



Georgia Department of Transportation Railroad Coordination Submission Checklist

Project Number:	<input type="text"/>	County(s):	<input type="text"/>
PI Number:	<input type="text"/>	Railroad Owner(s):	<input type="text"/>
Project Manager:	<input type="text"/>	Project Manager Contact Number:	<input type="text"/>
GDOT Project Designer or Design Consultant Firm:	<input type="text"/>		
Email:	<input type="text"/>		

The following checklist shall be completed and signed by the Project Manager with attached project plans to ensure that adequate review and coordination can be performed by the railroad owner. All of the items listed below are required to be included in the submittal unless otherwise approved by the State Railroad Liaison Engineer. **A hard copy of the submittal must be received in this office before the package will be submitted to the Railroad.** Provide details for any exclusions in the space provided on the last page. **Please note that the Railroad Plan Coordination Submittal will not be accepted unless a completed and signed copy of this checklist is included with the submittal package.**

Typically plans are submitted and reviewed by the Railroad twice in the preliminary plan phase and a minimum of once in the final plan phase. The designer should follow the PDP process and flow charts when submitting plans to this office. A separate submission and checklist for each Railroad involved is required.

Please note, some of the information required below is dependent upon the Railroad Owner involved with the respective project. To help determine which Railroad is involved see "**Georgia Rail Map**" located on GDOT's External Website Maps page located at <http://www.dot.ga.gov/travelingingeorgia/rail/Documents/Freight/GeorgiaRailroadMap-2013-14.pdf>

Often the Railroad requests closing of an at-grade crossing within the limits of the project and sometimes beyond. If so these closings must be included in the Public Hearing/Information process and included in the Environmental Process/Document. Signing below certifies that such railroad closures have been addressed in the Public Hearing/ Information and the Environmental process.

The following Items are required for all Railroad Coordination Plan Submittals:

Included

Excluded

A cover letter shall be submitted including:

1. Brief description of the overall project
2. Description of the Department's contractor and the Railroad's responsibilities during construction
3. Complete description of the type of encroachment and/or impact to the Railroad right-of-way including but not limited to the following:
 - Future track requirements provided for bridge projects and parallel road projects
 - Vertical clearance provided from the top of the rails to bottom of bridge or utility line
 - Horizontal offsets provided from the track centerline to any permanent structures
 - Existing and proposed utilities crossing over and under the tracks
 - Existing and proposed drainage structures crossing under the tracks and any drainage changes
 - Temporary at-grade railroad crossing during construction staging
 - Detours due to construction staging

Included

Excluded

One letter size location map showing the project area on a broad map view (Approx. Scale 1"=100 Miles). The map needs to be labeled with the north arrow and generally indicate the location of the railroad involvement and the project within the state of Georgia since most Railroad reviewers cover multiple states.

For Projects Involving CSX or Norfolk Southern (and its subsidiaries) Railroads:

Included

Excluded

One Electronic "PDF" file that contains all plan sheets (including bridge sheets, if applicable) in the area of railroad involvement. **(No Color "PDF" files)**. Plan sheets should be in order and legible.

One set of ½ size plan sheets.

For Projects Involving any other Railroad Owners:

Included

Excluded

One Electronic "PDF" file that contains all plan sheets (including bridge sheets, if applicable) showing railroad involvement. **(No Color "PDF" files)**. Plan sheets should be in order and legible.

Up to five sets of ½ size plan sheets that involves any Short Line Railroad Companies. **(Check with Railroad Liaison before printing Five sets of plans.)**

For All Projects with Railroad at-grade crossing within or near project limits or along Detour Routes:

Included

Excluded

One additional set of ½ size plans will be required for the Railroad Crossing Program Manager if any of the following conditions apply:

- If the project impacts an at-grade railroad crossings
- If the project is in the vicinity (within 200' of Limits of Construction) of an at-grade crossings
- If an at-grade railroad crossing is along a Detour route.

The plans must include the following information:

General Plan Requirements

*All information detailed in the GDOT Plan Presentation Guide shall be included with these plans. **Please note that the plan sheets submitted should only cover the areas where railroad involvement is proposed. Note: Construction plan sheets must show existing and proposed Right-of-Way and Easements on RR property (See GDOT Policy [6865-9](#))***

Included

Excluded

Required Right of Way & Easements are shown on Construction Plan Sheets in accordance with GDOT Policy [6865-9](#) & **Temporary Easements to be obtained by the State Utilities Office are labeled as "Easement by Railroad Agreement"**.

- The correct names of the Railroad and railroad mileposts must be on the construction plans. *(Usually this is found visiting the site or in requested survey data) (It is also helpful to include the crossing inventory number located at the site of the existing railroad crossing when this applies. There is a six-digit number with a capital letter at the end (like **258947E**). You can go to FRA web site at <http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/crossing.aspx> for further information concerning the crossing or request it from the Railroad Crossing Program Manager.*

Included**Excluded**

- For all at-grade crossings, show any existing railroad warning device equipment locations within 200' of Limits of Construction.

