

# Genesee & Wyoming Railroad Services, Inc.

**Real Estate Department, 13901 Sutton Park Dr., S, Suite 270, Jacksonville, FL 32224**

## APPLICATION FOR UNDERGROUND WIRELINE CROSSING OR PARALLELISM OF RAILROAD PROPERTY AND OR TRACK

*Incomplete or Inaccurate Information will delay application request*

### Section 1 - Applicant Data

Complete Legal Name of Applicant  
to appear on License Agreement  
(Facility Owner):

\_\_\_\_\_

Applicant Mailing Address:

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

Applicant Overnight Address:

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

Accounts Payable Address:

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

Applicant Contact  
Name & Title:

\_\_\_\_\_

Telephone  
Number:

\_\_\_\_\_

Email  
Address:

\_\_\_\_\_

Emergency Contact (in case of  
derailment or fallen/wire pole etc.):

\_\_\_\_\_

Emergency  
Telephone Number:

\_\_\_\_\_

Type of Entity:

- Corporation    Partnership    Sole Proprietor    Individual  
 Municipality    Developer    Other\*

\*If other please explain:

\_\_\_\_\_

State of  
Incorporation or

\_\_\_\_\_

### Contact during Application Process:

Name:

\_\_\_\_\_

Contact

Telephone

\_\_\_\_\_

Email Address:

\_\_\_\_\_

### Section 2 - Location Data

Railroad Name: \_\_\_\_\_ Estimated Start Date \_\_\_\_\_

Nearest City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

**REQUIRED: Latitude/Longitude  
(Convert to Decimal Format)  
(ex 12.3456789/-64.101112):** \_\_\_\_\_

**Address of proposed worksite  
(city, state and zip code):** \_\_\_\_\_

Railroad Subdivision - if known \_\_\_\_\_ US DOT/AAR Crossing Number - if available \_\_\_\_\_

### Section 3 - Wire Line Data

Crossing or Parallelism?  Crossing  Parallelism

If Crossing complete sections 3 and 4

If Parallelism complete sections 3 and 5

New  Maintenance \*\*\*  Upgrade \*\*\*  Replacement\*\*\*\*  Other \*\*

**Method of Installation (Required):**  Jack & Bore  Horizontal Directional Drill \*  Open Cut (typically not allowed)

*\*(Bore plan and frac out plan required with submittal for Horizontal Directional Drill method of installation)*

**\*\* Explain other** \_\_\_\_\_

\*\*\* If maintenance or upgrade on an existing crossing please provide agreement number (required with submittal) \_\_\_\_\_

\*\*\* If replacement of existing pipeline provide agreement number for existing crossing. (If abandoning existing pipeline in place include procedure for proposed abandonment on plans for new pipeline installation - Required) \_\_\_\_\_

	Carrier Pipe	Casing Pipe
Material Specifications and Grade		
Minimum Yield Strength of material (PSI)		
Inside Diameter		
Outside Diameter		
Wall Thickness		
Type of Seam		
Laying Lengths		
Type of Joints		

Type of Service: (Choose one)  Electrical  Telephone  Coaxial Cable  Fiber Optic  Other  
 Transmission  Distribution  Service  Other

Angle of Wire Line Crossing the Track: \_\_\_\_\_ Degrees \_\_\_\_\_

Size and Type of Wire or Cable: \_\_\_\_\_ If Power Total Number of Circuits: \_\_\_\_\_

Number of Conductors: \_\_\_\_\_ Amount of Voltage \_\_\_\_\_

Will facility be exclusively used by Applicant?  Yes  No

If no, list all entities who will be using this facility: \_\_\_\_\_

### Section 4 - Crossing Data

Number of Tracks Crossed: \_\_\_\_\_

Total Buried Length on Railroad Right of Way: \_\_\_\_\_ Bury: Base of Rail to Top of Casing: Feet and Inches: \_\_\_\_\_

Location of Boring Pits adjacent to Track: \_\_\_\_\_ feet \_\_\_\_\_

Launching Pit: \_\_\_\_\_ feet Receiving Pit: \_\_\_\_\_ feet

### Section 5 - Parallelism Data

**REQUIRED: Begin Parallelism**  
Latitude/Longitude (Convert to Decimal) : \_\_\_\_\_ Beginning Milepost if Available: \_\_\_\_\_

