

APPLICATION AND AGREEMENT PROCESS

In order to better serve the needs of utilities, municipalities and other prospective occupants of its railroad network, Norfolk Southern Corporation has secured the services of AECOM (formerly known as DMJM HARRIS), a respected provider of engineering-related services, whose office is located in Philadelphia, PA. On Norfolk Southern's behalf, AECOM will receive and review pipe and wire applications, and prepare and execute license agreements in a timely manner. Applications can be found on our website, www.nspipeandwire.com. Completed applications and requests for information should be submitted to AECOM as further described below.

Right of Entry:

Entry on Norfolk Southern 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 Norfolk Southern. The applicant must pay the associated fees and execute the permit.

The issuance of an entry permit does not constitute authority to proceed with any construction. Construction cannot begin until Norfolk Southern executes a formal agreement, and the applicant receives permission, from the designated Norfolk Southern representative, to proceed with the work.

Right of Entry applications may be obtained on the Norfolk Southern website – www.nscorp.com – and follow the “Real Estate” link and then the “Property Access” link. If you require further information regarding this process, you can contact the AECOM office at NSUtilities@aecom.com.

Process:

- **No verbal authorization for construction will be provided.**
- Please note that we have relocated our Philadelphia Office. Application packages should be submitted to AECOM at the following address:

AECOM
1700 Market Street
16th Floor
Philadelphia, PA 19103
Attention: NS Pipe and Wire Administrator
E-Mail: NSUtilities@aecom.com

- Proposed plans, materials and construction will be reviewed within 30 days of receipt of a complete application package. The applicant will be advised of any additional information required or items not in compliance with Norfolk Southern standards. If revised plans are not received within 30 days after comments are provided, the activity will be automatically cancelled.
- If the proposed project complies with Norfolk Southern standards, a draft agreement will be prepared and mailed within the 30-day period.
- Revised plans will be reviewed within two weeks of receipt, and if determined to be acceptable, a draft agreement will be prepared and mailed within this period.
- Applicant (the party to the license agreement) will execute the license agreement and return the same to AECOM with check for appropriate license fees and insurance certificates as defined in the agreement (See Insurance Requirements). 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.



- Norfolk Southern will execute the license agreement and the fully executed agreement will be returned to applicant approximately one 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 Norfolk Southern construction representative(s) who must be contacted prior to any construction on, or entry onto, Norfolk Southern facilities.

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

Application Package:

- **Cover Letter:** Provide a brief description of the project purpose, objectives and background, or specific circumstances the Railway may need to consider when processing the application, including items such as:
 - End user of facility: provide (1) exact purpose of the facility (2) expected number of end users (3) nature of end user(s) (i.e., individuals, government agency, industry, etc.); if fewer than 10 individual end users, provide name, address and contact information of end user(s)
 - If the facility is required as a result of public highway or bridge construction: provide name and contact of project sponsor
 - If the facility is required to support Norfolk Southern facilities: provide name and contact of Norfolk Southern sponsor
 - If there have been previous understandings with Norfolk Southern representatives: provide copies of relevant correspondence, name and title of Railway contact and understanding with Railway
 - Track Ownership (i.e., industry owned or Railway owned)
- **Application Form:** Complete all questions on the enclosed form.
- **Location Map:** Provide a detailed location map indicating the proposed location of the facility, the railroad and local streets and highways.
- **Location Plan:** 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 the distance from a milepost marker or centerline of the nearest street grade crossing or bridge to the proposed facility.
Applicants should also identify the AARDOT Number of the nearest public grade crossing. All public rail-highway crossings have a unique number assigned in a format such as 123 456B. A metal tag indicating the number is located on the crossbuck or flasher post at the crossing.
- **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 Norfolk Southern's specifications [NSCE-8](#) for underground facilities or [NSCE-4](#) for aerial facilities. The minimum requirement for all applications is a plan view, profile view (cross section), and a Pipe Data Sheet (pipelines only) or a Conduit Data Sheet (conduits only). All plans shall have a Plan Number and be dated.
 - The above statement also applies to revised plans. If a faxed copy of the plans was acceptable to the AECOM Contract Administrator or Engineer, at least 3 copies of revised plans shall be mailed to this AECOM office.
- **Photographs:** Photographs, although not mandatory, are highly encouraged to assist the plan review, and ensure quick approval. Digital photos in jpg format may be E-Mailed to NSUtilities@aecom.com. Photos should provide views of the railroad in both directions from the proposed facility, and views along the proposed alignment of the utility crossing.
- **Application and Processing Fees:** All applications will require a one-time, non-refundable, processing fee, **payable to AECOM**. Failure to provide the appropriate processing fee may delay processing. The fee schedule shall be:

Aerial Wire and Cable Facilities: **\$1,250**
Underground Conduits for wires, FOC and cables: **\$1,650**
Underground Pipes for water, sewer, gas, petroleum, etc: **\$2,100**
Supplemental Agreements, Assignment Agreements: **\$300**

Fee schedule valid through June 30, 2012

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

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.

