

## **PIPELINE / WIRE LINE PROCESS INSTRUCTIONS**

### **Licensing Process:**

1. Please apply for your permit online at <https://bnsf.railpermitting.com>\*. If you are unable to apply online, please submit the application package to Jones Lang LaSalle Brokerage, Inc (JLL). Once the application package is received by JLL, the application and drawing will be forwarded to the engineering firm to prepare the Exhibit "A" drawing(s) for the contract. **This process takes approximately 10 to 15 working days.**
  - *Applications for utility crossing permits submitted under claim of legal right will not be accepted through the online system. Written applications and accompanying documentation (plans, drawings, insurance certificates, etc.) as required by law, including any payment due, must be served in accordance with the requirements of the applicable law (typically via certified mail or other legal service). Such applications must be served on BNSF's registered agent, The Corporation Trust Company, 1209 Orange Street, Wilmington, DE 19801, or upon BNSF's legal registered agent in the state where the utility will be located.*
2. When the Exhibit "A" is completed, a contract will be prepared and e-mailed to you for review and signature. **The e-mail will provide directions regarding insurance and any additional fees.**
3. Return the signed contract to JLL's Permits Department. You can remit a check when you return your agreements, or if you applied online, you may pay your fees online.
4. The final contract will be presented for execution provided payment has been received and insurance has been approved.
5. Once the contract is executed, it will be e-mailed to you. If you prefer, you may request an original to 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 <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 Scheduling Agent's information for coordination of flagging and observation services. **You will need to contact the Scheduling Agent at least ten business (10) days prior to beginning work.** Please note that the availability of flagging and observation personnel varies during the year, thus, the scheduling lead time during peak season can vary.

### **Process Time:**

Please be advised that the average time for completion of this process is 8 weeks from the time that the application is received. Every effort will be made to complete this process in a timely manner. If you require **RUSH** processing please complete the attached form and send with your check for \$7,000. *We cannot provide RUSH processing for longitudinals.*

**Insurance Requirements for the following Agreements:**

|                                                                                                                                                                        | <b>Pipeline, Overhead Pipe Truss or Conveyor</b>                                                                                                | <b>Electric Supply, Communication or Telephone Line</b>                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commercial General Liability Insurance</b>                                                                                                                          | Contractual Liability with a combined single limit of a minimum of \$5,000,000 each occurrence and an aggregate limit of at least \$10,000,000. | 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.                                                                                   | 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.    | 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 \$5,000,000 per occurrence and \$10,000,000 in the aggregate.                                                              | 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 |
| <b>Pollution Legal Liability Insurance (if necessary)</b>                                                                                                              | In an amount of at least \$5,000,000 per occurrence and \$10,000,00 in the aggregate                                                            |                                                                                                                                                                                                      |
| <b>Please Note:</b> 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. **\$2,000 non-refundable application fee.** This is not in lieu of a license fee or 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.) If required, attach the **pole head diagram**. Please ensure all information is accurate, as each change will add an additional \$2,000 to the application fee.
4. If you require this be expedited please complete the [RUSH](#) form and include an additional non-refundable \$7,000. *We cannot provide RUSH processing for longitudinal.*

Forward to:

Jones Lang LaSalle Brokerage, Inc.

Attn: Permit Services

2650 Lou Menk Dr., MOB-2

Ft. Worth, TX 76131



## APPLICATION FOR PIPELINE or WIRE LINE - CROSSING AND/OR LONGITUDINAL

Jones Lang LaSalle Brokerage, Inc.

Applicants Tax ID # or SS # \_\_\_\_\_

**ATTN: Permit Services**

2650 Lou Menk Dr., MOB-2

Fort Worth, TX 76131

We submit for your approval the following specifications for a pipeline or wire line we propose to build across and/or along **BNSF RAILWAY COMPANY'S** right-of-way, as shown on the enclosed location plan and detailed sketch.

**Legal name of company/municipality who will own the pipeline/ wire line:** \_\_\_\_\_

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

Name of contact for ownership entity: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Is this project **ARRA** funded? Yes ☐ No ☐

Is applicant 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, person requesting service: \_\_\_\_\_ Phone # \_\_\_\_\_

Is this installation in conjunction with a track or track expansion project? Yes ☐ No ☐

If yes, BNSF contact name: \_\_\_\_\_ Phone # \_\_\_\_\_

Is this installation associated with a public road crossing/widening or a grade separation project? Yes ☐ No ☐

If yes, please provide details and plans for said crossing/widening or grade separation project with your application.

Type of Encroachment: Crossing ☐ Longitudinal ☐ Both ☐

Name of nearest town on RR \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Name of nearest roadway crossing RR? \_\_\_\_\_

Location of Encroachment: \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Railroad Mile Post \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Within limits of public road or street? Yes ☐ No ☐ If yes, distance from center line of road: \_\_\_\_\_ ft.

Width of public road or street: \_\_\_\_\_ ft.

