



# Temporary Right of Entry for Contractor Processing

To apply for a Temporary Right of Entry (TROE), follow the steps below:

01

Go to FWWR web site and download the application, please ensure you have the latest version, it is subject to change.

[FWWR-General-Application-for-Right-of-Entry-2022.pdf](#)

02

Please be aware this form is the same form you will use when applying for a license for a utility crossing.

03

Once you have completed the application send the application to the address on the form, include the application fee when the application is sent in. Please be aware if the application is sent in with out the fee it will not be processed, if a check is sent in without an application the check will be returned.

- a. Please include any plans and profile, site view or information related to your request.
- b. Please review the insurance requirements and submit your COI, please be aware if you COI does not meet the insurance requirements listed in the application your application not be completed until the requirements are met.

04

The application will be reviewed for compliance to FWWR engineering standards and administrative requirements then forwarded for a TROE Agreement.

05

A final TROE Agreement will be drafted compiling all the elements related to the project and sent for contractor's signature. When you return the signed agreement please include the TROE fee, it will be sent for FWWR's final signature and is not considered fully executed until all fees have been received, COI approved and the final FWWR signed agreement is returned to contractor.

06

Each contract employee that will be on FWWR property will be required to complete Contractor Training for basic Roadway Worker Safety. FWWR requires you complete the training from FWWR approved RWP training. The fees associated with the training is the responsibility of the contractor and must be completed before work can begin.

- a. Bill Parker will be the contact for training information. Phone: **817-201-4450** | Email: [\*\*wrp@fwwr.net\*\*](mailto:wrp@fwwr.net)

07

Flagging is the final step, any work on, above or below FWWR property is subject to flagging and will need to be pre-paid prior to beginning work. Bill Parker (**817-201-4450** or [\*\*wrp@fwwr.net\*\*](mailto:wrp@fwwr.net)) will be the contact for flagging pre-payment and for scheduling once the flagging is pre-paid.

- a. When calculating the flagging cost please know the flagger will begin 1 hour prior to the crew working to get the track protection set up and will need 1 hour after to get the protection taken down, ex. Crew works an 8-hour day, the flagger will work a 10-hour day.