**REQUIRED: End Parallelism**  
Latitude/Longitude (Convert to Decimal) : \_\_\_\_\_ Ending Milepost if Available: \_\_\_\_\_

Total Linear Feet longitudinal occupancy will occupy on Railroad property: \_\_\_\_\_

### Section 6 - Department of Transportation (D.O.T.)

Is this installation associated with a Department of Transportation project?  Yes  No

If Yes, complete the following:

D.O.T. Contract Number: \_\_\_\_\_ D.O.T. Project Number: \_\_\_\_\_ D.O.T. Project Name: \_\_\_\_\_

D.O.T. Contact Information:  Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

***Some important items to note when completing the application:***

**Checklist prior to submittal**

- If method of installation is HDD - frac out and bore plans included
- Latitude & longitudinal information converted to digital decimal format
- If installing fiber - indicate on the plans it has a metallic ribbon or wire (armored sheath acceptable) for locating purposes
- The plans show utility warning signs will be installed above the pipe at each edge of right of way
- Payment for fees included - check payable to specific railroad
- If paying fees by credit card a completed signed credit card release is included - only Visa, MasterCard or Discover can be accepted - US Roads only
- Applications can be emailed with a copy of the check in order to start the approval process. Only the check for the doc prep fees needs to be mailed or overnighted when the complete application packet is emailed. Include a copy of the application to make sure the payment is matched to the correct project.

**Section 7 - Insurance Requirements - US Roads**

**Insurance Requirements prior to any construction project** - Both the Utility Owner and the Contractor completing installation are required to provide proof of current Commercial General Liability Insurance. Prior to construction the Contractor is required to provide current proof of Railroad Protective Liability Insurance.

**General Liability insurance** must meet the minimum requirements of \$2M per occurrence and \$6M aggregate per the terms of the written contract.

**Automobile Insurance** must meet the minimum requirements of \$1M bodily injury and property damage per occurrence.

The General Liability certificate is required to show proof of **CG2417 or its equivalent**. (*Contractual Liability Railroads*)

Evidence of **Workers Compensation** must be provided on certificate and meet the minimum requirements of \$1M. Certificate Holder naming (*specified Railroad*) **\*\*Specified Railroad names can be found at [www.gwrr.com](http://www.gwrr.com)\*\***

General Liability, Automobile Liability and Umbrella/Excess Liability provides additional insured status to the certificate holder and any other party(ies) specified in or required by written contract between the named insured and the certificate holder.

Where applicable and permitted by law, all policies include a blanket automatic waiver of subrogation endorsement that provides this feature in favor of the certificate holder and any other party(ies) specified in or required by written contract between the named insured and the certificate holder.

**Prior to Construction or any access within 50' of Railroad** a current **Certificate of Railroad Protective Liability insurance (RPL)** which shows the **specific Railroad** as named Insured. If the Contractor does not carry a policy of Railroad Protective Liability insurance, this coverage can be secured through the railroad. An application and current Fee structure for this coverage is available upon request.

**\*\*Insurance Requirements for potentially hazardous pipelines such as natural gas, oil, petroleum, etc. to be amended as shown below\*\***

**General Liability Insurance** which names the **specific Railroad** as additional insured and must meet the limits of **\$5M per occurrence and \$10M aggregate**. Such policy shall be endorsed to provide Waiver of Subrogation in favor of the certificate holder per written contract.

**Pollution Legal Liability Insurance** with minimum limits of **Five Million Dollars (\$5,000,000)** per occurrence naming the **certificate holder** as additional insured per written contract. Such policy shall be endorsed to provide Waiver of Subrogation in favor of the certificate holder per written contract.

### **Section 8 - Insurance requirements - Canadian Roads**

**Insurance Requirements prior to any construction project** - Both the Utility Owner and the Contractor completing installation are required to provide proof of current Commercial General Liability Insurance.

**General Liability insurance** must meet the minimum requirements of \$2M per occurrence and \$2M aggregate per the terms of the written contract.

**Automobile Insurance** must meet the minimum requirements of \$1M bodily injury and property damage per occurrence.

Where applicable, the General Liability certificate is required to show proof of **CG2417 or its equivalent.** (Contractual Liability Railroads)

Evidence of **Workers Compensation** must be provided on certificate and meet the minimum requirements of \$1M. Certificate Holder naming *(specified Railroad)* **\*\*Specified Railroad names can be found at [www.gwrr.com](http://www.gwrr.com)\*\***

General Liability, Automobile Liability and Umbrella/Excess Liability provides additional insured status to the certificate holder and any other party(ies) specified in or required by written contract between the named insured and the certificate holder.

