

# Utah Transit Authority (UTA) Right of Entry (ROE) Procedures

As of September 24, 2014

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This procedure is intended for the individuals, businesses or contractors that would like to enter UTA property to perform work. This includes investigative work of a minor nature such as surveying, pot-holing, adjacent building maintenance, etc. or major construction projects such as boring, installations of wirelines or pipelines, road work, bridge construction, etc. The Right of Entry (ROE) is a document (agreement) that gives individuals, businesses, or contractors' permission to work and/or access UTA property.

All Contractors, subcontractors, officers, agents, employees and others acting under Contractor's authority, working on UTA property, will be required to complete UTA's Roadway Worker Training. This is annual training that must be recertified each year. You will not be allowed on UTA property without verification that this training has been completed. For more information on how to take this training please visit UTA's website ([www.rideuta.com/PropertyManagement](http://www.rideuta.com/PropertyManagement)) the information can be found under the Roadway Worker Training tab.

The below information is divided into two categories: Major and Minor ROE Agreements.

## **MINOR ROE AGREEMENTS:**

- As stated above this type of ROE agreement includes pot-holing, surveying, adjacent building maintenance, etc.
  - The review-approval process for Minor ROE agreements will begin once UTA has received the following items:
    - A completed ROE Application. *(Please make sure to check the website for the most up-to-date application, [www.rideuta.com/PropertyManagement](http://www.rideuta.com/PropertyManagement), this can be found under the Right of Entry tab.)*
    - A \$1,000.00 administrative fee made out to Utah Transit Authority.
    - A written summary of the work and description of the technique that will be used to be perform the work.
    - An area map identifying the portion of the property/corridor that needs to be accessed for the work.
    - Means and measures to be taken to protect UTA property/ corridor and safety of workers.
    - Schedule of the work needing to be completed (must include start and end date as well as # of days within the UTA ROW)

## **MAJOR RIGHT OF ENTRY AGREEMENTS:**

- If you are requesting a ROE for major work, first verify that the License Agreement has been completed. Contractors are given a ROE that is subject to the terms and conditions listed in the License agreement.
  - The review-approval process for both Major ROE agreements will begin once UTA has received the following items:
    - A completed Right of Entry Application. *(Please make sure to check the website for the most up-to-date application.)*
    - An administrative fee, if applicable, made out to Utah Transit Authority.
      - i. For the first request for a Right of Entry, there is no administrative fee. This fee is included with the fees paid by the Licensor. After the initial Right of Entry, any extensions or amendments that are requested require a **\$500.00** administrative fee to accompany the request.
    - Means and measures to be taken to protect UTA property/ corridor and safety of workers and equipment during construction.
    - Schedule of the work needing to be completed (must include start and end date as well as # of days within the UTA ROW)
    - 100% Design and Construction Plans for the work to be completed.

**Application materials may be mailed, emailed, or delivered to:**

Property Administrator  
Utah Transit Authority  
669 West 200 South  
Salt Lake City, Utah 84101  
Email: [sbugby@rideuta.com](mailto:sbugby@rideuta.com)  
Phone: 801-237-1917