



Permitting

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## Information Packet

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Version 2.0  
May 2017

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# Permitting

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## Table of Contents

<b>Introduction</b>	<b>1</b>
Utility Permitting	1
Contact Us	1
<b>Summary of Services</b>	<b>2</b>
Encroachments	2
Design & Construction	2
Design Requirements	2
Construction Activities	3
Railroad Valuation Maps	4
Agreements/Permits	4
Insurance	5
<b>Submitting a Request</b>	<b>6</b>
Application	6
Plans and Drawings	7
Review Fees	8
<b>Appendix</b>	<b>10</b>
News You Can Use	10
Permitting Links	10
Other Links	10
Drawing Guidelines	11
System Map	12
Permitting Contacts	13

# Introduction

## Utility Permitting

CSX property encompassing 22 states, the District of Columbia and a portion of eastern Canada (see appendix for system map) and is responsible for the review and approval of all requests for facility encroachments and permits for rights of entry. Three key service roles include:

- **Customer Accounts:** permit requests; permit/contract negotiations
- **Engineering:** review/approval of permit facility design plans
- **Construction:** scheduling of permitted facility installations

## Contact Us

For questions concerning the permitting process see “Permitting Contacts” in the Appendix, Page 13. Other questions involving CSX:

- **Call during business hours (7:30 AM to 5:30 PM):** 1-877-TellCSX (1-877-835-5279)
- **Email inquiries:** [www.csx.com](http://www.csx.com);
  - Select: About CSX
  - Select: Contact Us
  - Select: Category of your choice in the TellCSX form field
- **Headquarters:**  
CSX Transportation, Inc.  
500 Water Street  
Jacksonville, FL 32202  
Attn: TellCSX, C420
- **Utility Permitting:**  
CSX Transportation, Inc.  
6737 Southpoint Drive S.  
Suite 100  
Jacksonville, FL 32216-6177  
Attn: Utility Permitting (J180)

To report a **railroad emergency**, please contact the CSX Public Safety Coordination Center at **1-800-232-0144** immediately.

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# Summary of Services

## Encroachments

Typical encroachments reviewed by CSX on a case-by-case basis include:

- Wirelines (electric, fiber, cable, etc.)
- Pipelines (water, sewer, gas, culverts, etc.)
- Towers (cellular/co-location)
- Right of Entry (Temporary)
  - Access (surveys, soil borings, inspections, oversized equipment, etc.)
  - Environmental (soil sampling, monitoring wells, remediation, etc.)

Upon review and approval of the project proposal, CSX will prepare an agreement to document access to the railroad property for the approved project. See “Submitting a Request” for additional information on how to facilitate review and approval of the project.

Facilities that should be designed to be located off the CSX system due to negative impact on railroad operations include:

- Manholes
- Catch Basins
- Headwalls

For any encroachment request not referenced above, please contact CSX (see *Contact Us*) to discuss feasibility of the project.

## Design and Construction

### Design Requirements

Please carefully review CSX’s Design and Construction Standard Specifications prior to designing an encroachment proposal. These specifications can be found on the CSX website by clicking the link below or following the instructions outlined below.

- [Permitting](#)
- All efforts should be made to comply with CSX’s standard specifications. You may request CSX to review a design that does not meet the specification criteria by submitting a variance proposal; however, additional review fees are required for variance requests (see page 7) and approval is not guaranteed.

The American Railway of Engineering and Maintenance of Way Association (AREMA) is also a resource that could prove helpful in designing your project. The AREMA website is [www.arema.org](http://www.arema.org).

All occupancies should be designed and constructed so that rail operations and facilities are not interfered with, interrupted, or endangered. In addition, proposed facilities should be located to minimize encumbrance to the corridor so that the railroad will have unrestricted use of its corridor for current and future operations.

To assist you with preparing drawings, CSX has developed samples and templates identifying the information required for our staff to complete a review. See “Drawing Guidelines” in the Appendix for details. The drawings contain tables requesting specific information. While this information may not be necessary for your particular operations or industry, it is required for CSX to properly consider the proposal.

### Construction Activities

The safety and integrity of CSX rail operations is of paramount importance to CSX. Each project is reviewed by CSX independently to determine, in its sole discretion, the need for protection services and/or construction manager services and/or On-Track Worker Safety Training. If required for the project, the project owner will be invoiced for the services provided during the project.

