

Corridor Occupancy Services

Expedited Service for Utility Request

Critical to Quality:

It is critical that the application and plans meet CSX's specifications and that all information required for a complete review be included with the initial application submission. If the application submission is a relocation, upgrade, or replacement of existing facilities located on CSX's corridor, the existing agreement number and/or date must be included with the submission. For research assistance, please submit requests to CustomerRel@csx.com prior to your submission.

Process Boundaries

- Start – Application, Detailed Plans, Confirmation Email, Engineering Review Fees and Expedited Fees received by CSX
- Stop – Agreement prepared and provided to customer for signatures

Expedited services do not include flagging services, as flagging services are dependent on the availability of CSX Maintenance of Way workers. *See CSX Engineering Review section below regarding delays in the engineering review stage.*

Specific Exclusions

- Shortline leased trackage
- Rights-of-Entry
- Internal signoffs required from other CSX Departments
 - a. Bridge Department
 - b. Maintenance of Way
 - c. Public Projects
- Drainage projects
- Encroachments over 36" in diameter (casing)

Eligible Encroachments

- New Aerial Wireline/Telecommunications
- New Jack & Bore with casings up to and including 36"
- New Horizontal Directional Drill up to and including 6" casing

Expedited Process

Upon the initial inquiry about expedited services, a conference call will be scheduled to discuss the proposed project to determine if the project meets the criteria for expedited services. The application and plans must be completed prior to the call for a thorough discussion. If the project does not meet the criteria for expedited service, you will be directed to submit project plans and the application for standard processing. The below outline is for projects that do meet the criteria for expedited service.

Application, Plans, and Fee(s) Received by Corridor Occupancy Services
Upon receipt of applications, plans, and fee(s), CSX will confirm receipt within 1 business day.
If submittal is received by our office after 12:00 pm, it will be considered received on the next business day.
The preferred method of submission for expedited services is email directly to the engineering specialist who oversees the project location. Please refer to CSX's Permit Information Packet for a complete territory listing. Customer is to provide notification of intent to utilize expedited services by including "Expedite" in the email Subject Line.
Submittal should be made electronically and should include a credit card authorization form to immediately process payment.
CSX Engineering Review
CSX Engineer will review plans and application within 5 business days of receipt
If additional information/revisions is/are required, customer must submit within 3 business days
If resubmittal is received by the engineering after 12:00 pm, it will be considered received on the next business day. Any resubmittals outside of this specified time frame will be directed out of the expedited service work queue and into the standard work queue. Please note that the application fee for expedited services is non-refundable.
The resubmittal will be re-reviewed by CSX within 2 business days. If the resubmittal still does not provide the information/revisions required to meet CSX specifications, the application will be directed out of the expedited service work queue and into the standard work queue
Agreement Preparation
Upon completion of the engineering review, the CSX Engineer will forward the file to a CSX Contract Specialist for agreement processing. The agreement will be processed and forwarded for customer's signature within 4 business days.
If file receipt is after 12:00 pm, it will be considered received by the Contract Specialist on the next business day.
All applicable insurance certificates/policies and fees must be provided prior to the agreement distribution. Please refer to your general agreement for pricing information. CSX's Permitting Information Packet will provide information regarding RPL Insurance pricing.
*For those projects located on track in which there are passenger train operations, you must obtain your own RPL Insurance Policy. Please refer to the following link for information regarding passenger train operations at your project location.
<ul style="list-style-type: none"> • Your insurance agent will require additional information pertaining to train traffic at your project location. You can obtain the necessary information from the Federal Rail Administration's web link: http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/crossing.aspx • You will just need to provide the DOT Crossing Inventory Number closest to your project location and click "generate report." • Please inquire with the CSX Contract Specialist for your area for a copy of the RPL policy specifications.