



## LONG ISLAND RAIL ROAD LETTER OF NO OBJECTION GUIDELINES

*In order to process a request for a "Letter of No Objection" (exceptions) for any new construction/demolition project(s), the Long Island Rail Road (LIRR) Engineering Department requires the following submissions for review and evaluation:*

Submit electronically, a cover letter, on company letterhead, to LIRR requesting a Letter of No Objection from the LIRR for the proposed project, a description of the scope of the work, and where and when the work will be performed. The letter is to be addressed to:

Ulises Arteaga, PE  
Engineer of Structures  
MTA Long Island Rail Road  
Hillside Support Facility  
93-59 183rd Street, Mail Code 3143  
Hollis, NY 11423

The attachments with your submittal package *must* include the following:

1. Aerial maps, site and location plan(s) of proposed building structure(s), including all dimensions, elevations, cross-sections, and identify LIRR Right-of-Way. If applicable, identify fence or retaining wall structure(s), and aerial utilities including poles / lines at or near LIRR Right of Way (ROW).
2. Property Survey Plans. Plans are to be less than twelve (12) months old and must be signed and sealed by a NY State Licensed Surveyor.
3. Copy of Building Documents submitted to the Building agency.
4. Submit complete set of half size, 100% design drawings, for LIRR review. **All drawings must be signed and stamped by NYS Licensed Professional Engineer.** Electronic copies of drawings in CADD or PDF format are acceptable.
5. Due to MTA Corporate Computer Security Policy, Any emails that contain links to Dropbox or any cloud based server sites and FTP sites for drawing(s) to be reviewed by the LIRR shall be discard automatically. Submittal package that are greater than 10 MB shall be broken down into multiple email attachments or a CD can be mailed to the address noted above.
6. Name of Contact person, telephone number and email address.

Request for a Letter of No Objection can to be emailed to [LIRREngLONORquest@lirr.org](mailto:LIRREngLONORquest@lirr.org).