- **Protection Services:** This service cannot be provided by any personnel other than an authorized CSX employee or agent. Daily costs can be estimated at:
  - \$1,500.00 per day per protection provider
  - \$1,500.00 per day if a signal locate is needed
    - Any signal locate performed by CSX is for CSX facilities only – the project owner is responsible for contacting State "Call Before You Dig" programs or the nationally designated number - 811
- **Construction Managers:** Current policy and daily cost estimates include:
  - Subgrade: construction managers required for any project activity on CSX
  - Aerial: construction managers required for project set-up and final inspection
  - \$1,500.00 per day, per construction manager
    - Depending on the nature of the project, additional experts may be required
- **Safety Training:** On-Track Worker Safety Training is required for all project owner personnel and/or project owner contractor personnel requiring access to the railroad corridor. This training can occur prior to scheduling the project or the day of beginning installation. Components and estimated costs include:
  - Training duration: four hours
    - Photographic identification required
    - Requires successfully completing a test questionnaire
    - Safety certification remains in effect for that individual for one year from the date of the testing

### **CSX-Accepted Sources**

- Roadway Worker Training, Inc., authorized to train contractors and train trainers (866-479-8462, [general@rrtrainers.com](mailto:general@rrtrainers.com))
- STV/Ralph Whitehead Associates, authorized to train contractors and train trainers (Kortney Hartz, 704-940-6813, [Kortney.Hatz@stvinc.com](mailto:Kortney.Hatz@stvinc.com))

**Entering any railroad right of way or other railroad property without the permission of the railroad is trespassing and illegal. Violators will be prosecuted, and they risk the possibility of serious, even fatal, injury.**

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### Railroad Valuation Maps

Railroad valuation maps (commonly referred to as “val maps”) are available for informational purposes to assist with your project references. These maps provide the width of the railroad corridor as well as other railroad nomenclature such as the milepost reference and GIS#. To obtain a copy of a valuation map, please complete the [Valuation Map Reproduction Request Form](#) which can be obtained via the following:

RAILROAD VALUATION MAPS	
<b>Web:</b>	<a href="#">External Valuation Map Request</a>
<b>Phone:</b>	904.633.4571
<b>Fax:</b>	904.633.4545
<b>Mail:</b>	CSX Real Property, Inc. Val Map Request Coordinator, J915 301 West Bay Street, Suite 800 Jacksonville, FL 32202
<b>Fees:</b>	
First Map	\$ 85.00
Each Additional Map	\$ 50.00
U.S. Mail Shipping ( <i>per map</i> )	\$ 2.00
Overnight Mail	\$ 12.00

Upon receipt of the Valuation Map Reproduction Request Form, the Val Map Request Coordinator will contact the customer within three business days to discuss payment options.

### Agreements/Permits

**All work activities within the CSX operating rail corridor and/or other CSX property must be reviewed and approved, including installations within public road rights-of-way. For installation of utilities or requests to access CSX property for surveying, an agreement/permit will be provided upon completion and acceptance of the proposal review.**

To access CSX property to perform activities relative to an existing facility, please review the existing agreement verbiage to determine (a) if the activity is permissible and (b) which form to submit for the request (see: “Submitting a Request,” page 6). If you do not have a copy of the agreement, CSX may be able to provide a copy to you for your records. Research fees are as follows:

AGREEMENT COPIES	
<b>Web:</b>	<a href="#">Agreement Copies</a>
<b>Fee:</b>	\$ 50.00 per agreement

**Insurance**

CSX requires that insurance coverage be provided prior to any entry and/or work activity within the railroad corridor. The agreement will define the requirement in greater detail but for summary purposes, the following identifies the components:

INSURANCE COVERAGE	
<b>COMMERCIAL GENERAL LIABILITY (CGL)</b>	
<b>Coverage:</b> Per Occurrence	
<b>Insured:</b>	\$ 5,000,000
<b>Additional Insured</b> (unless otherwise advised):	Facility Owner
<b>Duration:</b>	CSX Transportation, Inc. Encroachment Lifetime
<b>RAILROAD PROTECTIVE LIABILITY (RPL)</b>	
<b>Coverage:</b> Per Occurrence	\$ 5,000,000
Aggregate	\$ 10,000,000
<b>Insured:</b>	CSX Transportation, Inc.
<b>Duration:</b>	Encroachment Construction Activity

