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ARIZONA CORPORATION COMMISSION

PROCEDURES FOR ESTABLISHING A NEW CROSSING OR MODIFYING AN EXISTING CROSSING

1. Applicant (Sponsor) of the project must set up an on-sight meeting with all parties involved (Railroad, ACC Rail Safety Section, local government agency having jurisdiction over the roadway i.e. city, state or county, and any other party having interest in the proposed project).

Key information discussed at the on-sight meeting:

- The exact location/configuration of the proposed grade crossing
 - Upgrades being considered to the existing crossing
 - Discussion of grade separation
 - Project funding
 - Current and ongoing maintenance
 - Changes in elevation – track or road
 - New Pedestrian treatment
 - New Traffic signal location
 - Proposed types of warning devices to be installed
 - proposed signing and striping
 - Current and Proposed Train Detection
 - Current and Proposed Traffic Pre-emption if applicable
 - Sight visibility issues
 - Current or future development
 - Project schedule
 - ACC process
2. Making an Application to the Commission:
 - Begins the official ACC process
 - See **Appendix A: Sample Application Contents**. Answer all relevant questions.
 - ACC Rail Safety Staff may request additional data in preparation of the Staff Report. Staff will notify the Applicant within 15 days of receipt of the application of any deficiencies in the Application and may terminate the application if those deficiencies are not remedied within 10 days of notice. Filing of a Staff Report on the Docket is considered acceptance of the application.
 - Applicant should efile the application through <https://efiling.azcc.gov/>. Alternatively, one original and thirteen hard-copies of the application may be filed with Arizona Corporation Commission, Docket Control, 1200 W. Washington St. Phoenix, AZ 85007.
 - Docketed application will be scheduled for hearing by an Administrative Law Judge (ALJ)
 - A Procedural Order with instructions to be followed will be issued by the ALJ.
 - The Procedural Order will direct the applicant to provide public notice of the scheduled hearing. The applicant must file with the Commission Docket certification of the required public notice.

Failure to follow the Procedural Order may result in delaying the hearing process.

Division Director Chris Watson
Railroad Safety Program Manager Joe Pinkerman
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3. Public Hearing
 - Applicant and legal counsel must attend the scheduled hearing.
 - Approximately 30 days after the hearing, a recommended Opinion and Order from the ALJ will be issued.
4. Opinion and Order
 - The executed Opinion and Order of all applications is obtained by a majority 'yes' vote by the Commissioners at the next scheduled Open Meeting.
 - Applicant and legal counsel should plan on attending.
5. The process from Application to Opinion and Order generally takes about 120 days, depending on hearing and open meeting calendars
6. If you have questions on the application process please call our office at (602-262-5601)

Appendix A: Sample Application Contents

Applicant name

Address

Project name, location DOT#, project number

Vicinity Map

Existing conditions photos

Executed crossing agreement with Railroad

1. Project Location and Description

Location: *geographic location, road name, road authority, railroad involved and US Department of Transportation Number (DOT#) of the crossing.*

Existing Roadway Conditions: *Number of lanes, directions of travel, posted speed limit. If equipped with traffic pre-emption, simultaneous/advanced? Blank out signs? Raised medians? Any other warnings related to the train? What is the Average Daily Traffic Count and the year taken? No older than 2 years is preferred. Please describe the current Level of Service (LOS) at each intersection and Functional Classification of the road.*

Existing Railroad Conditions: *Warning devices currently installed type and location? i.e. gates or crossbucks at the outside edge of roadway? Train detection type? Total number of day/night thru train movements through the crossing, Max speed of the trains, any switching movements being made? Any passenger service?*

Detail the proposed project: *Limits, road alignment changes both horizontal and vertical, road width/lanes, traffic pre-emption, blank out signs, any new or upgraded railroad signal equipment, train detection type, track surface changes in length or material, current and ongoing maintenance.*

Applicant must submit an engineering plan (11x17 or 8 ½ x11) *indicating all changes to the crossing including all traffic lanes, pedestrian treatments, railroad and traffic warning devices, signs and pavement markings, road profile and track grade (if either element will be modified).*

2. Why the crossing is needed

If new, explain. If the crossing is being modified, is it on the ACC Array? Solving a safety concern? Part of a larger project? Part of a project adding capacity? Quiet Zone improvements? Repair?

