

**From:** Pennington, Greg  
**Sent:** Wednesday, March 11, 2015 2:33 PM  
**Cc:** Rail OPS Permits; Farris, Brian  
**Subject:** RTD Light Rail Access Permit Process  
**Attachments:** RTD Right of Way Access Permit.doc

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](mailto: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.

# RTD Light Rail Right of Way Access Request / Permit

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

<b>*Company Representing:</b> RTD		
<b>*Person Submitting Request:</b> Mace Pemberton	<b>*LRT Safety Training certification expires:</b> 1/29/2016	
<b>*Contact Person:</b> Mace Pemberton	<b>*Contact Phone:</b> 303 299 2272	
<b>*Approved permit to be emailed to:</b> mace.pemberton@RTD-denver.com		
<b>Dates of Access:</b> (Not to exceed 7 days)	<b>FROM SUNDAY THROUGH SATURDAY</b>	
	<b>*Requested From:</b> 7-27-2015	<b>*To:</b> 7-28-2015
<b>Time Period (military time)</b>	<b>*Requested From:</b> 0800	<b>*To:</b> 1500
<b>*Description of Work:</b> field survey of embankment		
<b>*Location:</b>		
<b>*Equipment On Site:</b>		

**Right of Way Access Rules:**

1. Access permit requests will be reviewed and granted upon completion of LRT Safety Training.
2. Contractor must have LRT Safety trained and qualified look-out(s) on-site at each work location.
3. A copy of this completed access permit must accompany the work crew on each work site.
4. All personnel must wear reflective safety vests at all times.
5. Contractor must notify control (303-299-3480) prior to entering and when clear of any job site.
6. All active tracks must be 100% useable at all hours by the Light Rail trains. All rail flangeways and work areas must be cleared of debris prior to leaving the work area. Trains cannot be delayed.
7. 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.  
 Flagger rates: Mon – Fri 7:00am – 5:00pm, \$35.00/hr; Off-shift, Weekends and Holidays - \$57.00/hr.
8. The overhead catenary is to be considered Live and Hot at all times. If de-energization is requested, Contractor must confirm with MOW personnel prior to entry.

Please email to [railopspermits@rtd-denver.com](mailto: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 LRT Safety 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**

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

RTD – Manager, Maintenance of Way

RTD – Manager, Light Rail Transportation

RTD – Safety Representative

<b>Permit Number</b>