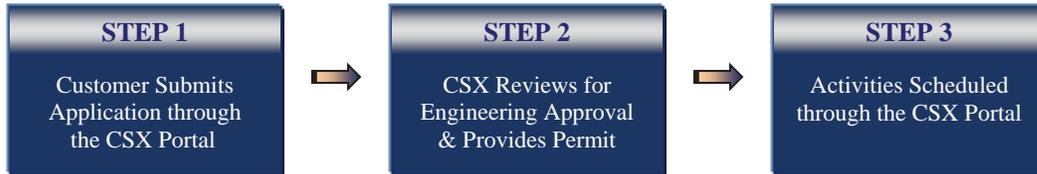
Depending on the nature of the project, CSX may offer the option of paying a risk fee to cover the cost of adding the work activity to CSX’s Railroad Protective Liability (RPL) Policy for the period of actual construction. The fees, if approved, can generally be estimated as noted below but are subject to change depending on the specific project parameters:

RPL RISK FEE			
<u>FACILITY CROSSING INSTALLATION – PER TRACK</u>		<u>ACCESS ONLY</u>	
<u>Aerial</u>	<u>Sub-Grade</u>	<u>Right of Entry</u>	
(Casing Diameter Size - Inches)			
\$ 700	From 0 to less than 30	\$ 750	Surveys \$ 500.00
	30 to less than 45	\$ 1,500	Inspections/Access (no equipment) \$ 500.00
	45 to less than 75	\$ 3,000	Inspections/Access/ Soil Borings (w/ equipment) \$ 3,000
	75 to less than 100	\$ 6,000	Grading \$ 3,000
	100 to less than 120	\$ 12,000	Environmental (investigations) \$ 3,000
<b><u>FACILITY PARALLEL INSTALLATION: CONTACT CSX</u></b>			

# Submitting a Request

## Application

Consideration of your proposal follows three primary steps:



It is important that your request be as complete and accurate as possible to prevent delay or rejection. Upon receipt of the application and related documents, CSX will provide the project contact noted on the application form an email acknowledging receipt, invoice of fees, and the current estimated time for review of the proposal. Due to the variation in the number and complexity of proposals received by CSX during the course of the year, timeframes for review can vary from 15 to 60 days. If the nature of the project requires a variance approval, site assessment or resources outside of the CSX organization, timeframes for review would increase dependent on availability of the resources.

\*\*\*\*\*Please write down the tracking number assigned to your application for future reference.

*Templates and sample forms can be found on the CSX website at:*

[www.csx.com](http://www.csx.com)

- Click on Customers tab at the top of the page.
- Click on CSX Real Property link
- Choose Permitting tab on left side of page

**Guidelines for form selection include:**

- **Facility (Utility) Encroachment Form** (new installations, upgrade/modification to existing facilities)
  - Pipelines
  - Wirelines
  - Culverts
- **Tower Encroachment Form** (new installations, upgrade/modification to existing facilities)
  - Cellular/Wireless
  - Co-location requests
- **Right of Entry Form** (temporary purpose only)
  - Surveys
  - Environmental Investigation
  - Ingress/Egress (short-term over non-operating operating)
  - Inspection (bridges, roads, etc.)
  - Monitoring wells
  - Soil boring or sampling

- Oversized equipment move over operating track and/or property
- Property remediation
- **Outside Party Request Form**
  - Schedule an approved activity within/on CSX property
    - Existing Facilities with executed Permit/Agreement
      - Minor inspection/maintenance activities
      - Replacement of existing facility with like kind
    - New Facilities

**Please Note Our New Process\*\*\*\***

You must schedule your work activity through the CSX Property Portal. You will receive an email notification containing a special reference number and link to the CSX Property Outside Party Request Form.

- **Design and Construction Specifications**
  - Wirelines
    - If subgrade, and casing is greater than six (6) inches, use pipeline specifications for pipe details
  - Pipelines

**Plans and Drawings**

Plans/drawings are required for review and approval of encroachment and access requests. The plans should be clear, concise, and accurately reflect design scope of the project and the impact to the CSX rail corridor or property. The nature of the project prescribes the information required for CSX to complete a review. Please note that review of your project will be delayed if the necessary information is not provided.

- **Facility Encroachment Forms** must be submitted with design plans that indicate the following:
  - See “Drawing Guidelines” in Appendix, Pages 10 and/or 11, for more details
- **Tower Encroachment Forms** must be submitted with design plans that indicate the following:
  - **Dimensions of Land space requirements**
  - **Equipment/shelter location**
  - **CSX property lines**
  - **Approximate distance to nearest railroad track, if any**
- **Right of Entry Forms** must be submitted with location maps that indicate the following:
  - Area of access on CSX property
  - Nearest public road
  - If environmental investigation also include maps that indicate:
    - Ground water flow
    - Distribution of contaminants and soil
    - Distribution of contaminants and ground water

**Review Fees**

All requests require a non-refundable review fee payable to CSX Transportation, Inc. Below is the schedule of fees. A “**standard**” proposal meets CSX’s specifications, i.e., no design or construction method variation. A “**variance**” proposal does not meet CSX’s specifications. Horizontal directional drilling is not a standard approved method of installation and considered a variance.

