



Utility Occupancy License Application General Process and Handling

In order to better serve the needs of utilities, municipalities and other prospective occupants of its railroad network, Norfolk Southern (NS) has secured the services of AECOM. On NS's behalf, AECOM will receive and review pipe and wire applications, and prepare and execute license agreements in a timely manner. Application forms can be found on the NS website (www.nscorp.com). Completed applications and requests for information should be submitted to AECOM as further described below. Applicants are encouraged to visit the website or request data (such as verification of application receipt, status of application, or railroad right of way widths) via our email (NSUtilities@aecom.com) to ensure that a response is promptly received.

Handling Process

- Complete application packages will be processed within 1 to 2 days of receipt. AECOM will send the applicant an email confirming receipt of the package and the assigned NS Activity number for tracking purposes.
- The applicant will be advised of any additional information required or items not in compliance with NS standards within 4 weeks of receipt. If revised plans are not received within 4 weeks after comments are provided, the activity will be automatically cancelled.
- Revised plans will be reviewed within 2 weeks of receipt.
- If and when the application is complete and satisfactory, a utility license agreement will be drafted and forwarded to the applicant for signature within 4 weeks after receipt of the completed application package.
- Applicant (the party to the license agreement) will execute the license agreement and return the same to AECOM with a check for the appropriate license fees and insurance certificates as defined in the agreement (see Insurance Requirements below). Draft agreements are valid for 60 days and activities will be automatically cancelled in the event an executed agreement is not returned, or an extension requested, within this period.
- NS will execute the license agreement and the fully executed agreement will be returned to the applicant approximately 2 week after receipt of package from the applicant, provided that all the appropriate license fees and insurance requirements have been met.
- The return package will include the name and telephone number of the appropriate local NS construction representatives who must be contacted prior to any construction on, or entry onto, NS facilities.
- The time period to process an application is dependent upon the quality of the information submitted, and applicants are urged to carefully follow the suggested guidelines for submission. Seasonal variations in application volume may also result in different response time frames.
- Complete application packages will be processed in the below approximate time frames:
 - Transverse Crossings: 1 month
 - Longitudinal Occupancy over 300 feet: 1-2 months
 - Facilities conveying flammable substances or environmentally sensitive material: 1-2 months
 - Facilities that will be installed on an overhead structure specifically designed to carry utilities (such as a pipe bridge): 2-3 months
 - Facilities under a railroad bridge: 2-3 months, the specific design proposal will require NS's Structures Department to review and provide comment and information to assist with the development of the project.
 - Complex Requests: All applications are given the same priority and all should receive a response within 4 weeks. However, complex requests or non-compliant requests require special attention and additional time. You will be notified if additional time will be required.
 - Expedited Handling Procedure can be found on the NS website (www.nscorp.com).
- No verbal authorization for construction will be provided.
- No email submissions will be accepted.



Under no circumstance shall any facilities be installed until the above steps have been completed, and NS's designated construction representative has been properly notified.

Complete Application Package

1. **Cover Letter:** Provide a brief description of the project purpose, objectives and background, or specific circumstances we may need to consider when processing the application, including:
 - a. End user of facility:
 - i. exact purpose of the facility
 - ii. expected number of end users
 - iii. nature of end user(s) (i.e., individuals, government agency, industry, etc.)
 - iv. if fewer than 10 individual end users, provide name, address and contact information of end user(s)
 - b. If the facility is required as a result of public highway or bridge construction: provide name and contact of project sponsor
 - c. If the facility is required to support NS facilities: provide name and contact of NS sponsor
 - d. If there have been previous understandings, agreements, etc. with NS representatives: provide copies of relevant correspondence, name and title of NS contact, and understanding
 - e. Track Ownership (i.e., industry owned or NS owned)
 2. **Application Form:** Complete all questions on the application form.
 3. **Location Map:** Provide a detailed map indicating the proposed location of the facility, the railroad and local streets and highways. The railroad must have a permanent record of the facility location, based upon railroad mileposts and valuation map stationing and, if available, GPS latitude and longitude information. It is recognized that many applicants will not have access to this information. In order to assist the application process, the location plan should include:
 - a. The distance from a milepost marker or centerline of the nearest street grade crossing or bridge to the proposed facility.
 - b. The AAR/DOT Number of the nearest public grade crossing. All public rail-highway crossings have a unique number assigned in a format such as 123456B. A metal tag indicating the number is located on the crossbuck or flasher post at the crossing.
 4. **Plans and Specifications:** All packages shall have at least 3 copies of plans and a copy of the specifications. The plans shall follow the format and contain the data described in NS's specifications NSCE-8 for pipe facilities or NSCE-4 for wire facilities. The minimum requirement for all applications, which applies to revised applications, is a:
 - a. Plan view
 - b. Profile view (cross section)
 - c. Pipe Data Sheet (pipelines only) or a Conduit Data Sheet (conduits only)
 - d. All plans shall have a plan number and be dated
- NOTE: If the proposed utility occupancy will lie within a public right of way when it crosses the NS right of way, then the following must also be provided:
- a. Public right of way lines drawn and dimensioned, with control points, on the plans
 - b. The exact source of the public right of way dimensions provided
 - c. Plans drawn to scale and printed in the scale which is indicated on the plan
 - d. The dimensioned location of the proposed facility relative to the public right of way
 - e. Plans sealed by a licensed engineer or land surveyor, at NS's request
5. **Application and Processing Fees:** All applications will require a one-time, non-refundable, processing fee, made payable to AECOM. Failure to provide the appropriate processing fee will delay processing. The fee schedule is:
 - a. Aerial wires: \$1,500
 - b. Underground wires: \$2,000
 - c. Pipes: \$2,500
 - d. Supplements (within 1 year of initial application) and Assignments: \$750



