

# ***Wheeling & Lake Erie*** **RAILWAY COMPANY**

Wheeling and Lake Erie Railway Company  
Real Estate Department, 100 East First Street, Brewster, OH 44613

## **Application for Permit to Enter (PTE) on Railroad Property**

Complete Company Name of Applicant \_\_\_\_\_

Applicant Type

Corporation

Partnership

Individual

Sole Proprietor

Municipality

Developer

Other

State of Incorporation or  
Partnership \_\_\_\_\_

Mailing Address \_\_\_\_\_

Billing Address \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

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

Emergency Contact Name \_\_\_\_\_

Emergency Telephone  
Number \_\_\_\_\_

Proposed Dates of Access \_\_\_\_\_

Anticipated Daily Work  
Hours (Start and End  
Times) \_\_\_\_\_

Weekends Included

YES \_\_\_\_\_ NO \_\_\_\_\_

Holidays Included YES \_\_\_\_\_ NO \_\_\_\_\_

Railroad W&LE \_\_\_\_\_ OR ABC \_\_\_\_\_

Municipality \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

Latitude/Longitude \_\_\_\_\_

Is there an Existing Agreement at this location which will be affected by this request?

Yes

No

If Yes, List Agreement

Number(s):

\_\_\_\_\_

Details of work being  
performed and equipment  
to be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a map including the following details:

- Location of any railroad tracks
- Access routes and work areas
- Locations where any equipment will be left overnight
- If excavations are applicable, include the following:
  - Locations of all excavations with distances from nearest rail
  - Depth, length, and width of all excavations
  - How excavations will be protected overnight

Please allow up to 30 business days for processing from the date of receipt of the completed application. "Expedited Processing" is available and will reduce the processing time at an additional cost listed below. If expedited processing is required then put "EXPEDITED" before Director of Real Estate in the address line.

**Mail or email application and mail checks to:**

Wheeling and Lake Erie Railway Company  
Director of Real Estate  
100 East First Street  
Brewster, OH 44613  
[jdavisjr@wlerwy.com](mailto:jdavisjr@wlerwy.com)  
330-767-7284

**Schedule of Fees Due with Application (non-refundable):**

Permit to Enter Fee	\$1,000
Expedited Processing Fee (Optional)	\$1,375 (Additional)

*Be sure to confirm the correct railroad when submitting payment. Checks should be payable to Wheeling & Lake Erie Railway Company or Akron Barberton Cluster Railway Company where appropriate.*

*Be sure to submit insurance documentation meeting the requirements with the applications.*

*Applications submitted with incomplete data or information will be returned and will not be processed until application is returned accurate, complete and with all applicable fees.*

**APPLICANT INFORMATION:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Print Name: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_