

Directions:

In order to receive an access permit to be in or work on the RTD alignment, a completed electronic access permit (in Word Format, .doc) must be emailed to railopspermits@rtd-denver.com **NO LATER THAN NOON ON THE WEDNESDAY PRIOR** to the week the work will begin.

When you submit a request, attendance **IS ALSO REQUIRED** at the weekly Access Allocation meeting which will be held every Wednesday at 2:00 pm at the Rio Court Facility at 1350 Rio Court, Denver, CO 80204. If your representative does not attend the meeting, the request will not be approved.

Attached is the revised Access Permit Request form that corresponds to the new process. For all future requests, please use only this form.

* By checking this box, I acknowledge full understanding of RTD Access Permit Directions.

* Requestor - Type Name Here: _____

* Date: _____

Flagging Fees:

1. If your access permit requires a RTD Flagger, the following fee is required for said flagger.
\$40.00 per hour requested.

FOR EXAMPLE:

Requested 5 hours of flagging for the day = \$200.00
(\$40.00 per hour x 5 hours = \$200.00)

2. If your access permit requires a RTD Signal Power Traction Maintainer the following fee is required.
\$50.00 per hour requested.

FOR EXAMPLE:

Requested 5 hours needing a Signal Power Traction Maintainer (SPTM) = \$250.00
(\$50.00 per hour x 5 = \$250.00)

3. If your access permit requires an overhead catenary (OCS) shut down.
The fee is \$500.00 per shut down.

FOR EXAMPLE:

5 day permit requiring OCS Shutdown = \$2,500.00
(\$500.00 per shutdown x 5 shutdowns = \$2,500.00)

- * By checking this box, I acknowledge full understanding of RTD Access Permit Flagging & OCS Shutdown Fees.

* Requestor - Type Name Here: _____

* Date: _____

RTD Light Rail Right of Way Access Request / Permit

Complete all fields that are in Blue (and have asterisks)

*Company Representing:		
*Person Submitting Request:	*LRT OTS Training Card expires:	
	*RTD OTS card #:	
*Contact Person:	*Contact Phone:	
*Approved permit to be emailed to:		
Dates of Access: (Not to exceed 7 days)	FROM SUNDAY THROUGH SATURDAY	
	*Requested From:	*To:
Time Period (military time)	*Requested From:	*To:
*Description of Work:		
*Location:		
*Equipment On Site:		

Right of Way Access Rules

1. Right-of-Way Access Permit requests will be reviewed and granted upon completion of RTD On-Track Safety (OTS) Training.
2. Contractor must have RTD Flagger on-site at each work location unless stated otherwise in Access Permit Meeting.
3. A copy of this completed access permit must accompany the work crew on each work site.
4. All personnel must wear PPE at all times.
5. All active tracks must be 100% useable at all hours by the Light Rail trains. All rail flange ways and work areas must be cleared of debris prior to leaving the work area. Trains cannot be delayed.
6. When equipment or tools are used within the Right-of-Way that may impact safety or train operation, the Contractor must have an RTD flag person to protect and expedite train movement.
7. The overhead catenary is to be considered Live and Hot at all times. If de-energization is requested, Contractor must confirm during Access Permit meeting and MOW personnel prior to entry of the work zone.

Please email to railopspermits@rtd-denver.com (ELECTRONIC FORM ONLY – not pdf format)

Requestor Confirmation and Agreement

* By checking this box, I acknowledge full understanding of RTD Access Permit rules and procedures and certify that OTS Training has been completed and is current.

* Requestor - Type Name Here: _____

* Date: _____

**FAILURE TO COMPLY WITH ACCESS PERMIT RULES WILL RESULT IN PERMIT REVOCATION
THE SECTION BELOW IS FOR RTD USE ONLY**

Approved Dates of Access:	From:	To:
Approved Time Period (military time):	From:	To:
Approved Limits of Access:	Inbound:	To:
	Outbound:	To:
De-energize Overhead Power Required:		Yes No
Operating Restrictions:		

RTD - Manager, Maintenance of Way

RTD - Light Rail Transportation

RTD - Safety Representative

Permit Number

XX-XXX

