



**METROLINK**

**SCRRRA  
RIGHT-OF-WAY ENCROACHMENT  
PROCESS**

**MARCH 2017**

## SCRRA RIGHT-OF-WAY ENCROACHMENT PROCESS

### 1.0 General

- A. All work activities within the SCRRA operating corridor and right-of-way, or work activities that affect the operation or safety of trains must be reviewed and approved by SCRRA. Typical work activities reviewed and approved by SCRRA include pipelines (water, sewer, gas, oil, stormwater), wirelines (electrical, traffic, fiber optic cables), surveying, filming, operation and maintenance activities, and house moving or movement of oversized loads across railroad tracks.
- B. SCRRA instructions, standards and forms are available on its website at [www.metrolinktrains.com](http://www.metrolinktrains.com) (About Us, Engineering and Construction). Links has been provided for documents necessary for this application in Section 14.0, Application Links, Page 6.

### 2.0 System Map

- A. SCRRA (aka Metrolink) is a five-county joint powers authority, created pursuant to California Public Utilities Code Section 130255 and California Government Code Section 6500 et seq., to plan, design, construct, and then maintain and administer the operation of the regional passenger rail lines serving the counties of Los Angeles, Orange, Riverside, San Bernardino, and Ventura. SCRRA plans, designs, builds, operates, and maintains a commuter rail system in the five-county area on rail rights-of-way owned by the member agencies. Two major freight rail carriers, BNSF Railway Company (BNSF) and Union Pacific Railroad (UPRR), and the inter-city passenger carrier Amtrak, operate on SCRRA tracks through shared track agreements. SCRRA in turn operates on tracks owned by BNSF, UPRR, and North County Transit District (NCTD). Figure 1 shows the Metrolink System including stations and connecting rail transit lines.

### 3.0 Submittal

- A. The general application process is shown on the Encroachment and Right-of-Entry Submittal and Approval Process Chart, Table 1 and Encroachment and Right-of-Entry Procedures Flow-Chart, Table 2.

### 2.0 Application

- A. The application package consist of a written statement, Application Form, plan and profile drawings, schedule, existing license agreement (if applicable), and application processing fees. The Applicant will submit these documents to SCRRA review and approval. SCRRA will review the submittal to make sure it meets all SCRRA requirements. SCRRA will send comments to Applicant if necessary to revise the application and drawings. Once the submittal is

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acceptable, SCRRA will either request a license agreement from Member Agencies for permanent facilities or ask the Applicant to submit construction related documents.

- B. The Applicant will complete the interactive Application Form included on SCRRA's website. The Application Form can be directly sent to SCRRA representative by e-mail after completion.

### 3.0 Plans and Drawings

- A. Plans and profiles will be submitted with each request. The plans should be clear, concise, and accurately reflect the design of the project that meets SCRRA standards and requirements.
- B. Drawing submittals shall include typical sections, plans, key maps, profiles, and cross sections. Drawings will be prepared on 11" x 17" sheets and PDF files shall be submitted to SCRRA. Drawings scale shall be 1"=200' for developed and undeveloped areas, 1"=100' in constrained urban areas and 1"=50' for stations and crossings.

### 4.0 SCRRA Review and Fees

- A. SCRRA reviews application and plans for compliance to technical and safety regulations, including location of work, horizontal and vertical clearances to tracks, shoring, jacking and false work, any issue determined to impact safety or railroad operations, maintainability, drainage impacts, access to member agency property, compatibility with future plans for rail improvements or use of rail roadway, and existing underground railroad facilities.
- B. All encroachment requests require fees to be submitted by the Applicant. There are two types of fees. There is an initial non-refundable review fees which will be submitted for the review and approval of the initial submittal. The second is a deposit fees for signal and communication cable locations, safety training and flagging services. The construction services deposit will be an estimate only. The Applicant shall reimburse SCRRA the actual cost and expense incurred by SCRRA and its contractors and consultants for all services and work performed in connection with the project, including an allocated overhead representing SCRRA's costs for administration and management. Prior to approval of construction and prior to issuance of right-of-entry agreement, the Applicant will provide approximate number of days of construction and flagging services to SCRRA. SCRRA will estimate the deposit required from Applicant for signal and communication cable locations, safety training and flagging services.
- C. Please refer to SCRRA's Schedule of Fees for detail on fee schedule. All fees payments are to be made by check payable to, "Southern California Regional Rail Authority".
- D. SCRRA will charge the Applicant four hours minimum for the mandatory safety training class and for other services four hours or less in duration.

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SCRRRA will charge the Applicant for eight hours minimum if the Applicant cancels SCRRRA services after SCRRRA Railroad Employee or SCRRRA Safety Training Officer is on site on the day of the appointment.

