



## **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](http://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:**

<b>Commercial General Liability Insurance</b>	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.
<b>Business Automobile Insurance</b>	Combined single limit of at least \$1,000,000 per occurrence.
<b>Workers Compensation and Employers Liability Insurance</b>	Employers' Liability with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
<b>Railroad Protective Liability Insurance</b>	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. .
<b>Please note: These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.</b>	

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

1. **Completed Application.**
2. **\$800 non-refundable processing 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 processing 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.

Applicant's Tax ID # or SS # \_\_\_\_\_

**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:** \_\_\_\_\_

Length of culvert on RR property (plastic pipe must be encased full width of ROW)	_____ ft.
Inside diameter of pipe	_____ in.
Pipe Material	_____
Specification & grade (Minimum yield strength casing 35,000 psi)	_____
Wall thickness (minimum wall thickness of casing pipe under 14 in. – 0.188 in E-80 Loading)	_____
Actual working pressure	_____
Type of Joint	Mechanical <input type="checkbox"/> Welded <input type="checkbox"/>
Coating	_____
Distance from base of rail to top of culvert (Flammable contents, steam, water or non-flammable – minimum 5 ½ ft. under main track) (uncased gaseous products – minimum 10' under track)	_____
Minimum ground cover on RR property (minimum 3 ft.)	_____
Cathodic protection casing (flammable substance)	_____

Type of insulators or support: \_\_\_\_\_ Size: \_\_\_\_\_ Space: \_\_\_\_\_

Number of Vents (flammable substances require 2 vents) \_\_\_\_\_ Size: \_\_\_\_\_ Height Above Ground: \_\_\_\_\_

Method of Crossing:	<b>Jacking</b> _____ (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.)	<b>Trench</b> _____ (RR to furnish flagman at applicant's expense)	<b>Dry Bore Only</b> _____ (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.](http://www.joneslanglasalle.com) representative.