

## DCTA Limited Right of Entry Permit Process

DCTA requires all contractors, business owners, or persons requesting access to enter Denton County Transportation Authority (DCTA) Railroad Right-of-Way (ROW) follow the procedures outlined below. DCTA must approve all access, activities and the performance of any work prior to entry into the property. All persons requesting access to the ROW must submit a Limited Right of Entry application and secure an approved license agreement and/or permit before any work is commenced. Each application is reviewed on a case-by-case basis.

All persons working within the ROW must follow all DCTA safety requirements, complete the DCTA Roadway Worker Certification training and maintain a valid certification card, the certification card must be in their possession at all times when in the ROW. A qualified "Roadway Worker-In-Charge" (RWIC) must be present during any work that has the potential of entering the "foul zone" (25 feet from the center of the nearest track). DCTA Rail Operations Department coordinates RWICs.

If a RWIC's is required, DCTA shall require payments in advance with an option of 8 or 10 hour increments. Cancellation of an RWIC appointment requires 24-hours' notice. Requests for reimbursement will be handled on a case by case basis and is not guaranteed.

Completed applications, proof of required insurance, and the appropriate fees should be mailed to the address indicated on the application form. Please make checks payable to Denton County Transportation Authority.

NOTE: All plan reviews beyond DCTA Rail Department technical expertise will be considered a "special review" and outsourced to an approved engineering consultant. The applicant will be responsible for all costs associated with the special review and payment is due before services are rendered.

### DCTA Railroad Limited Right of Entry Permit Process

Please, allow 21 business days for DCTA to review your application:

**Step 1:** The applicant must submit a Limited Right of Entry application " Permit to be on Railroad Right-of-Way", a \$10 nonrefundable application fee payable to DCTA, and proof of the required insurance coverages to DCTA.

**Step 2:** Upon approval of the application, and insurance, DCTA will provide a copy of the fully executed license/permit to the applicant. **Step 3:** RWIC request process: Roadway Worker in Charge Form (Flagging/RWIC) and Roadway Worker Course Request Form must be finalized and submitted before work commencement. A copy of the request forms are attached.

**Step 4:** The contractor must coordinate and complete the "Roadway Worker Protection Certification Training" administered by DCTA. Additionally, the contractor or company must coordinate with DCTA Rail Operations staff to secure an RWIC during the installation of licensed facilities. Contractors shall not be on DCTA property without the RWIC. Trespassing on DCTA ROW is prohibited.

DCTA staff listed below can assist with any questions.

Danny Bailey  
640 SH 121 Business  
Lewisville, TX 75057  
(512) 848-7399  
[dbailey@dcta.net](mailto:dbailey@dcta.net)

Rose Jerome  
640 SH 121 Business  
Lewisville, TX 75057  
(972)966-5106  
[rjerome@dcta.net](mailto:rjerome@dcta.net)