

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

**Steps for Issuance of a Permit for
Temporary or Permanent Use of WMATA Property/Easement Areas
Revised May 2022**

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 Real Estate and Parking ("LAND"). **This request cannot be processed without the application being sent to both JDAC and LAND as directed below.**

Step 1: Permit Application is on the Internet

To obtain a copy of the Real Estate Permit Application and to review the sample Real Estate Permit, which will be customized for your specific project, click on or go to the following link:

[Using WMATA Property | WMATA](#)

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 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?
- What work will be done on WMATA property and for what purpose?
- Where is the WMATA property located (include Metrorail line, cross streets
- 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 submit a google earth shot from above and mark the area being requested.

Please note:

- If both temporary and permanent use of WMATA property is being requested, the 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 (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.

- Incomplete 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 completed Permit Application and a minimum three (3) copies of Plans (half-size/11x17) with a google earth shot from above 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 completed Permit Application and one (1) copy of **only the pages of Plans showing Metro property in relation to Applicant's property** (half-size/11x17) and survey:

Program Manager, Real Estate
Office of Real Estate and Parking
WMATA
300 Seventh Street, SW
Washington, DC 20024

**You are required to submit a
copy on-line to
realestate@wmata.com**

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, put in company name and address of Metro property requested

Questions about the process, please send an email to realestate@wmata.com

Step 5: Insurance Requirements

Compliance with WMATA's insurance requirements is mandatory. WMATA requires Applicant to submit Certificates of Insurance (COI) and all applicable waivers and endorsements when Metro sends the particular project insurance limits. 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.

Insurance documents will be submitted to LAND when the Applicant is provided with the specific insurance requirements for its Project Work at the time the Permit is drafted. 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 (posted on wmata.com) be reviewed and forwarded timely to Applicant's insurance company at the time received from LAND.

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 LAND authorizing LAND to draft the Permit.
3. Upon LAND's receipt of the JDAC approval and certification memorandum of the Applicant's project, LAND requires a minimum of thirty (30) calendar days to prepare a Permit. Additional time may be required if an appraisal of the property must be ordered. LAND'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. LAND 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. LAND 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 realestate@wmata.com.

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Application for Real Estate Permit

(PLEASE SUBMIT PAGES 4-7, DONOT SEND BACK PAGES 1-3 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]
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 ± to STA ±
Or Operations Stationing of Inbound Track:
From STA ± to STA ±

- f. Construction Stationing of Outbound Track:
From STA ± to STA ±
Or Construction Stationing of Inbound Track:
From STA ± to STA ±

- 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)**

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?_____
- 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.)_____

-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:**

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

12. **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 BLANKET RAILROAD PROTECTIVE LIABILITY INSURANCE PROGRAM APPLICATION FORM

Contractor/Permittee **must** complete this form, sign and return with Permit Application 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 the applicant. (**always attach a copy of this form to the permit application**). Must sign and date

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) Total Project Term	
6) Project Solely for the Benefit of Metro? (Yes/No)	
7) Joint Development Project? (Yes/No)	
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 Yes to #9 above : 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 /matrls/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) RRP Limit Required (to be completed by RISK)	
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 _____