6. **License Fees:** The application fee does not encompass charges imposed by NS for the utility license, insurance, flagging services, and other matters. Applicant may obtain an estimation of the applicable charges by corresponding with an AECOM representative.

Maintenance of Existing Facility

Entry onto NS property for the purpose of maintaining existing facilities requires advance written notice that shall include the following:

- A complete application package as stated above
- Copy of the current agreement, with NS, for the facility, including exhibits
- Detailed description of proposed work
- Evidence of insurance as required by NS's Director of Risk Management.
- Written confirmation that applicant will pay NS, within thirty (30) days after delivery of an invoice, for all protection and inspection costs incurred by NS during any entry.

Emergency entry will be coordinated within reasonable response time dependent upon the circumstances. Any change to the character, capacity, use or location of the facility will require submission of a new application, plans, execution of a new agreement, and payment of all applicable fees.

Insurance Requirements

The NS insurance requirements will be defined in the license agreement. In general, each agreement will require:

1. Payment of a risk financing fee of \$1,000 per installation to add the project to NS's Master Railroad Protective Policy. This will satisfy the railroad protective liability insurance requirement in its entirety for the project.
2. A Certificate of Liability Insurance that show evidence of combined single limit minimum of \$1,000,000 per occurrence of general liability (note this may be achieved via an excess or umbrella policy).
 - a. The certificate shall name Norfolk Southern Railway Company, Three Commercial Place, Norfolk, VA 23510-2191 as the certificate holder. (NOTE: The license agreement will define the exact name for the Railway as certificate holder.)
 - b. The certificate shall name the certificate holder as an additional insured

Insurance, and all applicable application materials, shall be returned to AECOM, at the address listed below, with the return of the executed license agreements. In order to avoid delay to your projects, please forward insurance with the return of the license agreement to AECOM as one package. Construction will not be authorized until all insurance requirements are satisfied.

Railroad Right of Way

It is recommended that you obtain current property ownership information from local sources typically used for this purpose, such as County deeds. After receipt of an application, AECOM will verify and provide railroad right-of-way widths and parcel information for agreement preparation, but without any warranty (by AECOM or NS) as to their accuracy. If the right-of-way width is critical for plan development, please first submit an application, after which AECOM will coordinate final plan preparation with you.



Right of Entry

Entry on NS property for the purpose of conducting surveys, field inspections, soils examinations, or any other purposes associated with the design and construction of the proposed occupancy will require a proper entry permit prepared by NS. The applicant must pay the associated fees and execute the permit.

Right of Entry applications may be obtained through the NS website (www.nscorp.com) and follow the "Real Estate" link and then the "NS Services" link. The issuance of an entry permit does not constitute authority to proceed with any construction. Construction cannot begin until NS executes a formal agreement, and the applicant receives permission, from the designated NS representative, to proceed with the work.

Transmit Application Package To

AECOM
Attn: NS Pipe and Wire Administrator
1700 Market Street
Suite 1600
Philadelphia, PA 19103