



PIPELINE / WIRE LINE PROCESS INSTRUCTIONS

Licensing Process:

1. Once the [application](#) package is received by Jones Lang LaSalle (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 <http://www.contractororientation.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. If you require **RUSH** processing please complete the attached form and send with your check for \$3,000. *We cannot provide RUSH processing for longitudinals.*

Insurance Requirements for the following Agreements:

	Pipeline, Overhead Pipe Truss or Conveyor	Electric Supply, Communication or Telephone Line
Commercial General Liability Insurance	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.
Business Automobile Insurance	Combined single limit of at least \$1,000,000 per occurrence.	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.	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 \$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
Pollution Legal Liability Insurance (if necessary)	In an amount of at least \$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. **\$600 non-refundable processing fee.** Check should be made payable to BNSF Railway Company.
3. **Two sets of drawings** 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 \$600 to the processing fee.
4. If you require this be expedited please complete the **RUSH** form and include an additional non-refundable \$3,000. *We cannot provide RUSH processing for longitudinals.*

Forward to:
 Jones Lang LaSalle
 Attn: Permit Services
 3017 Lou Menk Drive
 Ft. Worth, TX 76131-2800



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

Jones Lang LaSalle
ATTN: Permit Services
 3017 Lou Menk Drive
 Fort Worth, TX 76131-2800

Applicants Tax ID #
 or SS#

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 (plastic pipe must be encased full width of ROW)	ft.	ft.
Inside diameter of pipe	in.	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"/>	Mechanical <input type="checkbox"/> Welded <input type="checkbox"/>

CARRIER

CASING

Coating		
Distance from base of rail to top of pipe (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 pipeline support an oil or gas well? Yes No
 If yes, distance from RR property. _____ ft. Name of well: _____

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
 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: _____ x _____ x _____

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 *Utility Accommodation Policy*.

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: _____
Phone #: _____ Fax: _____

If you require additional assistance, please contact your [Jones Lang LaSalle](#) representative.