

**MARYLAND TRANSIT ADMINISTRATION  
APPLICATION PROCEDURES  
RAILROAD CROSSING**

The following are procedures and guidelines established by the Maryland Transit Administration (MTA) for third parties to install utilities/fiber lines/at-grade vehicular crossing underneath, over or along railroad rights-of-way. Please take the following into consideration when developing your plans for the proposed crossing.

1. Submit a proposal letter along with a non-refundable application fee of \$750.00 and engineering review fee of \$450.00 payable to the Maryland Transit Administration.
2. The Maryland Board of Public Works approved a fee schedule for utility, fiber and other crossings of MTA rights-of-way (ROW). This is an annual usage fee and will increase on each subsequent anniversary month of the license agreement, by the same percentage of increase as reflected in the Consumer Price Index (CPI) for all Urban Consumers.

At this time the usage fee cannot be determined until the review package is submitted to MTA.

3. During the term of the agreement, applicant shall maintain Commercial General Liability (CGL) insurance, and if necessary commercial umbrella insurance with a limit of not less than \$5,000,000 each occurrence.

If the utility crosses under an active rail line, applicant and/or contractors, subcontractors shall provide, with respect to activities it or any of its agents perform within 50 feet vertically or horizontally of railroad tracks, Railroad Protective Liability (RPL) insurance. The policy shall have limits of liability of not less than \$5 million per occurrence, combined single limits, of coverage A & B, for losses arising out of injury to our death of any person, and for physical loss or damage to or destruction of property, including the loss of use thereof. A \$10 million annual aggregate may apply.

RPL Insurance can be purchased independently or through the MTA blanket Insurance Program. The minimum fee for this optional coverage is \$500.00. Contact the Real Estate Office for more information on this program.

4. Once MTA approves the plans and specifications, a non-exclusive license agreement is required for the utility crossing.
5. Once construction of the utility is completed, MTA will require the applicant to submit as-built drawings to MTA for file.
6. The applicant will be responsible for paying all inspection fees incurred by MTA.
7. MTA Facilities Engineering Division will review the utility proposal based on industry standards.

Please send the four (4) copies of the proposal package to my attention at the address below:

George E. Fabula, Jr.  
Manager  
Real Estate Division  
Maryland Transit Administration  
6 Saint Paul Street, 3<sup>rd</sup> Floor  
Baltimore MD 21202

Please contact me with any questions at [gfabula@mta.maryland.gov](mailto:gfabula@mta.maryland.gov) or by phone at 410-767-3908.