

Application for At-Grade Private Rail Crossing Wisconsin River Rail Transit Commission

By Wisconsin law, the Wisconsin River Rail Transit Commission (WRRTC) is responsible for permitting private at-grade rail crossings along their corridor. Private crossings are required when a property owner wishes to cross over WRRTC property. Private crossings exist where property adjacent to one or both sides of the WRRTC corridor are privately-owned, as opposed to public crossings where public right-of-way exists on both sides of the corridor.

The WRRTC reviews Private Crossing Applications at their regularly scheduled meetings. For a list of meeting dates, please visit www.wrrtc.org or contact the WRRTC Administrator at (608) 342-1637 (AM only) or email the administrator at m.penn@swwrpc.org.

Approval procedure:

- 1) Applicant requests, fills out, and returns the Private Crossing Application to the WRRTC Administrator with a \$500.00 one-time application fee (this fee may increase should the permitting process require additional time or effort on the part of the WRRTC). Applicants can get a permit application by requesting one from the WRRTC Administrator (608-342-1637 AM only).
- 2) The completed application, along with the permit application fee should be mailed to
Mary Penn, WRRTC Administrator
Southwestern Wisconsin Regional Planning Commission
PO Box 262
Platteville, WI 53818
- 3) Once the application is received:
 - a. The WRRTC Administrator will place the application on the WRRTC's agenda for review (check www.wrrtc.org for meeting dates).
 - b. The applicant's attendance at the WRRTC meeting is highly advised.
- 4) If approved, the WRRTC will develop a permit to be signed by all involved parties (usually the applicant, WRRTC, WisDOT, and WSOR).
- 5) The applicant has 12 months from the date of the permit execution to bring the crossing up to WSOR Private Crossing Standards at their own cost.
 - The applicant can work with WSOR to find an approved contractor.
 - WSOR must approve any work conducted on the corridor.

Please note: Private At-Grade Crossing Permits granted by WRRTC are granted to property owners, NOT to the property itself. As such, each property owner must re-apply for a Crossing Permit should the property change ownership.

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Applicant Contact Information – Name, Address, Phone (the “applicant” is the person or business to whom the Permit will be assigned).	Application contact information – Name, Address, Phone (if different than the Applicant information).
Local Description – Provide the address of the parcel in question. If there is no address provide a description including the quarter Section, Township, Range, etc.	Are there any other access points to the parcel than the proposed crossing? <input type="radio"/> Yes <input type="radio"/> No
Attach one copy of an aerial photograph which clearly shows the boundaries of the parcel in question in relation to the rail corridor. Mark the location of the proposed crossing. (Note, you may contact your local County Planning or Zoning office for this information) Complete <input type="radio"/> Yes <input type="radio"/> No	
Is there an existing crossing at this location? <input type="radio"/> Yes <input type="radio"/> No	What is the current status of the railroad at the point of the proposed crossing? <input type="radio"/> Active <input type="radio"/> Inactive
Will this be a shared crossing? (Will more than one property be accessing and using the crossing) <input type="radio"/> Yes <input type="radio"/> No If yes, this permit must be granted to both users of the crossing.	
Second Applicant Contact Information – Name, Address, Phone (the “applicant” is the person or business to whom the Permit will be assigned).	Second Application contact information – Name, Address, Phone (if different than the Applicant information).
Is the second applicant aware of this crossing request? <input type="radio"/> Yes <input type="radio"/> No	
Describe the land use/zoning of all surrounding parcels. Or provide a map that includes this information.	
What is the current use of the property in question? <input type="radio"/> Unused <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Residential (<input type="radio"/> Single family <input type="radio"/> Multi-family) <input type="radio"/> Other _____ Describe the current use:	
What is the future use of the property in question? <input type="radio"/> Unused <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Residential (<input type="radio"/> Single family <input type="radio"/> Multi-family) <input type="radio"/> Other _____ Describe the expected future use:	
Please describe the expected traffic across the proposed crossing.	
I certify that that above information is true and honest to the best of my knowledge.	
_____ (Signature)	_____ (Date)
A fee of \$500 is due at the time of application submittal. Checks should be made out to Wisconsin River Rail Transit Commission. Completed Application and Payment should be mailed to: Wisconsin River Rail Transit Commission PO Box 262 Platteville, WI 53818	

For Office Use Only:			
	Date		Date
Application Received:		Signed by Applicant:	
Application Payment Received:		Signed by WSOR:	
WRRTC Review:		Signed by WSOR:	
Application Approved:		Signed by WisDOT:	
Permit Sent to Applicant:		Signed by WRRTC:	
Final Crossing Approved by WSOR:			
Additional Notes:			