



**11/20/2015**  
6737 Southpoint Drive S, SC J915  
Jacksonville, FL 32216  
(800) 332-4697

## **Signboard Installations**

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

To address concerns related to the safety and operation of the railroad, each proposed site location will be reviewed and evaluated by both the railroad's engineering and operating departments to determine if the proposed site is acceptable.

Each completed Outdoor Advertising Sign Site Application, including a vicinity sketch, site photograph, application fee, and site plan drawn to scale (see Exhibit A), should be returned to the address shown below for review and handling for railroad approval. Once the proposed Advertising Sign Site Application is approved, a License Agreement will be prepared and forwarded for review and execution by the Applicant.

### **General Guidelines for Sign Placement:**

Access over the railroad tracks to the sign site will not be permitted.  
Sign sites should be located as far as possible from road crossings and railroad tracks.

**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.**

### **Submit applications to:**

CSX Real Property, Inc.  
Attn: Regional Sales and Leasing  
6737 Southpoint Drive S, J915  
Jacksonville, FL 32216

### **To expedite the processing of your application, please provide the following:**

1. One original of the completed, signed, and dated application form.
2. One prints of project drawings.
3. General location map (sample enclosed) depicting access to the location.
4. Photograph of the property
5. Check made payable to CSX Transportation, Inc. for \$1,750.00, **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 Regional Sales and Leasing Department at (800) 332-4697.



## 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 minimum criteria:
  - Minimum distance between centerline of nearest track and nearest sign support must be 25 feet or greater.
  - Minimum distance between centerline of nearest track and nearest part of sign structure must be 15 feet or greater.
  - Minimum height of lowest part of sign face must be 15 feet or more from the top of the rail for those signs that do not overhang the track.
  - Minimum height of lowest part of sign face must be 25 feet or more from the top of the rail for those signs that overhang the track.
  - Access must be depicted on location map.
  - 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 access 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.



## 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:     \$1,750.00

## 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 sign location, with dimensions noted
- Include Val. Map number or tax map number
- Show distance from the centerline of track



## 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 TEN MILLION U.S. DOLLARS (\$10,000,000.00) 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.

## Flagging Requirements

If required for your project, a CSXT flagman will be provided at the entire expense of the project and/or the applicant for duration of the project. Costs are estimated between \$1,000.00 - \$2,000.00 per day if a signal locate is needed. This protection cannot be provided by any personnel other than an authorized CSXT employee. CSXT will make the sole determination as to whether flagging protection is required.