Where applicable and permitted by law, all policies include a blanket automatic waiver of subrogation endorsement that provides this feature in favor of the certificate holder and any other party(ies) specified in or required by written contract between the named insured and the certificate holder.

### **IMPORTANT**

Prior to application submittal, Questions can be answered and additional contact information obtained by visiting the website at [www.gwrr.com](http://www.gwrr.com) - select the specific railroad and click on the link for Real Estate.

**Plans for proposed installations shall be submitted to and approved by the Railroad, on behalf of itself, its subsidiaries, and affiliates, and designated engineer before work can begin!** Applications submitted not meeting current specifications as outlined in the General Specifications for Sub-grade and Above grade Utility Crossings of Railway's Right-of-Way will be returned and may incur additional engineering review fees. For your convenience a copy of these specifications can be found on the website at [www.gwrr.com](http://www.gwrr.com).

Materials and installations are to be in strict accordance with specifications of National Electrical Safety Code, AREMA, current edition, and requirements of the Railroad.

Upon application approval, applicant agrees to reimburse Railroad for any cost incurred by Railroad incident to the installation, maintenance and/or supervision necessitated by the installation. Applicant further agrees to assume all liability for accidents or injuries that arise as a result of this installation.

**This section must be completed in full, signed and dated prior to submittal to the Real Estate Department for processing. Unsigned applications, incomplete or inaccurate Information will delay application request and may incur additional fees.**

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

**Phone Number:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Please make check payable to the specific Railroad where proposed work is to occur**. A list of Genesee & Wyoming, Inc. subsidiary railroads can be found at: [www.gwrr.com](http://www.gwrr.com). W-9 information available upon request.

Mail the application for proposed project, along with the applicable non-refundable fee(s) in U.S. Funds (Canadian Applicants please pay all fee in Canadian Funds plus HST) to:

**Genesee & Wyoming Railroad Services, Inc.  
Attn: Real Estate Department  
13901 Sutton Park Dr. S., Suite 270  
Jacksonville, FL 32224**

***In order for the application to be complete ALL required details pertinent to the proposed installation must be completed in full and submitted along with the following fees:***

	# of Copies	Amount Due	Description
<input type="checkbox"/>	1	\$1,000	Completed Wire line Application
<input type="checkbox"/>	1	\$2,250	Engineer review fee, plans/drawings, no larger than 11 x 17. Larger drawings may incur additional engineering fees.
<input type="checkbox"/>	1	\$1,750	Completed Contractor's Access/Occupancy Application and Fee required with ALL application submittals. If the contractor is unknown at time of submittal just check the box under the heading on the form.
		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>	
		<b>\$5,000</b>	<b>Full amount due with submittal for new utility installations - Unless prior arrangements are made, applications received without payment will not be processed until receipt of payment. This could extend the time frame for the processing of your request.</b>

Standard Application processing takes approximately 6-8 weeks. "Expedited processing" is available and will reduce the processing time to between 1-2 weeks at an additional cost of \$3,000. For **all expedited requests**, the application and plans submitted must meet engineering specifications and be approved in order for the applicable agreement(s) to be forwarded to the applicant for signature within 2 weeks **from receipt of all required information and full payment of required fees**. It is important to note that an incomplete application and plans submitted that do not meeting engineering specifications will cause a delay in the processing of expedited request and the two week guarantee no longer applies if revisions are required to be made by the applicant in order for them to meet engineering specs for engineering to approve the request.

The expedited processing of an application does not apply to the final review and execution phase of the agreement process. Once a signed agreement has been received and ALL required fees and insurance has been submitted the agreement(s) is(are) forwarded for final review by a VP of Real Estate, Legal and the signatory for the Railroad. This final review and execution process can take up to 2 weeks from receipt of **all required documentation and fees**. This part of the agreement process cannot be expedited.

At this time we are unable to expedite requests for the installation of new private grade crossings, industrial track agreements, and track leases. The process for these requests varies somewhat from the review and approval process for new utilities and takes a little longer to secure all required approvals.

**Entering or working on the railroad right of way or any other railroad property without the permission of the railroad is trespassing and illegal. Violators risk the possibility of serious, even fatal injury and will be prosecuted.**