

**Note: This document is only a sample. Changes should be made for local circumstances as needed.  
The municipality may use its standard resolution format.**

**Resolution No. (\_\_\_\_\_)  
2013**

**MUNICIPAL GOVERNING BODY  
PETITION FOR THE CLOSURE OF AN AT-GRADE CROSSING**

**WHEREAS**, the MUNICIPALITY proposes to close the at-grade crossing of ROAD, a public street with the tracks of the RAILROAD, and

**WHEREAS**, the closure of the crossing will promote public safety and convenience [DESCRIPTION OF THE NEED HELPFUL], and

**WHEREAS**, Wis. Stat. § 195.29 authorizes the Office of the Commissioner of Railroads to determine whether to the closure of the crossing will promote public safety and convenience, to determine the necessary warning devices for the crossing if it remains open, and to apportion all costs for the crossing closure, including the cost of real estate acquisition, cost to construct end-of-road treatments, and

**NOW, THEREFORE, BE IT RESOLVED**, that the GOVERNING BODY hereby directs the MUNICIPAL staff to take all necessary steps to petition the Office of the Commissioner of Railroads for an investigation and order to approve the closure of the crossing and to apportion the costs for the crossing of STREET with the tracks of the RAILROAD in the MUNICIPALITY, COUNTY.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the MUNICIPAL staff is hereby directed to prepare a petition letter describing how closure of the crossing will promote public safety and convenience, what measures the MUNICIPALITY proposes to implement to accomplish the closure, such as end-of-road treatments, the MUNICIPALITY's proposed schedule to complete the closure the crossing, and the MUNICIPALITY's proposed apportionment of costs to accomplish the closure.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the MUNICIPAL staff is hereby directed to comply with any order issued pursuant to Wis. Admin. Code § RR 1.02(4) by the hearing examiner assigned by the Commissioner of Railroads to hear this matter, and MUNICIPAL staff is authorized to take all necessary steps to prepare and present testimony and evidence at any hearing scheduled by the hearing examiner.

Sample Drafted by Douglas S. Wood  
September 4, 2013