



## PRIVATE CROSSINGS PROCESS INSTRUCTIONS

In an effort to improve safety for the communities we serve, our customers and our employees' goal, of the BNSF Railway Company, is to reduce the overall number of grade crossings. With this in mind, you should exhaust all other options and avenues before submitting an application for a NEW private crossing. A crossing may be denied by BNSF for safety and operational reasons and any processing fees that may apply will not be refunded, if denied.

### 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, the package will be forwarded to BNSF's Director of Field Safety for approval. **This process will take a minimum of 30 days.**
3. If this is a new crossing, an estimate by BNSF Engineering will be prepared. Costs for private crossings will be determined by BNSF and forwarded to you for approval and payment prior to any work being performed. BNSF will, in all instances, determine costs associated with all work to be performed between rail/track. This may include work performed within the right-of-way. **This will take an additional 30 days minimum.**
4. Once approvals have been received, 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.**
5. Return the signed contracts (2 copies with original signatures), along with the appropriate **payment** to JLL's Permit Department.
6. Once the contract is executed, one original signed agreement will be returned to you for your files.

### Process Time:

For new crossings the average time period for completion of this process is 10 weeks. Every effort will be made to complete this process in a timely manner.

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

1. **Completed Application.** Include a cover letter providing specific details about your application request.
2. **Application Fees.**
  - a. **Existing Crossings** – If this is an *existing* private crossing for Residential, Residential & Farm no application fee is required.
  - b. **New or Existing Farm & Ranch, Commercial/Industrial Crossings** – If this is an application for a *new* or *existing* private crossing for commercial/industrial or farm & Ranch use a **\$800 non-refundable application fee** is required. This is not in lieu of a permit agreement fee. This would include temporary as well as permanent use. Make check payable to BNSF Railway Company.
3. **A copy of your warranty deed and an associated parcel map for the area to be occupied.** An aerial map from the internet and/or a parcel map should be included referencing surrounding streets, distance from tracks and streets, private crossing DOT # or the milepost location, and any distinguishing land marks. Please ensure all information is accurate, as each change will add an additional \$800 to the application fee.
4. **Approved Crossing Applications**
  - a. The applicant will be provided an agreement for execution and will have a maximum of sixty (60) days to return.

Forward to:

Jones Lang LaSalle Brokerage, Inc.  
Attn: Permit Services-Private Crossings  
4200 Buckingham Drive  
Suite 100  
Ft. Worth, TX 76155



APPLICATION FOR PERMANENT PRIVATE CROSSING

Jones Lang LaSalle Brokerage, Inc.
Attn: Permit Services
4200 Buckingham Drive, Suite 100
Fort Worth, Texas 76155

We submit for your approval the following for a private crossing we propose to build across BNSF RAILWAY COMPANY'S right-of-way, as shown on the enclosed sketch.

Applicant understands he or she will be requested to sign a crossing permit, which will provide that Applicant will:

- 1) assume the cost to construct the crossing,
2) furnish insurance as requested by BNSF Railway Company,
3) reimburse BNSF Railway Company for expenses incurred to maintain this crossing and
4) if crossing is temporary assume the cost to remove the crossing

Legal Name to be shown on Permit:
If a corporation, State in which incorporated:
Address:
Phone #:
Contact Name:
FAX:
Email Address:

General Information

Is your company registered with www.bnsfcontractor.com:
Is your company registered with Browz:
Is this project ARRA funded:
Is Applicant a Railroad Shipper:
If yes, BNSF Marketing Representative name:
Is Applicant working with a BNSF Engineering Representative:
If yes, BNSF Engineering Representative name:

Crossing Location & Information:

City
County
State
Crossing is located at RR Milepost
DOT #
Latitude
Longitude

Is Crossing New or Existing? If Existing does it require rehab? Yes No

Type of Crossing:

Plank concrete Other Describe:
Width of Crossing: 8' 16' 24' 32' 40' Other:

Specify time period crossing will be required 10 Years 25 Years

Is the Crossing being used for Residential Residential & Farm Farm & Ranch or Commercial

Number of vehicle crossings a day: 1-5 5-10 15-20 20 +

Type of user vehicle: Auto Pickup Van Industrial If Industrial, type.

Other private crossings in the vicinity? Yes No
If yes, give distance / direction from the crossing:
What is the distance to the nearest public crossing in either direction:

Do you own or lease the land on either side of your crossing: Own Lease
If leased, provide owners name Phone #

If leased please attach written authorization from legal owner with application.

Date: Signed:
Print Name:
Title:



APPLICATION FOR TEMPORARY PRIVATE CROSSING

Jones Lang LaSalle Brokerage, Inc.
Attn: Permit Services
4200 Buckingham Drive, Suite 100
Fort Worth, Texas 76155

Applicants Tax ID or SS #

We submit for your approval the following for a private crossing we propose to build across BNSF RAILWAY COMPANY'S right-of-way, as shown on the enclosed sketch.

Applicant understands he or she will be requested to sign a crossing permit, which will provide that Applicant will:

- 1) assume the cost to construct the crossing,
2) furnish insurance as requested by BNSF Railway Company,
3) reimburse BNSF Railway Company for expenses incurred to maintain this crossing and
4) if crossing is temporary assume the cost to remove the crossing

Legal Name to be shown on Permit: \_\_\_\_\_

If a corporation, State in which incorporated: \_\_\_\_\_ If not incorporated, attach name(s) of owners or partners.)

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

Phone #: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

General Information

Is your company registered with www.bnsfcontractor.com: Yes [ ] No [ ]

Is your company registered with Browz: Yes [ ] No [ ]

Is this project ARRA funded: Yes [ ] No [ ]

Is Applicant a Railroad Shipper: Yes [ ] No [ ]

If yes, BNSF Marketing Representative name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is Applicant working with a BNSF Engineering Representative: Yes [ ] No [ ]

If yes, BNSF Engineering Representative name: \_\_\_\_\_ Phone: \_\_\_\_\_

Crossing Location & Information:

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Crossing is located at RR Milepost \_\_\_\_\_ DOT # \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Is Crossing New [ ] or Existing? [ ] If Existing does it require rehab? Yes [ ] No [ ]

Type of Crossing:

Plank [ ] concrete [ ] Other [ ] Describe: \_\_\_\_\_

Width of Crossing: 8' [ ] 16' [ ] 24' [ ] 32' [ ] 40' [ ] Other: \_\_\_\_\_

Specify time period crossing will be required. \_\_\_\_\_

Is the Crossing being used for Residential [ ] Residential & Farm [ ] Farm & Ranch [ ] or Commercial [ ]

Number of vehicle crossings a day: 1-5 [ ] 5-10 [ ] 15-20 [ ] 20 + [ ]

Type of user vehicle:

Auto [ ] Pickup [ ] Van [ ] Industrial [ ] If Industrial, type. \_\_\_\_\_

Other private crossings in the vicinity? Yes [ ] No [ ]

If yes, give distance / direction from the crossing: \_\_\_\_\_

What is the distance to the nearest public crossing in either direction: \_\_\_\_\_

Do you own or lease the land on either side of your crossing: Own [ ] Lease [ ]

If leased, provide owners name \_\_\_\_\_ Phone # \_\_\_\_\_

If leased please attach written authorization from legal owner with application.

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

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_