



## **PRIVATE CROSSINGS PROCESS INSTRUCTIONS**

In an effort to improve safety for the communities we serve, our customers and our employees a goal, of the BNSF Railway Company, is to reduce the overall number of grade crossings. With this in mind, you should exhaust all other options before submitting an application for a new grade crossing. A crossing may be denied by BNSF for safety and operational reasons and the \$600.00 processing fee will not be refunded, if denied.

### **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, the package will be forwarded to BNSF’s Director of Field Safety for approval. **This process will take a minimum of 30 days.**
  - a. If this is a new crossing, an estimate by BNSF Engineering will be prepared. Costs for private crossings will be determined by BNSF and forwarded to you for approval and payment prior to any work being done. **This will take an additional 30 days.**
3. Once approvals have been received, 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.
4. Return the signed contracts (2 contracts with original signatures), along with the appropriate **payment** to JLL’s Permit Department.
5. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.
6. Once the contract is executed, one original will be returned to you for your files.
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 Agreements:**

<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. *If crossing is for private residential use personal Liability Insurance will be required.
<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.
<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. **\$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.) Please ensure all information is accurate, as each change will add an additional \$600 to the processing fee.

Forward to:

Jones Lang LaSalle

Attn: Permit Services-Private Crossings

3017 Lou Menk Drive

Ft. Worth, TX 76131-2800



APPLICATION FOR PRIVATE CROSSING

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

Applicants Tax ID #
or SS #

We submit for your approval the following for a private crossing we propose to build across BNSF RAILWAY COMPANY'S right-of-way, as shown on the enclosed sketch.

Applicant understands he or she will be requested to sign a crossing permit, which will provide that Applicant will:

- 1) assume the cost to construct the crossing,
2) furnish insurance as requested by BNSF Railway Company,
3) reimburse BNSF Railway Company for expenses incurred to maintain this crossing and
4) if crossing is temporary assume the cost to remove the crossing.

Legal Name to be shown on Permit:
If a corporation, State in which incorporated:
Address:
Phone #:
Contact Name:
FAX:
Email Address:

Is this project ARRA funded: Yes No
Is Applicant a Railroad Shipper? Yes No
If yes, BNSF Marketing Representative name: Phone #

Crossing Location:
City County State
Highway Name / Number Crossing is located at RR Milepost DOT #
1/4 Section Township Range Latitude Longitude

Is Crossing New or Existing? If Existing does it require rehab? Yes No
Type of Crossing: plank concrete other Describe:
Width of Crossing
Is Crossing Permanent or Temporary If Temporary, specify time period crossing will be required.
Is the Crossing for Residential Farm or Commercial Number of vehicle crossings a day
Type of user vehicle: Auto Pickup Van Industrial If Industrial, type.
Other private crossings in the vicinity? Yes No
If yes, give distance / direction from the crossing:
What is the distance to the nearest public crossing in either direction:

Do you own or lease the land on either side of your crossing: Own Lease
If leased, provide owners name Phone #
If leased please attach written authorization from legal owner with application.

If this is an existing crossing, how many families are using it now? If known, attach names and addresses.
If Cooperative use, please attach names and permit numbers held by others and provide proof of land ownership.
What are the future plans for this property?

Date: Signed:
Print Name:
Title:
Phone #: FAX

If you require additional assistance, please contact Heather Calhoun at (817) 230-2633 or Heather.Calhoun@am.jll.com .