



## APPLICATION FOR UTILITY OCCUPANCY

Please fill in all fields and direct cover letter, including a project description, completed application, application fee, and three (3) copies of project plans, to:

AECOM  
Attn: NS Pipe and Wire Administrator  
1700 Market Street - 16<sup>th</sup> Floor  
Philadelphia, PA 19103

### APPLICANT INFORMATION

Legal name and address of project sponsor (the party that will operate and maintain the facility) for use in preparation of official documents and agreements:

Legal name\*: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**\*Please ensure that the exact legal name is provided with no abbreviations.**

Sponsor's contact information (to whom we will coordinate the contractual elements of the application with):

Contact name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Sponsor's project #: \_\_\_\_\_

Sponsor is a:

- Corporation – give state of formation: \_\_\_\_\_
- Limited Partnership – give state of formation: \_\_\_\_\_
- Limited Liability Company – give state of formation: \_\_\_\_\_
- General Partnership – give state of formation: \_\_\_\_\_
- Sole Proprietorship – give state of formation: \_\_\_\_\_
- Individual
- Government Entity
- Other (and state of formation): \_\_\_\_\_

Name and address of project sponsor's representative or consultant (to whom we will coordinate the engineering review questions regarding the application with, leave blank if same as sponsor):

Representative's name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_  
Representative's project #: \_\_\_\_\_



## LOCATION INFORMATION

Provide location information as outlined below:

City/Municipality: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
GPS Coordinates: Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
Distance \_\_\_\_\_ (feet) and direction (N/S/E/W) from \_\_\_\_\_ (name of  
nearest road), AAR/DOT Crossing No. \_\_\_\_\_

Will the proposed utility occupancy lie within a public right of way when it crosses the NS right of way?

Yes\*       No

**\*If yes, provide conclusive evidence in the form of a letter or memo from the appropriate roadway authority indicating that the proposed installation is acceptable to the roadway authority and also provide the following:**

- 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. Plans sealed by a licensed engineer or land surveyor, at Norfolk Southern's request
- e. The dimensioned location of the proposed facility relative to the public right of way

Roadway authority responsible for street maintenance:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## PROJECT INFORMATION

Description and purpose of proposed work\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*If modifying an existing facility, please include with the application a copy of the existing agreement between the project sponsor and Norfolk Southern (or its predecessor) to ensure prompt handling.**

Proposed timeframe for construction:

Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_

Is this project being performed per Norfolk Southern's request? If so, provide the following information about the Norfolk Southern employee who requested the work:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_

Submission of this application does not guarantee project acceptance by NS or convey any right to enter NS property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Aerial Wire Lines or Cable Lines

(Complete all applicable information)

- a) Type of proposed installation:
- i)  Transverse crossing only
  - ii)  Longitudinal (parallel to tracks) occupancy only
  - iii)  Longitudinal and transverse crossing(s)
  - iv)  Wire line in highway under railroad bridge
  - v)  Wire line on highway bridge over railroad
- b) Type of wire:  Cable TV  Telephone  Electric Power  Fiber Optic  
 Other – please specify: \_\_\_\_\_
- c) Are the poles existing or new poles? Steel or wood poles?  
 Existing:  Steel or  Wood  
 New:  Steel or  Wood
- d) Will there be any guy wires on or over the railroad right of way?  Yes  No
- e) Will wire line cross existing railroad communication and/or signal lines?  Yes  No
- f) Minimum height of wire above top of rail at 65°F \_\_\_\_\_ (feet)  
Minimum height of wire above railroad communication and signal wires at 65°F \_\_\_\_\_ (feet)
- g) Specification of wire line:  
Total number of wires: \_\_\_\_\_  
Material of wire: \_\_\_\_\_  
Maximum circuit voltage: \_\_\_\_\_  
Total number of fibers or pairs in cable: \_\_\_\_\_

All wire line applications shall include a plan and profile view of the proposed facility. See the NSCE-4 for the required format. Below is a suggested check-list for your plan development.

