



# GREAT AMERICAN STATIONS DEVELOPMENT CHECKLIST

Use this checklist to help you and your community move forward in your renovation and/or restoration efforts. Additionally, please contact your Amtrak Government Affairs representative to inform him or her about your proposed project. The Government Affairs employee will bring the project to the attention of other relevant Amtrak departments and the host railroad to help ensure your project moves ahead.

- Notify your state Department of Transportation (DOT)** of your project to better understand how it may fit into the state's transportation plan.
- Check with your local historic commission and State Historic Preservation Office** to determine if your depot or parcel is designated historic.
- Work with Amtrak Engineering and Stations Planning personnel**, through the Amtrak Government Affairs representative, who can assess the feasibility of your project and provide guidance on platform length and height and Americans with Disabilities Act (ADA) matters.
- If rehabilitating an older structure, **schedule a building assessment** including:
  - structural       exterior       site       civil
  - parking       roof       HVAC       electrical
  - fire protection       security       ADA accessibility       general code
- Direct the project architect** to the Amtrak Standard Program and Planning Guidelines and Signage Guidelines at [www.greatamericanstations.com](http://www.greatamericanstations.com).
- Contact your municipal planning department** to ensure the station project adheres to local zoning and building codes; seek amendments if necessary.
- Contact the Great American Stations Project and your state DOT** for information about possible state and federal funding.
- Work with the host railroad** to determine how much liability insurance is needed since construction will take place near active tracks; be sure to factor the cost of a flagman into your project budget.