



**CENTRAL FLORIDA RAIL CORRIDOR (CFRC)**  
**Grade Crossing Special Event Permit Package**



On November 5, 2013, The National Transportation Safety Board issued enhanced safety measure guidelines for all parades in U.S. cities and counties. As a result, the Central Florida Rail Corridor (CFRC) requires the submittal of a **Grade Crossing Special Event Permit Application** for all special events or parades that will cross tracks or occur within close proximity to the corridor. The permits must be submitted to the Florida Department of Transportation (FDOT) **at least 90 days prior** to the day of the event. All applications must be approved by FDOT in order to receive the Grade Crossing Special Event Permit Approval to allow safe crossing of the CFRC tracks.

**DIRECTIONS FOR SUBMISSION**

The Event Organizer must submit signed copies, electronic or paper, of FDOT's General Use Permit – Form #850-040-05. In addition, to the form, the Event Organizer is to provide the following:

- Number of grade crossings to be traversed
- Location of grade crossings
- Event Route and Map
- Police presence verification
- Date of Event, time and duration
- Sponsor(s)
- Estimated Attendance
- Jurisdictional Entity (City, County, Private) & Interagency Agreement with FDOT (if any)

This application must be submitted to:

**Lorraine Edwards, P.E., M.E.M.**  
FDOT Orlando Operations  
420 West Landstreet Road  
Orlando, Florida 32824  
321-319-8107  
Lorraine.Edwards@dot.state.fl.us

Please read the attached instructions in detail and kindly follow them.

**“Safety is our Priority”**



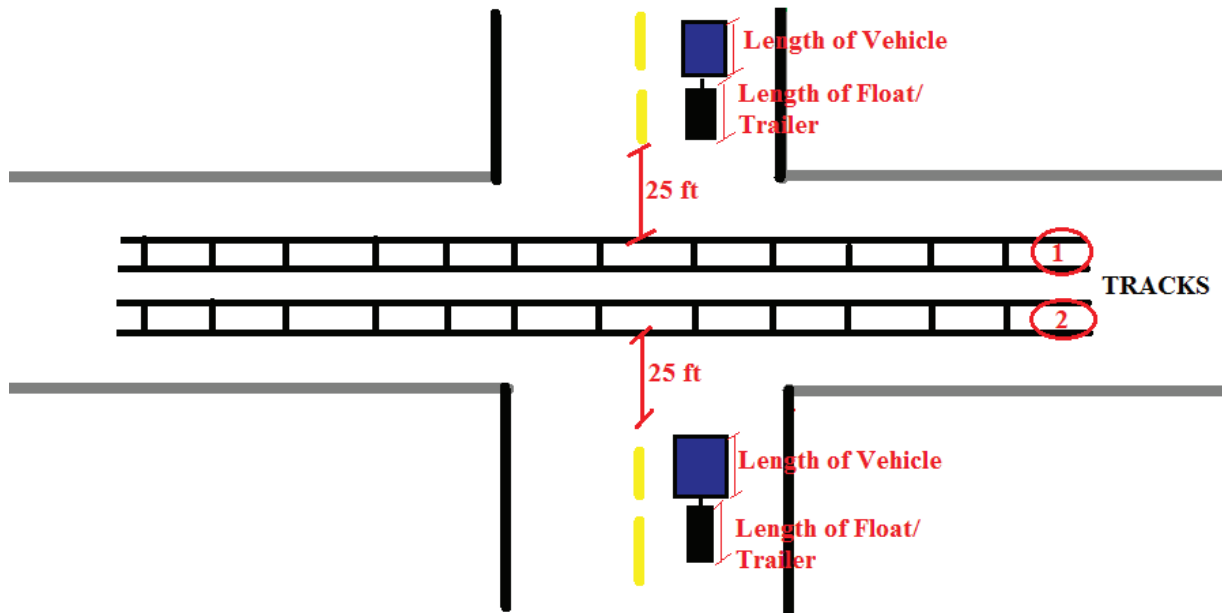
**IMPORTANT INSTRUCTIONS WHEN CROSSING THE RAILROAD TRACKS DURING A SPECIAL EVENT**

When crossing the railroad tracks, the rules below must be followed:

**1. DO NOT STOP ON THE TRACKS**

2. During events always be aware of the length of your vehicle in order to determine if there is enough room to stop clear of the tracks. When towing a float or trailer, you must also be aware of the length of your vehicle plus the length of the float/trailer.
3. Do not stop until the vehicle and any floats or trailers are at least **25 feet** from the edge of the track. Trains can extend up to 25 feet over in width of the tracks. Being clear of the tracks does not necessarily mean you are clear of the train, do not stop on the tracks for any reason.

- **When approaching a track**, make sure you stop at least 25 feet away from the edge of the track.
- **Before crossing a track**, stop and determine if your vehicle plus the float/trailer will be **at least 25 feet** clear past the tracks. If not, do not cross the tracks until you are able to clear the entire distance. The image below demonstrates the appropriate stopping distances.



4. **DO NOT HONK YOUR HORN.** Trains use their horn as a form of communication. If vehicles are honking their horn, others will not be able to determine if or when a train is honking its horn.
5. Police presence at each grade crossing affected is required to be provided by the group responsible for submitting this application

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**GENERAL USE PERMIT**

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Name of Applicant or Authorized Agent: \_\_\_\_\_

Entity (if applicable): \_\_\_\_\_

(If entity, furnish contact information for responsible representative)

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City/State: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>Activity / Project Site</b>
<p>County: _____ State Road: _____ Section: _____</p> <p>From Mile Post: _____ to Mile Post: _____</p> <p>Construction Proposed or Underway: Yes <input type="checkbox"/> No <input type="checkbox"/> FM Project No.: _____</p> <p>Name of Municipality if Work is within Limits: _____</p> <p>Description of Work Activity: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<b>General Provisions</b>
<ol style="list-style-type: none"> <li>1. Attach any pertinent plans or drawings.</li> <li>2. Attach notification letters sent to any Utilities both aerial and underground that will be potentially impacted.</li> <li>3. The designated FDOT Engineer shall be notified 48 hours prior to beginning of work. Contact _____ at (_____) _____.</li> <li>4. All work, materials and equipment shall be subject to inspection and approval by FDOT. Applicants certification of work at completion is required.</li> <li>5. The permittee shall be responsible to place and display safety devices and proper maintenance of traffic in accordance with the latest version of the Department's Design Standards, index series 600, or an alternative plan signed and sealed by a professional Engineer and attached with the permit.</li> <li>6. All FDOT property shall be restored to its original condition. Any damage to FDOT property as a result of this work shall be repaired and restored in a manner acceptable to the FDOT at the sole expense of the permittee.</li> </ol>

