New_Application_Procedures.pdf
Revised 112618

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

1300 W. WASHINGTON STREET, SUITE #220; PHOENIX, ARIZONA 85007
www.azcc.gov

- 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)

1. Project Location and Description
2. Why the new crossing/modification is needed
3. Construction Phasing
4. Maintenance responsibility of the crossing
5. Project Funding (sources, total, railroad portion)

Other information (based on typical Staff Data Requests):

6. Provide Average Daily Traffic Counts for each of the locations.
7. Please describe the current Level of Service (LOS) at each intersection.
8. Provide any traffic studies done by the road authorities for each area.
9. Provide the population of the City the crossing is located in. Provide what warning devices are currently installed at the crossing.
10. Provide distances in miles to the next public crossing on either side of the proposed project location. Are any of these grade separations?
11. How and why was grade separation not decided on at this time? Please provide any studies that were done to support these answers.
12. If this crossing was grade separated, provide a cost estimate of the project.
13. Please describe what the surrounding areas are zoned for near this intersection. i.e. Are there going to be new housing developments, industrial parks etc.
14. Please supply the following: number of daily train movements through the crossing, speed of the trains, and the type of movements being made (i.e. thru freight or switching). Is this a passenger train route?
15. Please provide the names and locations of all schools (elementary, junior high and high school) within the area of the crossing.
16. Please provide school bus route information concerning including the number of times a day a school bus crosses this crossing.
17. Please provide information about any hospitals in the area and whether the crossing is used extensively by emergency service vehicles.
18. Please provide total cost of the railroad improvements to each crossing. Cost described above.
19. Provide any information as to whether vehicles carrying hazardous materials utilize this crossing and the number of times a day they might cross it.
20. Please provide the posted vehicular speed limit for the roadway
21. Do any buses (other than school buses) utilize the crossing, and how many times a day do they cross the crossing.
22. Please indicate whether any spur lines have been removed within the last three years inside a 10-mile radius of any crossings covered in this application. Please include the reason for the removal, date of the removal and whether an at-grade crossing or crossings were removed in order to remove the spur line.
23. Please fill in the attached Modified FHWA Grade Separation Guidelines Table, (from FHWA's 2007 revised second edition Railroad Highway Grade-Crossing Handbook, page 151) with a yes or no answer as to whether each item applies. Also, please provide all information to support your answers of yes or no (i.e. vehicle delay numbers, any calculations that were performed to get the answers).
24. Based on the current single-track configuration at specified by this application, please provide the current traffic blocking delay per train. Please indicate the time in which vehicular traffic is delayed (1) to allow the train to pass at a crossing and (2) due to trains stopped on the track for any purpose. The delay is measured from the point that the warning devices are activated at the crossing to the time after the train has cleared the crossing and the warning devices are reset.

Other items to include: Vicinity Map, Engineering Plan, Photos of existing conditions.

MODIFIED FHWA - GRADE SEPARATION GUIDELINES		
Highway-rail grade crossings should be considered for grade separation or otherwise eliminated across the railroad right of way whenever one or more of the following conditions exist:		
The highway is a part of the designated Interstate Highway System	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
The highway is otherwise designed to have full controlled access	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
The posted highway speed equals or exceeds 70mph	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
AADT exceeds 100,000 in urban areas or 50,000 in rural areas	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
Maximum authorized train speed exceeds 110mph	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
An average of 150 or more trains per day or 300 million gross tons/year.	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
Crossing exposure (trains/day x AADT) exceeds 1M in urban or 250k in rural; or passenger train crossing exposure exceeds 800k in urban or 200k in rural	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
Expected accident frequency for active devices with gates, as calculated by the US DOT accident Prediction Formula including five-year accident history, exceeds 0.5	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	
Vehicle delay exceeds 40 vehicle hours per day	Crossing Currently meets the criteria	
	Crossing meets the criteria by 2030	