GENERAL LICENSE PROCESS INSTRUCTIONS

Licensing Process:

1. Once the application package is received by Jones Lang LaSalle Brokerage, Inc. (JLL), the application and drawing will be forwarded to the engineering firm to prepare the Exhibit “A” drawings for the contract. This process takes approximately 10 to 15 working days.

2. When the Exhibit “A” is completed, a contract will be prepared and two (2) copies will be forwarded to you for an original signature. A letter will be sent to you that will provide directions regarding insurance and any additional fees.

3. Return the signed contracts (2 contracts with original signatures), along with the appropriate payment to JLL’s Permits Department.

4. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.

5. Once the contract is executed, one original will be returned to you for your files.

6. Prior to commencing any work on the Premises, Licensee shall complete and shall require its contractor (all parties who will be working on the site) to complete the safety training program at Internet Website www.bnsfcontractor.com. This training must be completed no more than one year in advance of Licensee’s entry on the Premises.

7. The cover letter and the executed contract will list the Roadmaster’s name and phone number. You will need to contact the Roadmaster ten (10) days prior to beginning work.

Process Time:

Please be advised that the average time period for completion of this process is 4 weeks from the time that the application is received. Every effort will be made to complete this process in a timely manner.
Insurance Requirements for the following Agreement:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial General Liability Insurance</strong></td>
<td>Contractual Liability with a combined single limit of a minimum of $2,000,000 each occurrence and an aggregate limit of at least $4,000,000.</td>
</tr>
<tr>
<td><strong>Business Automobile Insurance</strong></td>
<td>Combined single limit of at least $1,000,000 per occurrence.</td>
</tr>
<tr>
<td><strong>Workers Compensation and Employers Liability Insurance</strong></td>
<td>Employers’ Liability with limits of at least $500,000 each accident, $500,000 by disease policy limit, $500,000 by disease each employee.</td>
</tr>
<tr>
<td><strong>Railroad Protective Liability Insurance</strong></td>
<td>Coverage of at least $2,000,000 per occurrence and $6,000,000 in the aggregate, with the exception of New Mexico in which coverage is $5,000,000 per occurrence and $10,000,00 in the aggregate.</td>
</tr>
</tbody>
</table>

Please note: These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.

Please send the following so we may process your License request:

1. Completed Application.
2. **$800 non-refundable application fee.** This is not in lieu of a permit agreement fee. Check should be made payable to BNSF Railway Company.
3. **One set of drawings** (no larger than 11 x 17) for the area to be occupied. (Include: streets, distance from tracks and streets, mileposts if available and any distinguishing land marks.) Please ensure all information is accurate, as each change will add an additional $800 to the application fee.

Forward to:
Jones Lang LaSalle Brokerage, Inc. Attn: Permit Services
4200 Buckingham
Suite 110
Ft. Worth, TX 76155
APPLICATION FOR LICENSE AGREEMENT

Jones Lang LaSalle Brokerage, Inc.
ATTN: Permit Services
4200 Buckingham, Ste 110
Fort Worth, Texas  76155

We submit for your approval the following application to occupy BNSF RAILWAY COMPANY’S right-of-way, as shown on the enclosed location plan and detailed sketch.

Legal Name of Contractor performing work: __________________________________________________
If a Corporation State in which incorporated: __________________________________________________
(If not incorporated, attach name(s) of owners or partners.)
Contact Name: _____________________________ Phone #: __________________
Mailing Address: __________________________________________________
Email Address: __________________________________________________
Phone # _____________________________ Fax # ______________________

Is this project ARRA funded?  Yes ___ No ___
Is this a condemning authority?  Yes ___ No ___
Is Applicant a Railroad Shipper? Yes ___ No ___
If yes, BNSF Marketing Rep Name _____________________________ Phone # ___________
Was this service requested by BNSF?  Yes ___ No ___
If yes, BNSF person requesting service _____________________________ Phone # ___________
Is this in conjunction with a track expansion project?  Yes ___ No ___
If yes, BNSF contact name: _____________________________

Purpose of License _______________________________________________________________________
Name of nearest town on RR: _____________________________ County ______________ State ______
Name of nearest roadway crossing RR
Location of proposed occupancy: ________1/4 Section ________ Township _______ Range _________
Railroad Milepost: _____________________________ Latitude _________ Longitude __________________
Will this project e located entirely within the limits of a public street? Yes ___ No ___
Total cost of project: $_________________
What type of improvements will be located on the property? _____________________________
### Culvert:

**Contents to be handled through culvert:**

<table>
<thead>
<tr>
<th>Length of culvert on RR property (plastic pipe must be encased full width of ROW)</th>
<th>ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside diameter of pipe</td>
<td>in.</td>
</tr>
<tr>
<td>Pipe Material</td>
<td></td>
</tr>
<tr>
<td>Specification &amp; grade (Minimum yield strength casing 35,000 psi)</td>
<td></td>
</tr>
<tr>
<td>Wall thickness (minimum wall thickness of casing pipe under 14 in. – 0.188 in E-80 Loading)</td>
<td></td>
</tr>
<tr>
<td>Actual working pressure</td>
<td></td>
</tr>
<tr>
<td>Type of Joint</td>
<td>Mechanical ☐</td>
</tr>
<tr>
<td>Coating</td>
<td></td>
</tr>
<tr>
<td>Distance from base of rail to top of culvert (Flammable contents, steam, water or non-flammable – minimum 5 ½ ft. under main track)</td>
<td></td>
</tr>
<tr>
<td>Minimum ground cover on RR property (minimum 3 ft.)</td>
<td></td>
</tr>
<tr>
<td>Cathodic protection casing (flammable substance)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of insulators or support:</th>
<th>Size:</th>
<th>Space:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Vents (flammable substances require 2 vents)</td>
<td>Size:</td>
<td>Height Above Ground:</td>
</tr>
</tbody>
</table>

| Method of Crossing: | Jacking ______ | Trench | Dry Bore Only ___ |
|---|---|---|
| Jacking pit location min. 30 ft. from centerline of track. Pit must not be open more than 48 hrs. and must be protected when not in use. | (RR to furnish flagman at applicant’s expense) | (Jacking pit location min. 30 ft. from centerline of track. Pit must not be open more than 48 hrs. and must be protected when not in use.) |

Does culvert support an oil or gas well? Yes _____ No _____
If yes, distance from RR property: ___________ ft. Name of well: _____________________________

Attached to this sheet is a location plan and detailed sketch. Shown on the sketch are exact dimensions of the project area and distances to the centerline of the nearest track and road crossing bridge or other railroad structure.

*I understand that submission of this application does not authorize occupancy of the property.* Exact fees and insurance requirements will be forwarded after the application has been reviewed and approved by the BNSF.

**Date:** __________________________
**Signed:** __________________________
**Print Name:** __________________________
**Title:** __________________________
**Phone #:** __________________________ **Fax #:** __________________________

If you require additional assistance, please contact your [Jones Lang LaSalle Brokerage, Inc.](https://www.joneslanglasalle.com) representative.