### **PIPELINE:**

(Note: For wire line see pg. 2)

**Contents to be handled through pipeline:** \_\_\_\_\_

|                                                                                                   | CARRIER                                                             | CASING                                                              |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Length of pipe on RR property<br>(plastic pipe must be encased full width of ROW)                 | ft.                                                                 | ft.                                                                 |
| Inside diameter of pipe                                                                           | in.                                                                 | in.                                                                 |
| Pipe Material                                                                                     |                                                                     |                                                                     |
| Specification & grade<br>(Minimum yield strength casing 35,000 psi)                               |                                                                     |                                                                     |
| Wall thickness<br>(minimum wall thickness of casing pipe under 14 in. –<br>0.188 in E-80 Loading) |                                                                     |                                                                     |
| Actual working pressure                                                                           |                                                                     |                                                                     |
| Type of Joint                                                                                     | Mechanical <input type="checkbox"/> Welded <input type="checkbox"/> | Mechanical <input type="checkbox"/> Welded <input type="checkbox"/> |

## CARRIER

## CASING

|                                                                                                                                                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Coating                                                                                                                                                                                                                                      |  |  |
| Distance from base of rail to top of pipe –<br>Jack-and-Bore Flammable contents, steam, water or<br>non-flammable – minimum 8 ft. 3 in.<br>Uncased gaseous products – minimum 10 ft.<br>Horiz. Dir. Drill (HDD) All pipelines minimum 12 ft. |  |  |
| Minimum ground cover on RR property<br>(minimum 6 ft.)                                                                                                                                                                                       |  |  |
| Cathodic protection casing and uncased<br>pipelines                                                                                                                                                                                          |  |  |

Type of insulators or support: \_\_\_\_\_ Size: \_\_\_\_\_ Space: \_\_\_\_\_  
 Number of Vents (flammable substances require 2 vents) \_\_\_\_\_ Size: \_\_\_\_\_ Height Above Ground: \_\_\_\_\_

Does pipeline support an oil or gas well? Yes ☐ No ☐

If yes, distance from RR property. \_\_\_\_\_ ft. Name of well: \_\_\_\_\_

### Method of Crossing:

Jacking/Dry Bore ☐  
 (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 ☐  
 (Open trench for crossing under  
tracks must be approved by  
Division General Manager, and  
RR to furnish flagman at  
applicant's expense)

Horizontal Directional  
Drilling (HDD) ☐  
 (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.)

If installation is via Horizontal Direction Drilling (HDD) - Cutting head must travel at 0.0% grade (or downward) beginning 25' (minimum) from centerline of track until it reaches a point 25' (minimum) from the centerline of track. Minimum pressure must be applied to pumping the slurry to the cutting head during drilling. This will deter the bentonite slurry used for lubrication from seeping up and fouling the track roadbed. A BNSF Flagman must be present during installation and an Inspector/Coordinator (IC) will manage the installation and will monitor the ballast and roadbed.

### WIRE LINE:

Kind of encroachment: Electric ☐ Communication ☐ If other, describe: \_\_\_\_\_  
 Type of wires/cables: \_\_\_\_\_ # of wires or cables: \_\_\_\_\_ Volts \_\_\_\_\_ Phase \_\_\_\_\_ Cycles \_\_\_\_\_  
 Conduits: \_\_\_\_\_  
 Occupied conduits: \_\_\_\_\_ Vacant conduits: \_\_\_\_\_ Total Conduits: \_\_\_\_\_  
 Length of encroachment: \_\_\_\_\_ Adjacent spans: \_\_\_\_\_ ft. \_\_\_\_\_ ft.  
 Appurtenances on RR Co. property: \_\_\_\_\_  
 Wire clearance over or under top of rail: \_\_\_\_\_ ft. over or \_\_\_\_\_ ft. under (minimum 12')  
 If under track: kind of conduit \_\_\_\_\_ size of conduit \_\_\_\_\_  
 Wire clearance over RR Co. wire lines: \_\_\_\_\_

### POLES

Kind: \_\_\_\_\_ Size: \_\_\_\_\_  
 Height: \_\_\_\_\_ Class: \_\_\_\_\_  
 Set in: Earth ☐ Rock ☐  
 Number of poles on RR property: \_\_\_\_\_  
 Distance of poles from track: \_\_\_\_\_

### GUY WIRES

Overhead \_\_\_\_\_ Down \_\_\_\_\_  
 Kind \_\_\_\_\_ Size \_\_\_\_\_

### CROSS ARMS

Material: \_\_\_\_\_  
 Size: \_\_\_\_\_

## FRONT ELEVATION

### INSULATORS

Material: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

### BRACKETS

Material: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

### CONDUCTORS

Material: \_\_\_\_\_

Type: \_\_\_\_\_

Size: \_\_\_\_\_

## SIDE ELEVATION

### LINE CHARACTERISTICS

Voltage: \_\_\_\_\_

Phase: \_\_\_\_\_

Cycle: \_\_\_\_\_

I agree that I have read the instructions for the installation of wire lines as detailed in the latest version of the **BNSF Utility Accommodation Policy** located at [www.bnsf.com/bnsf-resources/pdf/about-bnsf/utility.pdf](http://www.bnsf.com/bnsf-resources/pdf/about-bnsf/utility.pdf).

Attached to this sheet is a location plan and a detailed sketch. Sketch should show tie-down measurement to centerline of nearest road crossing, bridge or other railroad structure.

Please authorize us to proceed with this installation or advise what changes are necessary to meet BNSF's specifications.

Date:

\_\_\_\_\_

Signed:

Print Name:

Company:

Title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you require additional assistance, please contact your [JLL Permit Manager](#).



## RUSH REQUEST

Note that your application package must be completed before we can expedite your application.

License Agreements that **do not** qualify for handling as a **RUSH**:

1. Longitudinals
2. Public Projects
3. General License
4. Assignments
5. Request for changes to our Engineering requirements
6. Requests for changes to our standard agreement

Please enclose your non-refundable check for \$9,000 (\$2,000 application fee and \$7,000 RUSH fee) and we will forward a contract to you for execution within 10 days.

Email the signed contract to me for execution.

*Contact Information:* \_\_\_\_\_

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

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

*Address 1:* \_\_\_\_\_

*Address 2:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_