

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
("WMATA")**

**Steps for Issuance of a Permit for
Temporary or Permanent Use of WMATA Property/Easement Areas
Revised December 6, 2011**

Parties requesting to use WMATA property must work with two different WMATA offices, the Office of Joint Development and Adjacent Construction ("JDAC") and the Office of Station Area Planning and Asset Management ("SAAM"). **This request cannot be processed without the application being sent to both JDAC and SAAM as directed below.**

Step 1: Permit Application is on the Internet

To obtain a copy of the Real Estate Permit Application and the boilerplate Permit (for review purposes only since the boilerplate Permit is subject to change and may be customized for a specific project), go to www.wmata.com and click on Business with WMATA, click on Joint Development and Real Estate, click on Real Estate.

Step 2: Permit Application

The completed Permit Application must include the following information:

- Who (legal company name) will be using WMATA property?
- What is the Applicant's project and address of the property?
- What work will be done on WMATA property and why?
- Where is the WMATA property located (include Metrorail line, cross streets and street address of Applicant's adjacent property)?
- When will the Applicant need entry onto WMATA property?
- How long will the WMATA property be needed – is it a permanent use?
- What equipment will be used for the project?
- All other information required by the Permit Application.

Step 3: Plans to be submitted with Permit Application (include color Google Earth map of location as well as other plans requested below)

The Permit Application must include plans for the work to be performed on WMATA property. Plans must show: (1) WMATA's property lines in relation to Applicant's property; and (2) all of the WMATA property to be used (including the total square footage of WMATA property to be used for both permanent and temporary use).

Please note:

- If both temporary and permanent use of WMATA property is being requested, the plans must denote separately the property required for temporary use and the property required for permanent use.
- If **permanent use** of WMATA property is being requested, a signed and sealed plat of survey, together with a metes and bounds/legal description prepared by a surveyor registered in the jurisdiction where the property is located, will be required and **must be submitted with the Permit Application** (legal document for permanent use of

property cannot be issued without plat and metes and bounds description). The plat of survey must show distances and bearings of the proposed property to be used, distance and bearing to the nearest WMATA right-of-way monument or property corner from a corner of the WMATA property for which the Applicant is requesting use, the centerline stationing of the WMATA outbound track, WMATA right-of-way line and/or property line, the distances and bearings of any existing easements, square footage, date, north arrow, existing streets and name of proposed Permittee. Distances and bearings shall be based upon the local meridian. Plat should include a written description of the type of property right WMATA is requested to convey.

- Deficient plans which do not include the required information set forth above may delay issuance of the Permit.

Step 4: Submission of Permit Application and Plans

Submission should consist of:

- One (1) copy of the complete Permit Application and seven (7) copies of Plans sent directly to JDAC addressed to:

Manager, Adjacent Construction
WMATA Office of Joint Development and Adjacent
Construction
3500 Pennsy Drive, Room C-108
Landover, MD 20785

- One (1) copy of the complete Permit Application and one (1) copy of the Plans (and survey) together with a check in the amount of \$3,500 for the non-refundable base permit fee (fee may be more than \$3,500 depending on the proposed used of WMATA property) sent directly to SAAM addressed to:

Ms. Anabela Talaia
Program Manager, Real Estate
Office of Station Area Planning and Asset
Management
WMATA
600 Fifth Street, NW, Room 5B
Washington, DC 20001

Step 5: Insurance Requirements

Compliance with WMATA's insurance requirements is mandatory. WMATA requires Applicant to submit Certificates of Insurance (COI) and all applicable endorsements. Additionally WMATA may request copies of **complete insurance policies**. Please note that if WMATA requires Railroad Protective Liability and/or Builder's Risk insurance, complete insurance policies will always be required. SAAM will provide Applicant with the specific insurance requirements for its project. Permits will not be executed by WMATA until all insurance requirements have been satisfied. To avoid delay, it is recommended that the insurance provisions in the boilerplate Permit be reviewed and forwarded timely to Applicant's insurance company.

Step 6: WMATA's Review of Permit Application

1. JDAC circulates plans to pertinent WMATA offices and branches for review and comment.
2. JDAC approves the project and its plans, and transmits a certification memorandum to SAAM.
3. Upon SAAM's receipt of the JDAC approval and certification memorandum of the Applicant's project, SAAM requires a minimum of thirty (30) days to prepare a Permit. Additional time may be required if an appraisal of the property must be ordered. SAAM's preference, where feasible is to issue one (1) Permit for both temporary and permanent use of WMATA property. Therefore, the Applicant is encouraged to submit all project requirements, including if the project is to be built/constructed in stages, to WMATA in the first Permit Application submission.
4. SAAM issues a fully-executed Permit when all fees are paid and all insurance requirements have been satisfied in accordance with the terms of the Permit.
5. SAAM provides JDAC with copies of the fully-executed Permit.

If you have any questions on how to complete the enclosed Permit Application, commencing on the next page, please contact Cynthia Jachles at 202-962-1586.

**WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Application for Real Estate Permit**

(PLEASE SUBMIT PAGES 4-7, NOT INSTRUCTION PAGES 1-3)

1. **Project Name:**
2. **Project Location:**
3. **WMATA Location:** [Describe Metrorail Station or Line] If possible, please state cross streets between which the area requested is located
4. **Date Submitted:**
5. **Property Description:** [Enter street address of applicant's property where work will be performed.]

***Will work be performed within fifty (50) feet (on, above, adjacent to or underneath) WMATA's railroad facilities (including elevators and escalators)? If yes, what is the total dollar cost of Applicant's project? \$ _____**

What is the dollar cost of that portion of Applicant's project which is within fifty (50) feet of WMATA's property? \$ _____

6. **Legal Name of Permittee:** [Enter legal name of the company that will sign the permit and provide insurance coverage]
Company Name:
Contact Name:
Address of Principal Place of Business:
Telephone:
E-Mail:
7. **Plans:** [List plans within application.]
Plans shall be drawn to scale and show in plan view the proposed facility/work in relationship to existing WMATA property and/or facility. Details to be shown on the plan **view must include:**
 - a. WMATA right-of-way and **property lines.**
 - b. WMATA structure and/or security fencing.
 - c. All existing utilities.
 - d. WMATA communication, signal and power lines.[WMATA JDAC staff will assist Permittee in e. through g., which are in surveying format.

e. Operations Stationing of Outbound Track:

From STA		+		to STA		+	
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f. Construction Stationing of Outbound Track:

From STA		+		to STA		+	
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g.Plans should contain, as applicable, a section or profile along the centerline of the project in order to show the project in relation to WMATA facilities, using actual ground elevations.

h.Plat of survey signed and sealed by a registered surveyor, suitable for recording, shall be submitted for all permanent easement/property requests. Plats shall show all distances and bearings of the proposed easement, the distance and bearing to the nearest WMATA right-of-way monument or property corner from a corner of the proposed easement, the centerline stationing of the WMATA outbound track, WMATA right-of-way line and/or property line, the distances and bearings of any existing easements, the proposed easement area, date, north arrow, existing streets and the name of proposed grantee. All distances and bearings shall be based upon the local meridian. A written description of the proposed easement shall be provided.

i. If open cut construction is necessary, details of the support of excavation shall be shown. When applicable, tunnel construction shall also be shown.

8. What is Permittee doing on its (Permittee's) property?

9. What is Permittee doing on WMATA property? Is the use of WMATA property to be temporary, permanent or both? Please describe below in words all work that will occur on WMATA property (do not refer to plans attached, please state all work that is shown on those plans):

a. Temporary Use

- Square footage of area to be occupied: _____
- Description of all temporary work to be performed on WMATA property_____.
- Length of time property is required for temporary use_____.
- Is it within 50' of WMATA's right-of-way (above, under or adjacent to) ? _____

-Will equipment be stored on WMATA property? _____
(if so, what kind)? _____

b. Permanent Use

-Square footage of area to be conveyed to requester: _____

(A signed, sealed plat of survey and metes and bounds description and total square footage stated will be required before a Permit can be issued.) _____

-Will it be surface, underground or aerial area(s)? _____

-Will it be an aerial or underground utility line? _____

-Will it be within 50' of WMATA's property (above, under or adjacent to)? _____

10. Date Entry Required:

11. Length of Term of Agreement Required:

12. Is proposed use of WMATA property exclusively beneficial to Applicant or will it benefit WMATA? Please explain:

13. Factors for Insurance Requirements:

Applicant must submit the following information for each contractor working on the project so WMATA can determine the appropriate insurance coverage:

Contractor	Contact Name	Telephone	E-mail	Work to be done* Time frame for each
1.				
2.				
3.				
4.				
5.				

*If work is to be done within 50 feet of Metrorail property, please indicate which contractor will be within 50 feet. Indicate the start time and duration for each contractor.

Other information pertinent to this request:

WMATA'S BLANKET RAILROAD PROTECTIVE LIABILITY INSURANCE (RPP) PROGRAM APPLICATION FORM

Contractor/Permittee shall complete this form, sign and return to RISK, attn Sharrone Scott, sscott@wmata.com (202) 962-1236. PLEASE SUBMIT A COPY OF THIS WITH THE PERMIT APPLICATION SENT TO SAAM. Applicant will be advised if project can be covered under the WMATA RRP program and the cost. If coverage is desired under the WMATA program. An invoice will be sent to applicant.

Contractor/Permittee and Address	
Job Description	
Unique Job Characteristics (e.g., tunneling, blasting)	
Est. # Days on Metro Property	
Project Solely for the Benefit of Metro? (Yes/No)	
Joint Development Project? (Yes/No)	
Adjacent Construction Project (i.e., no benefit to Metro)? (Yes/No)	
Contract/PR/PO Number	
Job Location (i.e., address, station name, mile markers)	
Total Contract Value	
Value within 50' of WMATA Railroad Property	
WMATA Dept. Contact/Phone Number	
RRP Waiver Fee (to be completed by RISK)	

Signature of authorized Contractor/Permittee representative:

Date _____

Printed Name/Title _____

Date WMATA Received Policy/Certificate of Insurance (to be completed by RISK)
