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**ARIZONA CORPORATION COMMISSION
SAFETY DIVISION**

**PROCEDURES FOR REQUESTING A NEW CROSSING
OR UPGRADING AN EXISTING CROSSING**

- 1) Applicant (Sponsor) of the project must set up an on-sight meeting with all parties involved (Railroad, ACC Rail Safety Section, local government agency having jurisdiction over the roadway i.e. city, state or county, and any other party having interest in the proposed project).
- 2) Information discussed at the on-sight meeting:
 - The exact location of the proposed new grade crossing
 - Upgrades being considered to the existing crossing
 - Discussion of grade separation (over or under pass) Why or Why not?
 - Applicant must state who is paying for the crossing construction and maintenance
 - Proposed types of warning devices to be installed
 - Current and Proposed Train Detection
 - Current and Proposed Traffic Pre-emption if applicable
 - Sight visibility issues
 - ACC Staff's Data Request
 - ACC Staff Report and Recommendations
- 3) Contents of Application to the Commission:
 - Applicant must submit a letter of introduction describing the scope of the project to include but not limited to:
 - i. Location of crossing
 - ii. Why the crossing is needed
 - iii. Why the proposed or existing crossing can't be grade separated (See FHWA Grade Separation Guidelines)
 - iv. Type of warning devices to be installed
 - v. Who will maintain the crossing warning devices
 - vi. Who is funding the project
 - vii. Proposed Train Detection
 - viii. Proposed Traffic Pre-emption if applicable

- Applicant must submit a signed agreement between the railroad and the road authority with jurisdiction at the crossing.
 - Applicant must submit a conceptual drawing (**not an engineering plan**) on 8 ½ x 11 paper indicating changes to crossing including all warning devices, signs and pavement markings.
- 4) Applicant must submit one original and thirteen copies of the application to: Arizona Corporation Commission, Attn. Docket Control, 1200 W. Washington St. Phoenix, AZ 85007.
- Docketed application will be scheduled for hearing by an Administrative Law Judge (ALJ). A Procedural Order with instructions to be followed will be issued by the ALJ. The Procedural Order will direct the applicant to provide public notice of the scheduled hearing. The applicant must file with the Commission Docket certification of the required public notice.
Failure to follow the Procedural Order may result in delaying the hearing process.
- 5) ACC Rail Safety Staff will request data to include but not limited to:
- Average Daily Traffic Counts
 - Number and type of train movements per day along with speed of trains
 - Completed traffic studies including traffic projections and any design Concept Reports.
- 6) Applicant and legal counsel must attend the scheduled hearing.
- At the conclusion of the hearing process a recommended Opinion and Order from the ALJ will be issued.
- 7) Opinion and Order of application to be presented at a regular scheduled Open Meeting for Commissioners approval.
- Applicant and legal counsel must attend
 - i. **Approval subject to a majority vote**
- 8) The process generally takes about 120 days, depending on hearing and open meeting calendars
- 9) If you have questions on the application process please call Chris Watson or Jason Pike at (602-262-5601)