<b>REVIEW FEE SCHEDULE: UTILITY ENCROACHMENTS</b>			
<b>Per Location</b>			
<b>Aerial Proposals</b>	<b>Standard</b>		<b>Variance</b>
<b><u>Crossings</u></b>			
Wireline	\$	1,250	\$ 3,750
Pipeline: Overhead pipe structures not accepted		Contact CSX	Contact CSX
<b><u>Parallel</u></b>			
0 to less than 500 lineal feet	\$	1,250	\$ 3,750
500 feet to less than 1,000 lineal feet	\$	2,500	\$ 4,750
Greater than 1,000 lineal feet		Contact CSX	Contact CSX
<b>Sub-Grade Proposals</b>	<b>Standard</b>		<b>Variance</b>
<b>Per Location - Based on Casing diameter Size</b>			
<b><u>Crossings</u></b>			
0 to less than 10 inches	\$	1,450	\$ 3,950
10 inches to less than 24 inches	\$	1,950	\$ 5,450
24 inches to less than 30 inches	\$	2,500	\$ 6,000
30 inches to less than 42 inches	\$	3,500	\$ 7,000
42 inches to less than 66 inches	\$	4,000	\$ 7,500
66 inches to less than 96 inches*	\$	6,000	\$ 9,500
Greater than 96 inches*		Contact CSX	Contact CSX
<b><u>Parallel - 0 to less than 500 lineal feet</u></b>			
0 to less than 10 inches	\$	1,450	\$ 3,950
10 inches to less than 24 inches	\$	1,950	\$ 5,450
24 inches to less than 30 inches	\$	2,500	\$ 6,000
30 inches to less than 42 inches	\$	3,500	\$ 7,000
42 inches to less than 66 inches	\$	4,000	\$ 7,500
66 inches to less than 96 inches*	\$	6,000	\$ 9,500
Greater than 96 inches*		Contact CSX	Contact CSX
<b><u>Parallel – 500 to less than 1,000 lineal feet</u></b>			
0 to less than 10 inches	\$	2,150	\$ 4,650
10 inches to less than 24 inches	\$	2,650	\$ 6,150
24 inches to less than 30 inches	\$	3,200	\$ 6,700
30 inches to less than 42 inches	\$	4,200	\$ 7,700
42 inches to less than 66 inches	\$	4,700	\$ 8,200
66 inches to less than 96 inches*	\$	6,700	\$ 10,250
Greater than 96 inches*		Contact CSX	Contact CSX
<b><u>Parallel – 1,000 lineal feet or greater</u></b>			
		Contact CSX	Contact CSX
<b>REVIEW FEE SCHEDULE: OTHER ACTIVITIES</b>			
<b>Towers</b>	<b>Standard</b>		<b>Variance</b>

Tower*	\$	4,000	Contact CSX
Tower Co-location	\$	4,000	
Modification	\$	350	
Site Study Fee	\$	250 per location	
<b>Rights of Entry</b>		<b>Standard</b>	<b>Variance</b>
General Access	\$	1,250	Contact CSX Contact CSX
Environmental Investigation	\$	4,000	
Wide Load Crossing	\$	150	
<b>Site Assessments</b>		<b>Standard</b>	<b>Variance</b>
Site Assessment	\$	2,500	Contact CSX
<b>Project Activities</b>		<b>Standard</b>	<b>Variance</b>
Project Coordination/Scheduling	\$	150	N/A
<p><b>CSX RESERVES THE RIGHT TO CHARGE AN ADDITIONAL \$700 REVIEW FEE FOR ANY PERMIT SUBMITTAL THAT REQUIRES 3 OR MORE REVIEWS OF REVISIONS TO THE ENGINEERING DRAWINGS.</b></p> <p>* Indicates transactions that may require a site assessment or additional fees for consultant services</p>			

## Review

CSX reviews each request independently for safety, specification compliance, and both short-term and long-term impacts to railroad operations and property usage. The contact identified on the application will receive:

- **Receipt Notification**
  - Advises request received by CSX
  - Provides estimated timeframe to complete review
- **Engineering Notification**
  - Advises request either:
    - