads' to attach the detailed estimate and commitment letter.
6. Upload required documents (ADT count document is optional if ADT is entered on form).
7. Click 'Finish' once all required attachments are uploaded.
8. Click 'Exit' - application has been submitted to MDOT Office of Rail for consideration.

2071 Surface Application Form Guidance

Header Information

Grade crossing location: Enter the name of road.

NI number: Enter the National Inventory Number (obtain from railroad or see number posted on the blue emergency notification sign at crossing). Formatted as six digits and one character, (example = 123456A).

Road authority: Enter name of road agency with jurisdiction over roadway at subject crossing.

Section A: Railroad Work

Railroad: Enter name of railroad that has maintenance authority for the subject crossing.

General description of work: Provide brief overview of work to be done, specifying rebuild or repair.

Estimated costs: Enter predicted total price of project.

Detailed estimate and commitment letter attached: Must attach estimate and commitment letter.

Section B: ADT data & coordinated improvement project information

ADT: Enter most recent traffic count.

Commercial %: Percent of ADT that are commercial vehicles.

Coordinated approach improvement project: Mark if road agency has a separately funded coordinated improvement project (CIP).

Scope of work: Enter description, cost and source of funding for roadway approach work (if applicable).

[Local Grade Crossing Surface Program 2071 application form](#)

Additional Information can be found on our [Crossing programs page](#).

Contacts

Questions about the Surface Program and/or the application? Contact the Local Grade Office at LouthA@Michigan.gov or call at 517-897-2103.

General questions about the OneSpan e-signature platform? Contact MDOT-eSign@Michigan.gov.