

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

### Steps for Issuance of a Permit for Temporary or Permanent Use (Easement Areas) of WMATA Property Revised March 2023

Parties requesting to use WMATA property must work with two (2) different WMATA offices, the Office of Joint Development and Adjacent Construction ("JDAC") and the Office of Real Estate and Development. **This request cannot be processed without the application being emailed to both offices simultaneously as directed below.**

#### Submission of Permit Application with the following information **(return pages 3-6 only)**

- Who (legal company name) will be using WMATA property?
- What is the legal business address of company?
- What is name and title of owner or executive to sign the Permit?
- Describe Applicant's project and street address of Applicant property? Address of WMATA property, not Applicant's
- Describe the work on WMATA property and for what purpose?
- Where is the WMATA property located (include Metrorail line, cross streets)?
- Dates for the entry onto WMATA property?
- Length of time will applicant need on the WMATA property? Is it a permanent use?
- What type of construction equipment will be used on WMATA property?
- Provide plans for the work to be performed on WMATA property. Plans must show:
  - (1) WMATA's property lines in relation to Applicant's property
  - (2) all the WMATA property to be used (including the total square footage of WMATA property to be used for both permanent and temporary use).
- Please **submit a google earth shot from above** and mark the WMATA property being requested, WMATA's property lines and the estimate of the distance of Applicant property from edge of active Metrorail tracks, if applicable.
- If both **temporary and permanent** use of WMATA property is requested, plans must **separately** address and designate 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**. The legal easement for permanent use of property will not be issued without plat and metes and bounds description approved by WMATA's Survey group.

- 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,
- 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.

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

**Step 1: Submission of Permit Application and Plans to JDAC and Real Estate simultaneously**

- a. One (1) copy of the completed Permit Application and plans with a google earth shot from above sent directly **by email to JDAC Manager**, Adjacent Construction at [jdacinquiries@wmata.com](mailto:jdacinquiries@wmata.com) **AND (do we want to be copied on the email?)**
- b. One (1) copy of the completed Permit Application and one (1) copy of **only the pages of plans showing WMATA property relative to Applicant's property** and survey by email to the **Real Estate Department** at [realestate@wmata.com](mailto:realestate@wmata.com)
- c. **Please submit the \$3,500 Permit fee** electronically at this link: <https://www.e-billexpress.com/ebpp/WMATANet>. include the **6-digit PCN number** assigned by JDAC on the electronic transmission. If you do not have a 6-digit PCN number when you submit the permit fee, in Account Number line type company name and address of Metro property requested. Please email a **copy of the payment receipt** to [realestate@wmata.com](mailto:realestate@wmata.com)

**Step 2: JDAC sends Plans to WMATA operating departments for review and comment**

**Step 3:** Once all WMATA operating departments approve the project and plans (which takes time, if questions and revisions are required of Applicant prior to final approval), JDAC transmits a certification memorandum to Office of Real Estate authorizing it to **draft the Permit**.

**Step 4: Office of Real Estate drafts and sends permit to WMATA's Office of Risk for Insurance Requirements.** (Real Estate requires a minimum of thirty (30) calendar days to prepare a Permit).

**Step 5: Permit is sent to Applicant for its execution along with insurance requirements.** Applicant submits Certificates of Insurance (COI) plus all applicable waiver and endorsement forms to WMATA for its review and approval. Additionally, WMATA may request copies of **complete insurance policies**. Please note: if WMATA requires Railroad Protective Liability and/or Builder's Risk insurance, complete insurance policies will always be required.

**Step 6: Permit is executed by WMATA** and returned to Permittee only when all insurance requirements have been satisfied, permit fee and JDAC agreement fees are paid. Additional time may be required if an appraisal of the property must be ordered. Real Estate's preference, where feasible, is to issue one (1) Permit for construction of both temporary and permanent uses 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.

**Questions about this process, please call Cynthia Jachles (202) 962-1586**

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

**(SUBMIT PAGES 3-6, DO NOT SEND BACK PAGES 1-2 ABOVE)**

1. Project Name: \_\_\_\_\_
2. Project Location: Street address \_\_\_\_\_
3. JDAC Project Control Number: PCN \_\_\_\_\_

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 or blasting within one hundred (100) feet of (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]  
Full Legal Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address of Principal Place of Business: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Name and Title of Company Executive who will sign permit: \_\_\_\_\_

7. Plans: [List plans submitted in the 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  $\pm$  to STA  $\pm$

Or Operations Stationing of Inbound Track:

From STA  $\pm$  to STA  $\pm$

f. Construction Stationing of Outbound

Track: From STA to STA  $\pm$

Or Construction Stationing of Inbound Track:

From STA  $\pm$  to STA  $\pm$

- 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 full work that will occur on WMATA property (do not refer to plans attached. Please state in narrative form all work that is shown on those plans)**

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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 space allows)? \_\_\_\_\_

**List all Equipment to be used on WMATA**

**Property** \_\_\_\_\_

\_\_\_\_\_

b. **Permanent Use Requested:**

-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 to do the permanent work)** 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:**

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# WMATA BLANKET RAILROAD PROTECTIVE LIABILITY INSURANCE PROGRAM APPLICATION FORM

Contractor/Permittee **must** complete and **sign** this form and return with Permit Application. Applicant will be advised **IF** project can be covered under the WMATA RRP program and the cost to Permittee. If coverage is desired and approved by Underwriter for WMATA's program, an invoice will be sent to Applicant. (**always attach a copy of this form to the permit application**). **Applicant must sign and date.** Please email a copy of this page to: jforrest@wmata.com.

1) Contractor/Permittee and Address	
2) Job Description	
3) Unique Job Characteristics (e.g., tunneling, blasting)	
4) Est.# Days/Months/Years on Metro Property	
5) <b>Total Project Term</b>	
6) Project Solely for the Benefit of Metro? (Yes/No)	
7) Joint Development Project? (Yes/No)	PCN
8) Adjacent Construction Project (i.e., no benefit to Metro)? (Yes/No)	
9) Are WMATA Employees other than flagmen/supervisors and/or protective type personnel doing any work on this project? (Yes/No)	
10) If <b>Yes to #9 above</b> : a. Advise # of RR employees b. Who are these RR employees (job title, role, etc.) c. Provide a description of the work being performed by these RR employees d. Advise the dollar value of the work being performed by these RR employees labor/materials/equip.	
11) Contract/PR/PO/PCN Number (If already assigned)	
12) Job Location (i.e., address, station name, mile markers)	
13) Total Contract Value	
14) <b>RRP Limit Required (to be completed by RISK)</b>	
15) Dollar value of work within 50' of WMATA track or within rail stations.	
16) WMATA Dept. Contact/Phone Number	
17) RRP Premium (to be completed by RISK)	

**Signature** of authorized Contractor/ Permittee representative: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name/Title \_\_\_\_\_