



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 or Wilson & Company ten (10) days prior to beginning work. The contact information will be provided to you when you receive your fully executed contract.**

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:

Commercial General Liability Insurance	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.
Business Automobile Insurance	Combined single limit of at least \$1,000,000 per occurrence.
Workers Compensation and Employers Liability Insurance	Employers' Liability with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
Railroad Protective Liability Insurance	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. .
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 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.

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 # _____

Expected Start Date: _____

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 be 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:	Jacking _____ (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.)	Trench _____ (RR to furnish flagman at applicant's expense)	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.)

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.](#) representative.

The cover letter and the executed contract will list the Roadmaster's name and phone number. **You will need to contact the Roadmaster or Wilson & Company ten (10) days prior to beginning work. The contact information will be provided to you when you receive your fully executed contract**