

MNR Entry Permit & License Agreement Application Form

CT- Non-Refundable Permit & Agreement Processing Fee - \$5,250.00 (Due Upon Submission)

PERMITTEE OR LICENSEE INFORMATION

Legal Business Name (as register with the State):	
Business Address:	
Contact Phone number (s):	
Contact Email Address:	
Name/Title of Permit Signer:	

PROJECT LOCATION (FULL STREET ADDRESS)

Street	
City & Zip Code	

WILL PERMITTEE PROVIDE INSURANCE? If NOT, PLEASE PROVIDE CONTRACTOR INFORMATION

Contractor Name	
Address	
Phone # / Email	

DETAILED DESCRIPTION OF WORK –*Stamped Engineering Plans showing work location in relation to tracks and/or property lines are also required- (attached additional paper if necessary)*

MNR CONTACTS & ADDITIONAL INFORMATION

- Contact CT I&C Director – **Hong McConnell** at 646-243-6175 / HMConnell@mnr.org to go over the details of your project.
- Complete the Entry Permit Application Form and return to EntryPermit@mnr.org
- Metro-North Railroad will calculate the Force Account Estimate (FAE) which covers MNR support personnel such as watchmen, flagmen, and others. Please note that the FAE is a separate payment from the permit processing fee.
- Both the Permit Processing Fee and the Force Account Estimate must be paid by wire transfer. Wire transfer instructions will be provided after your application has been received.
- The permit process will not begin until the \$5,250.00 processing fee has been received.
- The required Force Account Estimate must be paid and the insurance policies reviewed and approved before executed permit or license agreement can be issued & work can be scheduled.
- To ensure proper routing of FAE invoices, please email the appropriate billing contact information, including the company name, business address, person's name, email address, and telephone number.
- You will be contacted by email when the permit process is completed.
- Completion and submission of this application constitutes the required written request for an Entry Permit or License Agreement but does not provide or guarantee access to MNR Property.