Preliminary & Revised Preliminary Plan Submissions

The preliminary submission should be made **after the PFPR meeting is held and any corrections made that would impact the railroad**. Revised Preliminary Plans Submission should be made as soon as comments from the Railroad have been received and addressed. Multiple submissions may be needed until GDOT receives preliminary plan approval from the Railroad.

Included**Excluded**

- Cover Sheet
- General Note Sheets (if any notes impact the Railroad)
- Typical Sections
- If required to assist in plan review orientation on complex projects, include a Construction Plan Layout sheet with sheet numbers (w/ north arrow and side streets labeled).
- Construction plans for all sheets showing RR tracks/property.
- Roadway profile in area of railroad involvement.
- Railroad** profile in area of involvement (500' is required in each direction from the CL of the bridge).
- Staging plans that involve RR property, including the location of temporary railroad warning devices needed during construction.
- Detour Sheet: **Note that for at-grade railroad crossings with roadway surface/track work, a full road closer will be required in construction for a minimum of 3 days.**
- Drainage profiles and cross sections as applicable showing all drainage flowing toward and away from the railroad property. Drainage pipes under the RR tracks should be designed for 100 yr storm.
- One "PDF" of Drainage Calculations showing drainage patterns to and from the railroad property. The post-developed peak flows should be shown to be equal to or less than the pre-developed condition.
- Roadway cross sections.
- Railroad** cross sections. The railroad cross sections need to show the railroad track, top of rail elevations, track Centerline, proposed track work (if any) with the railroad right of way and any proposed DOT / public easements and / or right of way.
- Utility sheets showing existing utilities in area of railroad involvement (and proposed if available at this time). Also show any utilities installed on or along the railroad property if available.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Signal, Signing/Marking & ATMS Plans within area of railroad crossing. Show boring method and bore pits if applicable. |
|--------------------------|--------------------------|--|

Included

Excluded

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion Control Plans that involve the RR property. Include the Erosion Control Legend sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | For Revised Preliminary Submissions: Provide written responses addressing all railroad comments. |

For Projects with bridge(s) / railroad involvement:

Included

Excluded

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Show Bridge bent / column locations on construction plan sheets when applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary bridge layout sheets (layout must be approved by the Office of Bridge Design if plans are designed by consultants.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bridge overhead data sheet. |

Final Plan Submission

The final plan submission should be made **on or before the FFPR meeting if no expected changes will be made that would impact the Railroad**. If changes occur to the design in the area around the railroad after the final plans submission the designer will need to submit a revised plans package.

Included

Excluded

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Plan Submission should include all of the above items from the Preliminary Plan Submission. |
| <input type="checkbox"/> | <input type="checkbox"/> | Responses to all comments received from the Railroad from any previous review. |
| <input type="checkbox"/> | <input type="checkbox"/> | For all at-grade crossings, show any existing and proposed railroad warning device equipment locations. The proposed information should be obtained and included in the construction plan sheets as directed by the Railroad Crossing Program Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Include Georgia standards 9021A, 9022A, 9023A, 9024A, 9025A, (if applicable to project). Roadway profile should be designed to accommodate concrete panels. When 9021A is applicable the designer should show the concrete panel location and the GDOT Contractor paving limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility sheets showing proposed utility relocation in the area of railroad involvement |
| <input type="checkbox"/> | <input type="checkbox"/> | If Utility relocation is included as part of the project a profile of any utility crossing under or over the railroad tracks should be included. |

	Months	Provide the estimated time of project construction in the space provided.
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For Projects with bridge / railroad involvement:

Note: When water lines are to be suspended from the bridge, the water line is to be incased to meet Railroad Requirements.

Yes

No

- Have bridge plans been approved by the State Bridge Design and Structural Engineer?
- Final Bridge Plans. (Include all bridge sheets.)

Included

Excluded

- One "PDF" file of bridge calculations if railroad bridge goes over roadway.
- If the new bridge is proposed to eliminate an at-grade railroad crossing with warning devices, then a cost estimate for the bridge construction will be required for the final plan submission. Contact the Railroad Liaison Engineer for details regarding calculating railroad participation costs.

Please indicate basis for all excluded items below and any additional project information:

All required elements with the exclusions stated above have been included in the Railroad Coordination Submittal.

GDOT Project Manager

Date

If you have further questions on plan submission, please call the State Railroad Liaison Engineer at 404-631-1370 or Railroad Crossing Engineer at 404-631-1372.

Please submit to: State Railroad Liaison Engineer
Georgia Department of Transportation
Office of Utilities
One Georgia Center
600 West Peachtree Street NW, 10th Floor
Atlanta, Georgia 30316