



## 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:

Donna L. Dill, PE, Managing Engineer – Civil Inspection  
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. Name of Contact person, telephone number and email address.

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