



APPLICATION FOR THIRD PARTY PROJECT

INSTRUCTIONS

Please complete all sections below and attach all other information specified within Section 3.1 of the **Third Party Projects Manual ("TPM")** (e.g., cover letter, location map, location plan, and concept plan). At their election, Project Sponsors may include additional information that may be relevant to VPRA's evaluation of the proposed project, such as permit requirements, time-of-year restrictions, environmental assessments, and the like. Completed applications and attachments must be submitted via the Property Portal [[Third Party Projects – VPRA](#)]. Incomplete applications may lead to delayed processing times.

If you are a **utility owner** looking to do installation, maintenance or relocation work, **DO NOT USE THIS FORM**. Instead, please complete and submit **Form RE-02** [[Utilities – VPRA](#)]

REVIEW FEES

VPRA charges review fees to Project Sponsors to cover the cost of reviewing a Project Sponsor's submittals and issuing all necessary approvals. Costs may include out-of-pocket expenses along with VPRA staff time and engineering consultant review time. A lump-sum deposit is required upon execution of the Design Review Agreement. Representative review fees can be found in Section 4.3 of TPM.

1. Project Sponsor Information:

Company or Agency Name:**	Street Address:	
	State:	Postal Code:

****Please ensure that the exact legal name is provided. Exclude trade names and abbreviations not found in the full legal name.**

2. Project Sponsor Point of Contact:

First Name:	Last Name:
Email Address:	Phone Number:
Company or Agency Name (if different than Section 1):	



3. Location of Proposed Project:

Segment/Location impacted:	
City/Municipality:	
County:	
State:	
Name of closest street crossing of railroad:	
Street grade crossing DOT # (Refer to TPM Section 6 for link to DOT database):	
GPS coordinate, Latitude:	
GPS coordinate, Longitude:	

4. Description of Proposed Project:

	Yes/No	Narrative
Is the proposed project a non-utility third party project as described in Section 2 of the TPM? If yes, list the type of Project. :		
Does the proposed project seek to locate new assets on the railroad corridor? If yes, please summarize.		
Are the limits of the proposed project exclusively on VPRA property?		
Will any Railroad property and/or assets be impacted by the proposed Project? If yes, please describe the impacts.		

5. VPRA Property Impacts:

	Yes/No	Narrative
Does the Project Sponsor believe a real property interest such as ownership of land, or an easement interest in favor of the Project Sponsor, is legally required for the proposed Project, or any components of it? ¹		

¹ VPRA's general practice is to facilitate third party projects by granting a license to the Project Sponsor for engineering, construction, asset location, and long-term operations and maintenance needs. Thus, most Project Sponsors will be permitted to undertake third party project under license(s) granted by VPRA, and not by real property conveyances such as land ownership or easements.



Does the work include environmental characterization or remediation activities?		
Does the work include crossing tracks at places other than public crossings?		
Will the proposed Project require the long-term (i.e., post construction) location of Project assets on VPRA Property?		
Will the Project Sponsor require long-term (i.e., post-construction) access to VPRA Property to maintain the Project assets – even if the assets themselves are not located on VPRA Property?		

Note: All projects authorized to proceed will, at a minimum, require execution of a Design Review Agreement and Temporary Right of Entry Agreement. Execution of the Temporary Right of Entry Agreement is required prior to applicant's commencement of the work, including coordination with the Railroad regarding any flagging requirements. Depending on the nature of the work, additional agreements may also be necessary as a condition precedent to applicant's performance of the work and/or preconstruction activities.

6. Proposed Project Schedule:

Design start date:	
Design completion date:	
Construction start date:	
Construction closeout:	

Note: When developing your proposed project schedule, be sure to account for design review approval, limitations on work windows, flagging availability, right-of-way acquisitions, third-party utility relocations, and other factors that can impact the delivery of the project.

7. Concept Plans:

Are Concept Plans included with your application:

[] Yes [] No

If you answered "No," please indicate the status of the Concept Plans and the date on which the Applicant expects to have the Concept Plans available for review:

For the Project Sponsor:



By, _____
(signature)

(printed name)

Its, _____
(title)

Dated: _____



FOR VPRA INTERNAL USE ONLY

Railroad Property Impacted:

☐ Yes ☐ No If yes, specify Railroad: _____.

Additional Agreements Required (check all that apply):

☐ Material Removal and Transfer Agreement

☐ Private Crossing Agreement

☐ Other _____

Maintenance Obligations (check all that apply):

☐ At Grade Crossings ☐ Overhead Bridges ☐ Underpass Bridges ☐ Other _____

VPRA Property Requirements:

☐ Access Permit ☐ Easement ☐ Fee Interest

Reviewer: _____ Date: _____