### Plan View (see NSCE-4 Specification, Plate II for sample plan)

- All railroad tracks shown
- Indicates distance (in feet) to Norfolk Southern milepost or grade crossing
- Angle of crossing relative to railroad track(s)
- Dimensioned property lines
- Location of poles and distance from edge of pole to nearest railroad track centerline
- Location of all existing railroad communications lines and all utility lines
- Indicate span length across tracks from pole to pole
- If within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (flashers, gates, etc.) and clearance from existing devices to proposed wire line / poles

### Profile View (see NSCE-4 Specification, Plate III for sample plan)

- All railroad tracks shown
- Dimensioned property lines
- Location of poles and distance from edge of pole to nearest railroad track centerline
- Vertical clearance from top of rail to bottom of sag for all tracks
- Location of all existing railroad communications lines and all utility lines
- Vertical clearance between existing railroad pole lines and proposed wire line
- Indicate span length across tracks from pole to pole
- If within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (flashers, gates, etc.) and clearance from existing devices to proposed wire line

## Underground Wires and Conduits

(Complete all applicable information)

- 
- a) Type of proposed installation:
- i)  Transverse crossing only
  - ii)  Longitudinal (parallel to tracks) occupancy only
  - iii)  Longitudinal and transverse crossing(s)
  - iv)  Wire line in highway under railroad bridge
  - v)  Wire line on highway bridge over railroad
- b) Type of wire:  Cable TV  Telephone  Electric Power  Fiber Optic  
 Other: \_\_\_\_\_
- c) Gauge of Wire: \_\_\_\_\_  
Total Number of Wires: \_\_\_\_\_  
Material of Wire: \_\_\_\_\_  
Maximum circuit voltage: \_\_\_\_\_  
Total Number of Fibers or Pairs in Cable: \_\_\_\_\_

All underground conduit applications shall include a conduit data sheet, plan, and profile view of the proposed facility. See the NSCE-4 for the required format. Below is a suggested check-list for your plan development.

### Conduit Data Sheet (next page)

#### Plan View of Crossing (see NSCE-4 Specification Plate VI for sample)

- All railroad tracks, including distance to any track switches or turnouts from proposed conduit
- Indicates distance (in feet) to Norfolk Southern Milepost or grade crossing
- Angle of crossing relative to railroad track(s)
- Dimensioned property lines
- Location of conduit marker signs (preferably located at edge of property or right of way lines)
- Location of all existing railroad communications lines and all utility lines
- Location of any fiber-optic cables parallel to tracks
- Conduit casing pipe length
- If within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (flashers, gates, etc.) and clearance from existing devices to proposed wire line
- Location of launching and receiving pits

#### Profile View of Crossing (see NSCE-4 Specification Plate VII for sample)

- All railroad tracks
- Profile of ground above crossing
- Dimensioned property lines
- Theoretical railroad embankment lines
- Proposed location and elevations of launching and receiving pits
- Casing pipe length
- Bottom of rail elevation
- Depth of cover between bottom of rail and top of conduit or casing pipe
- Location of and the minimum depth of cover from ground line to top of conduit or casing pipe on right of way (including ditches)

## CONDUIT DATA SHEET

(For Telecom and Power Conduits only, 6" in diameter or less)

	CONDUIT
NOMINAL SIZE OF PIPE	
MATERIAL*	
OUTSIDE DIAMETER	
INSIDE DIAMETER	
WALL THICKNESS - <b>must be at least 0.188"</b>	
TYPE OF COATING	

\* **STEEL conduits required at least 10' depth below base of rail**  
**HDPE conduits will be considered at least 15' depth below base of rail**

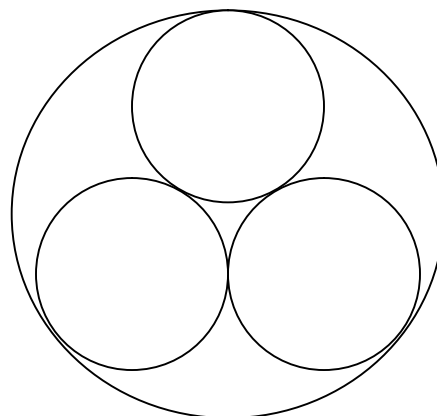
Proposed method of installation (refer to NSCE-4 Specification):

- Jack & Bore
- Directional Boring Method "A" – *must have at least 10' depth below base of rail*
- Directional Boring Method "B" – *only for casings 6 inches or less in diameter*
- Open Cut – *All installations directly under any track must be designed as a bored installation. Open cut installations will be considered on a case-by-case basis by Norfolk Southern's Division Superintendent at the time of installation.*
- Other – Please Specify: \_\_\_\_\_

### MULTIPLE INNERDUCTS

NUMBER OF INNERDUCTS WITHIN CASING PIPE: \_\_\_\_\_

- Provide a detail or cross section of the casing pipe with innerducts (see below).
- Clearly mark the type of facility that will be installed within each innerduct. If innerduct will be left spare or empty, please identify as such.



