TEMPORARY OCCUPANCY PROCESS INSTRUCTIONS

Licensing Process:

IMPORTANT: If you require a Temporary Occupancy permit, submit all paperwork to JLL.

If you require access to BNSF Railway Company’s property for a Seismic Survey you must first enter into a Lease Agreement.

Please contact: Jennifer Kindred
                Farmers National Company
                5110 S. Yale
                Suite 400
                Tulsa, OK 74135
                jkindred@farmersnational.com

After submitting a Lease Agreement with your application package Jones Lang LaSalle Brokerage, Inc. (JLL) will review the area to determine ownership of mineral rights and forward to the local BNSF Roadmaster for approval.

1. Once application package is received by (JLL), and all prior approvals have been obtained, if required, 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 Permit Department.

4. The final contracts, with original signatures, are 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 orientation program at Internet Website [http://bnsfcontractor.com/](http://bnsfcontractor.com/). This orientation 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 Requirement</th>
<th>Temporary Occupancy</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 $10,000,000 in the aggregate</td>
</tr>
</tbody>
</table>

**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. If License is for a Seismic Survey send a copy of your **Lease Agreement**.
2. **Completed Application**.
3. **$800 non-refundable processing fee**. Check should be made payable to BNSF Railway Company.
4. **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 processing fee.

Forward application and payments to:
Jones Lang LaSalle Brokerage, Inc.
Attn: Permit Services
4200 Buckingham, Ste.110
Ft. Worth, TX 76155
Is this project ARRA funded? Yes ☐ No ☑
Is this a condemning authority? Yes ☐ No ☑
Is Applicant a Railroad Shipper? Yes ☐ No ☑

Purpose of Occupancy? Access to adjacent property to repair a bridge

Location of proposed occupancy: SW ¼ Section 33 Township 54N 3W
Railroad Milepost: 26.57
Latitude: 27.95
Is the work to be performed within 50 ft. of the track? Yes ☑ No ☐
Percentage of project done within 50 ft. of the tracks: 65%
Area to be occupied: 20 ft. (x) 20 ft.
Length of time for Project: Date from: 10/01/2017 Date to: 11/01/2017
Will a crossing under the railroad tracks be required? Yes ☐ No ☑
Total cost of project: $25,000

For a Seismic Survey:

Attached to this sheet is a location plan and a detailed sketch. Shown on the sketch are exact dimensions of the project area and distances to the centerline of nearest railroad 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.

If you require additional assistance, please contact your Jones Lang LaSalle Brokerage, Inc. representative.
Email Address: ________________________________

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 or track expansion project?  Yes ☐  No ☐
If yes, BNSF contact name ___________________________ Phone # ___________________________

Purpose of Occupancy? ___________________________
Name of nearest town on RR ___________________________ County ___________________________ State ___________________________
Name of nearest roadway crossing RR ___________________________
Location of proposed occupancy  ¼ Section ___________ Township ___________ Range ___________
Railroad Milepost ___________________________ Latitude ___________________________ Longitude ___________________________
Is the work to be performed within 50 ft. of the track?  Yes ☐  No ☐
Percentage of project done within 50 ft. of the tracks. ___________ %
Area to be occupied ___________ ft. (x) ___________ ft.
Length of time for Project: Date from: ___________________________ Date to: ___________________________
Will a crossing under the railroad tracks be required?  Yes ☐  No ☐
If yes, location of railroad mileposts ___________________________
Total cost of project $ ___________________________

For a Seismic Survey:

Dates you will actually be on property  Total # of cables on property ___________________________

Attached to this sheet is a location plan and a detailed sketch. Shown on the sketch are exact dimensions of the project area and distances to the centerline of nearest railroad 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. representative.