



11/20/2015
500 Water Street, J180
Jacksonville, FL 32202
(800) 332-4697

FOR LAND LEASE REQUESTS ONLY

To: All Applicants
From: CSX Real Property, Inc.
Subject: Applications for Lease of Property of CSX Transportation, Inc.

Attached are the form and instructions for preparing your application to lease Property of CSX Transportation, Inc. (CSXT). Submit applications to the address above.

To expedite the processing of your application, please provide the following (instructions enclosed):

1. One original of the application form.
2. Photograph of the property to be leased.
3. General location map (sample enclosed).
4. Sketch of property to be leased - must contain distance from track, show the proposed leased area, and indicate existing and proposed improvements - can be either: Fragment copy of CSXT's applicable valuation map (with area highlighted) OR Fragment copy of applicable county tax map (with area highlighted) AND "Detailed location Information" provided on application form.
Note: Additional drawings may be submitted for clarification, if necessary.
5. Check made payable to CSX Transportation, Inc. for \$250.00, non-refundable Application Fee.

Questions concerning the application and agreement process, or requests for additional copies of the application package, should be directed to CSXT's Real Property Sales and Leasing Department at (800) 332-4697.

When the completed application form and drawing are received, the proposed agreement will be sent to you in approximately 60 days (provided the application is approved). Incomplete applications or drawings will be returned to the applicant and not handled until the correct information is received.

**NO VERBAL AUTHORIZATION IS VALID TO USE AND/OR WORK ON CSXT PROPERTY.
EXECUTED AGREEMENTS ARE REQUIRED PRIOR TO ANY ENTRY ON CSXT PROPERTY
OR WORK BEING PERFORMED.**



Instructions for Preparing Application Form

- "Applicant Information" section must be filled out completely. The agreement will be prepared in the name of the Applicant. It is important to provide the complete Legal Name.
- Applications must meet the following criteria:
 - The Premises cannot be used for a scrap or junk yard, the burning of refuse, deposit of debris, garbage, sewage, or waste of any kind, or for any other unsanitary or unhealthful purposes of any kind or nature, or any other use contrary to any laws or regulations.
 - No structures are permitted within 1,000 feet of a railroad/road grade crossing.
 - No part of the leased area shall be within 25 feet of the centerline of the nearest track.
- The distance to/from the CSXT milepost is a field measurement. Railroad mileposts are located along the track, similar to highway mileposts. It is a whole number and is written vertically on a white sign or concrete post.
- Please remember to date your application form.
- CSXT Valuation maps, if needed for location information or property ownership, may be purchased through Heary. To request a CSX valuation map, obtain a copy of the Valuation Map Reproduction Request Form by accessing the following web address:

<https://www.csx.com/index.cfm/customers/value-added-services/property-real-estate/property-maps/>
- In order to process the request for valuation map, the county and state must be provided along with one of the following: GIS#, val section and sheet, milepost with prefix, DOT crossing number, nearest street and distance from that street, or an attached map of the area.
- Your description of the use of the property must be very explicit. If approved, the use you've specified will be included in the agreement and any additional use will be considered a breach of the agreement and may result in its cancellation. Your application and/or correspondence should include a statement indicating whether or not it will be necessary to physically cross any railroad track (with vehicles or on foot) to access the property.



Application Fee

The following fee is non-refundable and must be submitted with the application. Failure to do so may result in the application being returned. All checks should be made payable to CSX Transportation, Inc.

Application Fee: \$250.00

Instructions for Preparing Application Attachments

For uniformity in the preparation of attachments to accompany applications, and in order to facilitate prompt processing, the following instructions will apply to all application attachments. Failure to include all pertinent information (either on the application or attachment) may result in the delay of processing or return of the application.

The size of the attachments (drawings, sketches, etc.) must be 8-1/2" x 11" or 8- 1/2" x 14" or 11" x 17." Larger drawings or construction plans may be submitted if necessary for clarification but cannot be used in lieu of the required attachment.

The general location map, CSXT valuation map fragment, and tax map fragment must:

- Display north arrow
- Show proposed lease area, with dimensions noted
- Include Val. map number or tax map number
- Show distance from the centerline of track

The photograph must clearly show the entire section to be leased and any improvements, attachments or encroachments already on the property.



Insurance Requirements

The following list represents the insurance which will be required in the lease agreement. You will be required to provide proof of insurance when you sign the lease agreement.

- Lessee shall procure, and shall also maintain during continuance of the Lease, at its sole cost and expense, a policy of Public Liability Insurance or Commercial Liability Insurance, naming Lessee as insured and Lessor as additional insured, covering liability under the Lease. Coverage of not less than FIVE MILLION U.S. DOLLARS (\$5,000,000.00) Combined Single Limit per occurrence for bodily injury and property damage is required as a minimum to protect Lessee's assumed obligations. If said policy does not automatically cover Lessee's contractual liability under the Lease, a specific endorsement adding such coverage shall be purchased by Lessee. If said policy is written on a "claims made" basis instead of an "occurrence" basis, Lessee shall arrange for adequate time for reporting losses. Failure to do so shall be at Lessee's sole risk.
- In addition to the above-described CGL insurance, if Lessee contracts for new construction or structural alterations to the Premises, Lessee shall provide or shall cause its contractor to provide, prior to commencement of any construction activity, and maintain during the period of construction and all related activities, at no cost to Lessor, a policy of Owner's Protective Liability Insurance designating Lessor as insured, with a limit of not less than FIVE MILLION U.S. DOLLARS (\$5,000,000.00) Combined Single Limit per occurrence for all bodily injury and property damage liability. If the construction or alterations involve an exposure to train operations on tracks of Lessor, the insurance shall be written on the ISO/RIMA Form (ISO Form CG-00-35, or current) of Railroad Protective Insurance, with Pollution Exclusion Amendment (ISO Endorsement No. CG-28-31), having a limit of not less than FIVE MILLION U.S. DOLLARS (\$5,000,000.00) Combined Single Limit per occurrence for bodily injury and property damage and at least a TEN MILLION U.S. DOLLARS (\$10,000,000.00) aggregate limit during each annual policy period.