Frequently Asked Questions

What is SCRRA transitioning as part of its Right-of-Entry Process?
SCRRA has retained RailPros Field Services to support the review and execution of Right of Entry Agreements. SCRRA is transitioning review and processing of Right-of-Entry requests for projects that require less than 180 days on or adjacent to SCRRA railroad right-of-way. SCRRA will retain the permitting of Right-of-Entry requests for projects that are over 180 days in duration, Oversized Movement Requests (SCRRA Form No. 4), and Special Event Crossing Notifications (SCRRA Form No. 7).

Why is SCRRA transitioning the Right-of-Entry Process to RailPros?
This transition is part of efforts to modernize business processes. Benefits of this effort includes improved review times, a new online portal, and improved communication throughout the Right of Entry process.

Other benefits of this transition includes set review times, ability to pay fees through credit card or debit card payment (applies to projects under 180-days on or adjacent to the railroad right-of-way), new option for expedited application processing, and ability to track application statuses in real time through the permitting portal. Field services (e.g. flagging, inspection, training) will also be invoiced at the completion of the project or monthly, whichever occurs first eliminating the requirement to submit advance deposits, this only applies to projects under 180-days.

Please review the updated Schedule of Fees, FAQ and Right of Way Encroachment Procedures documents available on the Right of Way Encroachment webpage.

What is changing as part of the Right-of-Entry Transition?
As part of the transition the following changes will be occurring:

- Application fees will now be collected online through the permitting portal and can be paid by credit card, debit card, or by ACH Payment.

- An expedited application processing option will now be available.

- Review fees (standard, expedited, specialized engineering) are non-refundable

- The standard application processing fee will include the initial application review and 2 revision reviews. The fee and review cycle will continue as needed until all comments are addressed and documents are approved.

https://metrolinktrains.com/about/agency/right-of-way/

- A Specialized Engineering Review Fee will be assessed for applications requiring review of Shoring Plans, Falsework Plans, Crane Rating Sheets, etc.

- Submitted applications that are grossly incomplete or incomprehensible will be rejected and 75% of the application fee will be refunded.

- RailPros will invoice applicants for flagging, inspection, and training costs after the completion of the project or monthly, whichever occurs first. Deposit of funds for flagging, inspection, and training fees will no longer be collected for projects under 180-days.

- Railroad Construction Inspection will now be required for all projects and will be conducted during key phases of the project (e.g. verify clearances, prior to jack and bore operations).

- As-Built Drawings must be provided after project completion.

How will the Right-of-Entry Transition affect my project?

Applications that were submitted prior to January 1, 2024, will be processed and reviewed by SCRRA.

Applications received on and after January 1, 2024, and are over 180-days will be processed by RailPros.

Executed Right-of-Entry Agreements with existing deposit funds submitted to SCRRA can contact RailPros to schedule training or flagging services as needed. In the event additional days of support or more training is needed, SCRRA will collect additional monies in advance to support the work.

Executed Right-of-Entry Agreements where deposit monies were not collected by SCRRA for field support (training, flagging, inspection) must sign a Service Agreement with RailPros prior to scheduling support. RailPros will invoice the applicant at the completion of the project or monthly, whichever occurs first.

For projects that have completed the Initial Application Submittal (also referred to as plan check) and are awaiting a license agreement or the construction submittal will be submitted through the permitting portal and processed by RailPros Field Services. For projects over 180-days, the construction submittal should be sent by email to SCRRA at rightofentry@scrra.net.

Why is an Application Processing Fee being assessed for applications needing more than three reviews?

Applications needing more than three application reviews will be assessed an additional Application Processing Fee to cover the staff time needed to perform the additional reviews and to reduce the number of times an application needs to be

reviewed beyond three times. An applicant can prevent the incurrence of additional Application Processing Fees by ensuring their revised application packet has satisfied all engineering comments before resubmitting the packet for review.

What constitutes a rejected application submittal?
Applications that are grossly incomplete, incomprehensible, or written in a language other than English will be rejected. Applications with minor issues or missing information that can be resolved within one review cycle will not be rejected.

Why are rejected applications not fully refundable?
Applications that are rejected will incur a 25% fee to cover the administrative costs to process and review the application submittal. Applicants can avoid rejected applications by ensuring they submitted all required documents as outlined in the Right-of-Way Encroachment Process and FAQ available on the Right of Way Encroachment webpage.

How will applications be submitted?
Applications for projects over 180-days will be submitted through the permitting portal. A link to the portal can be found on the Metrolink Right-of-Way Encroachments webpage. Applications for projects over 180-days on or adjacent to the railroad right of way will submit documentation to rightofentry@scrra.net.

How will Cable Marking Requests be submitted?
Applicants with Right-of-Entry Permits issued by RailPros will submit their Cable Marking Request through the permitting portal. Applicants with Right-of-Entry Permits issued by Metrolink will submit their Cable Marking Request via the rightofentry@scrra.net email address.

How will Railroad Flagging, Inspection, and Safety Training be scheduled?
Applicants will continue to schedule flagging, inspection, and training by either calling or emailing RailPros using the contact information listed in the cover letter of their executed permit.

If I have any questions, concerns, or if I would like to contest a rejected application submittal, who can I contact?
Applicants with questions, concerns, or to dispute a rejected application submittal can email the SCRRA at rightofentry@scrra.net.