Requests for Information:

Prospective applicants are encouraged to visit our website at www.nspipeandwire.com or request data via E-Mail at NSUtilities@aecom.com to ensure that a response is promptly received.

Railroad Right of Way Information:

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 Norfolk Southern) 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.

Application or Agreement Status Check:

Complete application packages will be processed in the below typical time frames:

- Transverse Crossings: 30 days
- Longitudinal Occupancy over 300 feet: 3-4 months
- Facilities conveying flammable substances or environmentally sensitive material: 2-3 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: The specific design proposal may require Norfolk Southern's Structures Department to review and provide comment and information to assist with the development of the project. Applicants will be notified of time schedule to anticipate after receipt of the specific proposal.
- Complex Requests: All applications are given the same priority and all should receive a response within 30 days. However, complex requests or non-compliant requests require special attention and additional time. You will be notified if additional time will be required.

You will be contacted during this period if additional information or revised plans are required. If you would like to verify receipt of an application, or check on the status of an application, please submit an inquiry to NSUtilities@aecom.com

Maintenance of Existing Facilities:

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

- Copy of the current agreement for the facility, including exhibits
- Detailed description of proposed work
- Evidence of insurance as required by Norfolk Southern's Director Risk Management.



- Written confirmation that you will pay Railway, within thirty (30) days after delivery of an invoice therefore, for all protection and inspection costs incurred by Railway, required in Railway's sole judgment, during any entry

It is recommended that you provide 30 days advance notice of intention to perform programmed maintenance. Emergency entry will be coordinated as may be reasonable under the circumstances.

Any change to the character, capacity, use or location of the Facilities shall require submission of a new application, execution of a new agreement, and payment of all applicable fees.

Insurance Requirements

Norfolk Southern insurance requirements will be defined in the draft agreement. In general, each agreement will require:

1. Payment of a risk financing fee of \$1,000 per installation to add the project to Norfolk Southern'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 evidences 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 draft 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 shall be returned to AECOM with the return of the executed draft agreements. In order to avoid delay to your projects, please forward insurance with the return of the draft agreement to AECOM as one package. Construction will not be authorized until all insurance requirements are satisfied.

APPLICATION FOR PIPE OR WIRE OCCUPANCY

Please answer all questions and direct cover letter / project description, completed application, application fee, and three (3) copies of project plans to:

AECOM
1700 Market Street
16th Floor
Philadelphia, PA 19103
(215) 735-0832
Attn: NS Pipe and Wire Administrator

- 1) Legal name and address of Project Sponsor (i.e. the party that will operate and maintain the facility) for use in preparation of official documents:

Legal Name*: _____
Street: _____
City: _____ State: _____ Zip: _____
Taxpayer ID#: _____

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

Sponsor's Contact Information:

Contact Name: _____
Title: _____
Street: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

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): _____

- 2) Name and Address of Project Sponsor's Representative or Consultant (i.e. the party that will coordinate the project, leave blank if none or same as Sponsor):

Name: _____
Title: _____
Company: _____
Street: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-Mail Address: _____



3) Provide location information as outlined below:

City/Municipality: _____ County: _____ State: _____

GPS Coordinates: Latitude: _____ Longitude: _____

Distance _____ (feet) and direction (N/S/E/W) from Railroad Mile Post No. _____ or from centerline of public grade crossing or bridge carrying _____ (name of road), AAR/DOT Crossing Number _____

4) Will the portion of the project that impacts railroad property lie entirely within an existing public road right of way?

Yes* No

*** If yes, provide conclusive evidence in the form of a letter or memo from the appropriate Road Authority indicating that proposed installation is acceptable to the Road Authority**

Street pavement width: _____ Street Right of Way width: _____

Road Authority Responsible for Street Maintenance:

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

5) Proposed work involves (check all that apply):

- Installation of a new facility
- Inspection or routine maintenance of an existing facility*
- Replacement or change in the character and content of 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**

6) Proposed timeframe for construction:

Start Date: _____ Duration: _____

7) Is this project being performed per Norfolk Southern 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 Norfolk Southern or convey any right to enter Norfolk Southern 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, number of guy wires - _____ 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:
 Gauge of Wire: _____
 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 I for sample plan)

- All railroad tracks shown
- Indicates distance (in feet) to Norfolk Southern Mile Post 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 proposed wire line is within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (Mast flashers, cantilever flashers, gates, etc.) and clearance from existing devices to proposed wire line / poles