## Pipeline

(Complete all Applicable Information)

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### Type of Proposed Installation:

- i)  Transverse Crossing Only
- ii)  Longitudinal (parallel to tracks) occupancy only
- iii)  Longitudinal and transverse crossing(s)
- iv)  Pipeline in highway under railroad bridge
- v)  Pipeline on highway bridge over railroad
- vi)  Pipeline bridge over railroad

Type of occupancy:  Water  Sewer  Petroleum  Natural Gas  Other: \_\_\_\_\_

All pipeline applications shall include a pipe data sheet, plan, and profile view of the proposed facility. See the NSCE-8 for the required format. Below is a suggested check-list for your plan development.

### Pipe Data Sheet (next page)

### Plan View of Crossing (see NSCE-8 Specification Plate II for sample)

- All railroad tracks, including distance to any track switches or turnouts from proposed pipeline
- Indicates distance (in feet) to Norfolk Southern Milepost or grade crossing
- Angle of crossing relative to railroad track(s)
- Dimensioned property lines
- Location of valves
- Location of vents
- Location of pipeline marker signs (preferably at edge of property or right of way lines)
- Location of all existing railroad communications lines and all utility lines
- Location of any fiber-optic cables parallel to tracks
- If within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (flashers, gates, etc.) and clearance from existing devices to proposed pipe
- Casing pipe length
- Location of launching and receiving pits

### Profile View of Crossing (see NSCE-8 Specification Plate III for sample)

- All railroad tracks
- Profile of ground above crossing
- Distance to valves
- Distance to vents and height above ground
- Distance to pipeline marker signs
- Dimensioned property lines
- Theoretical railroad embankment lines
- Proposed location and elevations of launching and receiving pits
- Casing pipe length
- Bottom of rail elevation
- Depth of cover between bottom of rail and top of casing pipe (or carrier pipe if casing pipe not required)
- Location of and the minimum depth of cover from ground line to top of casing pipe (or carrier pipe if casing not required) on right of way (including ditches)

### General Notes (all plans shall include the following General Notes)

1. Contractor shall follow all requirements of Norfolk Southern's NSCE-8 Specifications
2. Pipeline and crossing to be installed and maintained in accordance with last approved American Railway Engineering and Maintenance of way Association Specifications for Pipelines Conveying Flammable and Non-flammable Substances
3. Blasting not permitted

### PIPE DATA SHEET

	CARRIER PIPE	CASING PIPE
CONTENTS TO BE HANDLED		
MAX. ALLOWABLE OPERATING PRESSURE		
NOMINAL SIZE OF PIPE		
OUTSIDE DIAMETER		
INSIDE DIAMETER		
WALL THICKNESS		
WEIGHT PER FOOT		
MATERIAL		
PROCESS OF MANUFACTURE		
SPECIFICATION		
GRADE OR CLASS (Specified Minimum Yield Strength)		
TEST PRESSURE		
TYPE OF JOINT		
TYPE OF COATING		
DETAILS OF CATHODIC PROTECTION		
DETAILS OF SEALS OR PROTECTION AT END OF CASING		
CHARACTER OF SUBSURFACE MATERIAL		
APPROXIMATE GROUND WATER LEVEL		
SOURCE OF INFORMATION ON SUBSURFACE CONDITIONS		

Proposed method of installation (refer to NSCE-8 Specification):

- Bore and jack
- Jacking
- Tunneling (with Tunnel Liner Plate)
- Directional Bore/Horizontal Direction Drilling – Method A
- Directional Bore/Horizontal Direction Drilling – Method B
- Open Cut – *All installations directly under any track must be designed as a bored installation. Open cut installations will be considered on a case-by-case basis by Norfolk Southern's Division Superintendent at the time of installation.*
- Other (Specify): \_\_\_\_\_