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## ARIZONA CORPORATION COMMISSION

### PROCEDURES FOR CLOSING A PUBLIC CROSSING

#### 1. Public Notice

The party making application to create a Closed Crossing must post signs on each roadway approach to the crossing notifying the public of the proposed closure. The signs must meet the specifications described below and read as follows:

#### NOTICE

**AN APPLICATION HAS BEEN FILED WITH THE ARIZONA CORPORATION COMMISSION TO CLOSE THIS CROSSING. PUBLIC CONCERNS CAN BE MADE IN WRITING TO THE RAILROAD SAFETY SECTION AT 1300 WEST WASHINGTON PHOENIX, ARIZONA 85007**

*Sign specifications: A metal sign with 1.5 inch black letters on a white background.*

#### 2. Making an Application to the Commission:

- Required and begins the official ACC process
- **Application should include:**
  - Applicant name
  - Address
  - Location DOT#, project number (if any)
  - Vicinity Map
  - Existing conditions photos
  - The reason for the closure
  - An explanation of alternate routes to be used in lieu of the public crossing to be removed
  - An agreement between the Road Authority and the Railroad that the crossing can be closed
- ACC Rail Safety Staff may request additional data in preparation of the Staff Report. Staff will notify the Applicant within 15 days of receipt of the application of any deficiencies in the Application and may terminate the application if those deficiencies are not remedied within 10 days of notice. Filing of a Staff Report on the Docket is considered acceptance of the application.
- Applicant should efile the application through <https://efiling.azcc.gov/>. Alternatively, one original and thirteen hard-copies of the application may be filed with Arizona Corporation Commission, 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.**

Division Director Chris Watson  
Railroad Safety Program Manager Joe Pinkerman  
Railroad Safety Supervisor Timothy Good  
1300 W. Washington Street, suite 220, Phoenix, AZ 85007 | 602-262-5601 | [azcc.gov](http://azcc.gov)

3. Public Hearing
  - Applicant and legal counsel must attend the scheduled hearing.
  - Approximately 30 days after the hearing, a recommended Opinion and Order from the ALJ will be issued.
4. Opinion and Order
  - The executed Opinion and Order of all applications is obtained by a majority 'yes' vote by the Commissioners at the next scheduled Open Meeting.
  - Applicant and legal counsel should plan on attending.
5. The process from Application to Opinion and Order generally takes about 120 days, depending on hearing and open meeting calendars
6. If you have questions on the application process please call Jason Pike at (602-262-5601)