**5.0 Contacts**

- A. All submittals to SCRRRA shall be addressed to the following:

Mr. Christos Sourmelis  
 Right-of-Way Encroachments Coordinator  
 Southern California Regional Rail Authority  
 2558 Supply Street  
 Pomona, California 91767  
 Phone: (909) 392-8463

**6.0 Process Time**

- A. The time period for review and approval of all encroachment activities is estimated as shown below. Every effort will be made to complete the process in a timely manner.

ITEM	TIME (DAYS)
<b>Initial Application Process</b>	
Application Processing	5-10
Review and Approval by SCRRRA	10-30
Resubmittal by Applicant	10-20
Resubmittal Review and Approval by SCRRRA	5-30
<b>License Agreement Process</b>	
Issuance of Real Estate Agreement by Member Agency	30-90
<b>Construction Submittal Process</b>	
Review and Approval by SCRRRA	5-10

**7.0 Licensing Process**

- A. Member Agency real estate department will review applications for use of the right-of way. Right-of-Entry agreement cannot be granted by SCRRRA until Member Agency real estate agreement is complete.
- B. Generally, agreement processing time will be between 30 - 90 days. Please allow sufficient time for document handling to desired construction date. Before construction begins, real estate agreements must be executed by the Applicant and the Member Agency. License fees will be submitted to the Member Agency directly. The application processing and construction services deposit does not include the license fees.
- C. The member agency contacts are as shown below:

<b>Member Agency</b>	<b>Contacts</b>
Metro	Manager, Property Management Los Angeles County Metropolitan Transportation Agency (Metro) P. O. Box 194 (1 Gateway Plaza, 14th Floor) Los Angeles, CA 90053 Phone: (213) 922-2435
OCTA	Right of Way Administrator Orange County Transportation Authority (OCTA) P. O. Box 14184 (550 South Main Street) Santa Ana, CA 92613-1584 Phone: (714) 560-5737
RCTC	Assistant Director, Planning & Programming Riverside County Transportation Commission (RCTC) 3560 University Avenue, Suite 100 Riverside, CA 92501 (909) 787-7924
SBCTA	Deputy Executive Director San Bernardino County Transportation Authority (SBCTA) 1170 W. 3 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor San Bernardino, California 92410-1715 (909) 884-8276
VCTC	Executive Director Ventura County Transportation Commission (VCTC) 950 County Square, Suite 207 Ventura, CA 93003 (805) 642-1591

**8.0 Insurance Requirements**

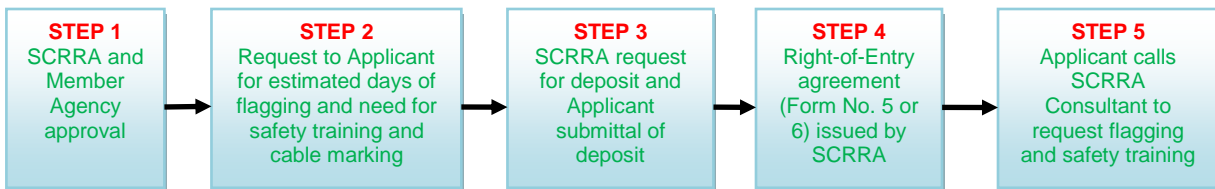
- A. SCRRRA requires that insurance coverage be provided prior to any entry and/or work activity within the railroad corridor for permanent and temporary encroachments. The requirements and insurance limits are shown on the SCRA’s Temporary Right-of-Entry Agreement, SCRRRA Form No. 6. Railroad Protective Liability Insurance, in addition to general liability insurance is required for permanent and temporary encroachments in the right-of-way.

**9.0 Flagging Services**

- A. The Applicant shall request and arrange for flagging services from SCRRRA in the following circumstances:
  1. When the work activities are within the right-of-way of SCRRRA.
  2. When the work activities are located over or under a track or tracks.
  3. When cranes, pile drivers, drill rigs, concrete pumps, or similar equipment positioned outside of the right-of-way could foul the track in

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- 4. the event of tip-over or other catastrophic occurrence.
  - 4. When any excavation is performed below the elevation of the track sub-grade, or track or other railroad facilities may be subject to movement or settlement.
  - 5. When work in any way interferes with the safe operation of trains at timetable speeds.
  - 6. When street construction and maintenance activities, located within the right-of-way or in the vicinity of the highway-rail grade crossing, requiring temporary work area traffic control, which may affect or create unsafe conditions for employees, public, trains and vehicles.
- B. Flagging service cannot be provided by any personnel other than SCRRRA authorized consultant/contractor. The Applicant will contact SCRRRA's consultant/contractor for at (714) 920-9037 to arrange for flagging services after approval of construction agreement by SCRRRA. Flagging service is dependent on the Employee-In-Charge (EIC) availability and may require a minimum of fifteen working days prior to beginning work. Prior notification of flagging services does not guarantee the availability of the EIC for the proposed date of work.