Profile View (See NSCE-4 Specification, Plate II 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 proposed wire line is within highway limits or in the vicinity of a grade crossing, location and type of grade crossing traffic control devices (Mast flashers, cantilever 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 – please specify: _____

- b) 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 the following:

Conduit Data Sheet (next page)

Plan View of Crossing (See NSCE-8 Specification Plate II for sample, below is a checklist for your plan development)

- All railroad tracks, including distance to any track switches or turnouts from proposed conduit
- Indicates distance (in feet) to Norfolk Southern Mile Post 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 proposed conduit is within highway limits, show the location and type of grade crossing traffic control devices (Mast flashers, cantilever flashers, gates, etc.)
- Location of launching and receiving pits

Profile View of Crossing (See NSCE-8 Specification Plate III for sample, below is a checklist for your plan development)

- All Railroad Tracks
- Profile of ground above crossing
- Dimensioned Property Lines
- Theoretical Railroad embankment lines (see NSCE-8, Section 4.3.1.F.6)
- 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 / CASING PIPE
NOMINAL SIZE OF PIPE	
MATERIAL	
OUTSIDE DIAMETER	
INSIDE DIAMETER	
WALL THICKNESS - must be at least 0.188"	
TYPE OF COATING	

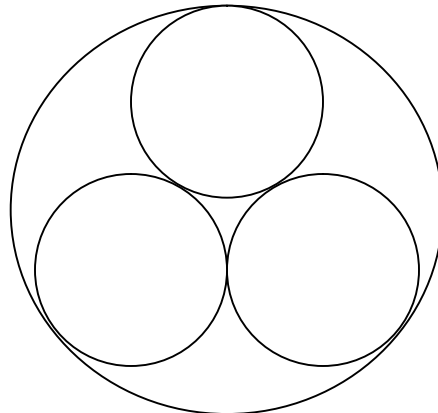
Proposed Method of Installation (Given sections refer to NSCE-8 Specification)

- Jack & Bore (Section 5.1.3)
- Directional Boring Method "A" (Section 5.1.6) – *must have at least 10' depth below base of rail*
- Directional Boring Method "B" (Section 5.1.6) – *only for casings 6 inches or less in diameter*
- Open Cut (Section 5.1.2) – *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)

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

All proposed transverse pipeline crossing applications shall include the following:

Pipe Data Sheet (next page)

Plan View of Crossing (See NSCE-8 Specification Plate II, below is a checklist for your plan development)

- All railroad tracks, including distance to any track switches or turnouts from proposed pipeline
- Indicates distance (in feet) to Norfolk Southern Mile Post or Grade Crossing
- Angle of Crossing relative to railroad track(s)
- Dimensioned Property Lines
- Location of Valves (NSCE-8 section 4.9)
- Location of Vents (if required by NSCE-8 section 4.6)
- 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 proposed pipeline is within highway limits, show the location and type of grade crossing traffic control devices (Mast flashers, cantilever flashers, gates, etc.)
- Casing pipe length
- Location of launching and receiving pits

Profile View of Crossing (See NSCE-8 Specification Plate III, below is a checklist for your plan development)

- All railroad tracks
- Profile of ground above crossing
- Distance to Valves
- Distance to Vents and height above ground (if required by NSCE-8)
- Distance to Pipeline Marker Signs
- Dimensioned Property Lines
- Theoretical Railroad embankment lines (per section 4.3.1.F.6 of the NSCE-8)
- 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:

Contractor shall follow all requirements of Norfolk Southern's NSCE-8 Specifications

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

Blasting Not Permitted

PIPE DATA SHEET

	CARRIER PIPE	CASING PIPE
CONTENTS TO BE HANDLED		
NORMAL OPERATING PRESSURE		
NOMINAL SIZE OF PIPE		
OUTSIDE DIAMETER		
INSIDE DIAMETER		
WALL THICKNESS		
WEIGHT PER FOOT		
MATERIAL		
PROCESS OF MANUFACTURE		
SPECIFICATION		
GRADE OR CLASS		
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:

- Bore and jack (per Section 5.1.3 of NSCE-8)
- Jacking (per Section 5.1.4 of NSCE-8)
- Tunneling (with Tunnel Liner Plate) (per Section 5.1.5 of NSCE-8)
- Directional Bore/Horizontal Direction Drilling – Method A (per Section 5.1.6 of NSCE-8)
- Directional Bore/Horizontal Direction Drilling – Method B (per Section 5.1.6 of NSCE-8)
- Open Cut (per Section 5.1.2 of NSCE-8). *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): _____