3. Construction Phasing/Schedule/Detours

Outline the overall project schedule. Will the crossing be in service throughout? If not, estimate the time of closure. Is the closure schedule intended to coincide with some other event? Will the work require a detour? Over another crossing? How long will the detour be in place?

4. Maintenance of the crossing

Outline the maintenance responsibilities for the completed project including signing and striping.

Appendix A: Sample Application Contents (continued)

5. Project Funding

Give the project total, the railroad portion and the funding sources.

6. Supplemental Information

- Provide any **traffic studies** done by the road authorities for each area.
- Provide any **Design Concept Reports** that were completed for this roadway.
- Provide the **population** of the City the crossing is located in.
- Provide distances in miles to the **next public crossing** on either side of the proposed project location. Are any of these grade separations?
- Describe what the **surrounding areas are zoned for** near this intersection. i.e. Are there going to be new housing developments, industrial parks etc.
- Provide the names and locations of all **schools** (elementary, junior high and high school) within the area of the crossing.
- Provide **school bus** route information concerning the crossing, including the number of times a day a school bus crosses this crossing and the school district(s) involved.
- Provide location of any **hospitals** in the area and whether the crossing is used extensively by emergency service vehicles.
- Provide any information as to whether vehicles carrying **hazardous materials** utilize this crossing and the number of times a day they might cross it. Is the crossing listed on the National Hazardous Materials Route Registry?
- Do any **buses (other than school buses)** utilize the crossing, and how many times a day do they cross the crossing?
- Complete the attached **Grade Separation Guidelines**, (Based on FHWA's Highway-Rail Crossing Handbook 3rd Edition, Chapter 3 Treatment Selection Guidance, page 122) with a yes or no answer as to whether each item applies currently or future. Also, please provide information to support your answers if applicable (i.e. vehicle delay numbers, any calculations that were performed). See Appendix A.
- Provide any current information on **trains blocking traffic** if reported. Please indicate the time in which vehicular traffic is delayed (1) to allow the train to pass at a crossing and (2) due to trains stopped on the track for any purpose. The delay is measured from the time that the warning devices are activated at the crossing to the time after the train has cleared the crossing and the warning devices are reset.

Appendix A: Sample Application Contents (continued)
Grade Separation Guidelines

Highway-rail grade crossings should be considered for grade separation or otherwise eliminated across the railroad right of way whenever one or more of the following conditions exist:	Current	+20 years
	<i>(insert year)</i>	<i>(insert year)</i>
The posted highway speed equals or exceeds 55 mph?		
AADT exceeds 30,000 in urban areas or 20,000 in rural areas?		
Maximum authorized train speed exceeds 79 mph?		
An average of 30 or more trains per day?		
An average of 75 or more passenger trains per day in urban areas or 30 or more passenger trains per day in rural areas?		
An average of 150 or more transit trains per day in urban areas or 60 or more passenger trains per day in rural areas?		
Freight Train Crossing Exposure (the product of the number of trains per day and AADT) exceeds 900,000 in urban areas or 600,000 in rural areas?		
Passenger Train Crossing Exposure (the product of the number of passenger trains per day and AADT) exceeds 2,250,000 in urban areas or 600,000 in rural areas?		
The expected accident frequency for active devices with gates, as calculated by the USDOT Accident Prediction Formula including five-year accident history, exceeds 0.5 (per year). If the highway is a part of the designated National Highway System, the expected accident frequency for active devices with gates, as calculated by the USDOT Accident Prediction Formula including five-year accident history, exceeds 0.2 (per year)?		
Vehicle delay exceeds 30 vehicle hours per day with consideration for cost effectiveness?		
Whenever a new grade separation is constructed, whether or not it replaces an existing highway-rail crossing, consideration should be given to the possibility of closing one or more adjacent crossings. In addition, the railroad should be consulted prior to starting design to determine the railroad's future clear span requirements for the tracks crossed. Has crossing closure been considered?		