**10.0 Safety Training**

- A. The Applicant and its contractors are required to attend a SCRRRA Safety Orientation Class prior to receiving permission to enter the right-of-way. The Applicant shall notify SCRRRA's Laurene Lopez for safety training at 1-909-451-2885 to arrange for third party safety training. Allow 24 to 72 hours from the request for safety training to arrange the training. Upon completion of safety training, the Applicant shall notify SCRRRA's consultant/contractor at (213) 305-8424 a minimum of fifteen (15) working days prior to beginning work on the Right-of-Way and secure any protection SCRRRA deems necessary. This prior notification does not guarantee the availability of on track safety protection for the proposed date of construction.
- B. The Applicant and/or the Contractor shall follow SCRRRA rules and regulations, addressed in "General Safety Regulations for Third Party Construction and Utility Workers on SCRRRA Property" (available of SCRRRA website).

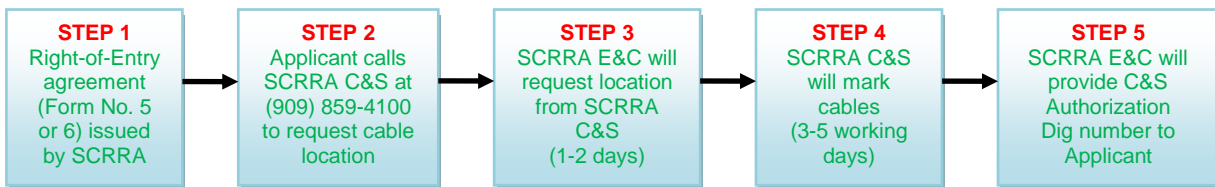
**11.0 SCRRRA Cable Marking and Utilities**

- A. The Applicant or the Contractor is responsible for the location and protection of any and all surface, sub-surface, and overhead utilities and structures. Approval of application by SCRRRA does not constitute a representation as to

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the accuracy of completeness of location or the existence or non-existence of any utilities or structures within the limits of this project.

- B. Before excavating, the Applicant must determine whether any underground pipe lines, electric wires, or cables, including fiber optic cable systems, are present and located within the Project work area by calling the Southern California Underground Service Alert at 811. SCRRA is not a member of Underground Service Alert (DIGALERT) and SCRRA signal and communication lines must be located by contacting the SCRRA Signal Department.
- C. SCRRA is not a member of DIGALERT. The Applicant shall call SCRRA's Signal Department at (909) 592-1346 a minimum of five days prior to beginning construction to mark signal and communication cables and conduits. To assure cables and conduits have been marked, no work may proceed until you have been provided with an SCRRA dig number. The process to mark SCRRA cables is shown below.



- D. In case of signal emergencies or grade crossing problems, the Applicant shall call SCRRA's 24-hour signal emergency number 1-888-446-9721.

**12.0 Construction**

- A. To comply with Federal requirements, the Applicant's person in charge must keep a copy of SCRRA's agreement at the job site at all times during the encroachment on the Property. Failure to provide necessary information and documents, failure to obtain and produce SCRRA agreements (including not having SCRRA agreement on the job site), or violation of SCRRA rules and regulations will result in the removal of the Applicant, the Contractor, their employees and equipments from the right-of-way.
- B. The Applicant and/or the Contractor shall follow SCRRA rules and regulations, addressed in "Rules and Requirements for Construction on Railway Property".
- C. All persons working on, over, or under the SCRRA right-of-way must be equipped with personal protective equipment meeting applicable OSHA and ANSI specifications. Employees, contractors, subcontractors, suppliers, agents or invitees of Applicant shall possess the personal protective equipment, including safety glasses with side shields, helmets (hard hats), safety shoes with hardened toes, high visibility ORANGE (and only orange) retro-reflective work wear, and SCRRA railroad safety training card.

## 12.1 Shoring

- A. Shoring, cribbing and sheeting designed to support excavations or embankments shall be designed to support all lateral forces caused by the earth, vehicular traffic, construction equipment, temporary and permanent structures, and other surcharge loads in the vicinity of the excavation. Support or shoring located on the SCRRA right-of-way, or within the zone of influence from railroad loading, shall conform to the SCRRA Excavation Support Guidelines (available on SCRRA website). Designs for all temporary structures supporting tracks, or excavations adjacent to the tracks and within the zone of influence from railroad loading, shall include railway surcharge loading imposed by a Cooper E-80 live load. Any excavation adjacent to track must be covered and provide a uniform path and include with standard handrails when work is not actively underway.

