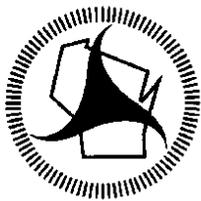


Process that is followed for a
Highway Improvement Project with a Railroad Crossing
but **No** Railroad Work is Anticipated

1. Region Planning Unit identifies there is a railroad in the vicinity of the project.
2. Region Planning Unit informs Regional Railroad Coordinator (RRC).
3. Region sends a letter notifying the railroad of the scope of the project and invites them to the OPM.
4. RRC identifies there is **NO** railroad work to be done in conjunction with a project.
5. Region sends an "86.13 letter" to the railroad informing them no railroad force work is anticipated *.
6. RRC reviews with Railroad and Harbors Section (RHS) to determine if a letter agreement (or other agreement) is necessary (example: paving within the track zone may require a letter agreement).
7. RHS drafts agreement and sends to RRC for comments.
8. RRC and project manager/designer review the agreement.
9. RHS makes necessary changes.
10. RHS sends agreement to the railroad.
11. May need further negotiations or amended agreement based on railroad comments.
12. Railroad approves agreement, keeps a copy, and sends to RHS.
13. RHS sends a copy of the executed agreement to the RRC.
14. RRC provides a copy to the project manager.
15. Project manager ensures a copy of the executed agreement is given to the construction project manager.

* If the railroad responds that they have work that they would like to do then the RRC contacts RHS to determine what process needs to be followed.



Wisconsin Department of Transportation

_____, _____

TRANSPORTATION DISTRICT 3

944 Vanderperren Way
P.O. Box 28080
Green Bay, WI 54324-0080
Telephone (920) 492-5643
FAX (920) 492-5640

_____, Wisconsin 54481

Dear M _____:

Subject: Project ID _____
STH ___ To USH ___
USH ___
_____ County

DOT Crossing # _____
Proposed Letting Date _____
Anticipated Construction Start _____

In accordance with s. 86.13, Wisconsin Statutes, we are advising you of this proposed _____ project. We are not proposing any grade revisions or widening at this grade crossing. It is proposed to match the present rail grade and crossing width. {The condition of the crossing is considered to be adequate. However, if your company is planning to make any repairs or improvements to the crossing, we suggest that they be coordinated with our project.} -OR- {The crossing is in need of repair or rehabilitation. As required by s. 86.13(1), your company is to carry out the necessary work at its expense. We suggest that the work be coordinated with our project.}

We would appreciate knowing your plans for this crossing by _____, 2____. If you have any questions or if a field meeting is desired, please call me at ___ - ___ - _____. Thank you.

Sincerely,

Region Railroad Coordinator

Cc: Railraod and Harbors Section
Design File