## 12.2 Site Specific Work Plan (SSWP)

- A. The details of each construction activity affecting the operations, facilities, or right-of-way of SCRRA, or the operations or facilities of other railroads using the right-of-way, must be described in a Site Specific Work Plan (SSWP) prepared by the Applicant and submitted for review by SCRRA. SSWP requirements are available on SCRRA website.

## 13.0 As-Built Drawings

- A. The Applicant and/or the Contractor shall submit "AS-BUILT" drawings to SCRRA upon completion of the construction.



## 14.0 Application Links

Right-of-Way Encroachment Application Form

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Right\\_of\\_Way\\_Encroachment\\_Application.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Right_of_Way_Encroachment_Application.pdf)

Schedule of Fees

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA\\_ROE\\_Schedule\\_of\\_Fees.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA_ROE_Schedule_of_Fees.pdf)

SCRRRA Form No. 4 – Agreement for Moving Oversize Loads

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA\\_Form\\_No\\_4.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA_Form_No_4.pdf)

SCRRRA Form No. 5 – Indemnity and Assumption of Liability Agreement

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA\\_Form\\_No\\_5.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA_Form_No_5.pdf)

SCRRRA Form No. 6 – Temporary Right-of-Entry Agreement

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA\\_Form\\_No\\_6\\_Exhibit.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA_Form_No_6_Exhibit.pdf)

SCRRRA Form No. 37 – Rules and Requirements for Construction

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA\\_Form\\_No\\_37.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/SCRRRA_Form_No_37.pdf)

Site Specific Work Plan (SSWP)

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Site\\_Specific\\_Work\\_Plan.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Site_Specific_Work_Plan.pdf)

Train Traffic Density Exhibit

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Exhibit\\_24A\\_9\\_2009\\_Weekday\\_Train\\_Density.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Exhibit_24A_9_2009_Weekday_Train_Density.pdf)

General Safety Regulations for Third Party Construction

[http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Rules\\_Regulations\\_Third\\_Party\\_Contractors\\_2009.pdf](http://www.metrolinktrains.com/pdfs/EngineeringConstruction/Rules_Regulations_Third_Party_Contractors_2009.pdf)

SCRRRA Right-of-Way Encroachment Process

**Metrolink System Map  
Figure 1**



**Encroachment and Right-of-Entry  
Submittal and Approval Process Chart  
Table 1**

Item Description	Permanent Facility	Temporary Encroachment	Survey and Filming	Operation & Maintenance	House Moving
<b>Initial Submittal by Applicant</b>					
A written statement stating reason, location and duration for encroachment	X	X	X	X	
SCRRRA Application Form	X	X	X	X	
Plan and profile drawings	X	X	X	X	
Schedule	X	X	X	X	X
Existing License Agreement				X	
Application Processing Fee to SCRRRA	X	X	X	X	X
<b>Review and Approval of Initial Submittal by SCRRRA</b>					
File and Project Number by SCRRRA	X	X	X	X	X
SCRRRA will verify compliance with SCRRRA Engineering Standards, Guidelines and Design Manuals Requirements	X	X	X	X	X
Comments will be provided to the applicant, if necessary	X	X	X	X	X
<b>License Agreement by Member Agency</b>					
SCRRRA will notify the Applicant of SCRRRA's approval	X				
SCRRRA will notify the Member Agency to prepare a real estate agreement (license, lease, easement, or permit)	X				
Issuance of real estate agreement by Member Agency	X				
<b>Construction Submittal by Applicant</b>					
SCRRRA Form No. 4					X
SCRRRA Form No. 5			X		
SCRRRA Form No. 6	X	X			
Insurance certificates as described in the Temporary Right-of-Entry agreement, SCRRRA Form No. 6	X	X			
Site Specific Work Plan (SSWP)	X	X		X	
Temporary Traffic Control Plans	X	X		X	
Deposit Fees for Signal & Communication Cable Locations, Safety training, and flagging Services	X	X	X	X	X
<b>Review and Approval of Construction Submittal by SCRRRA</b>					
<b>Construction Safety Services</b>					
Safety training request by Applicant	X	X	X	X	
SCRRRA Dig Number is obtained by Applicant	X	X		X	
Signal and Communication Cable Locations	X	X		X	
Flagging Services	X	X	X	X	X
<b>Work by Applicant</b>					

**Legend:** X = Information to be provided by the Applicant

**Encroachment and Right-of-Entry  
Procedures Flow-Chart  
Table 2**

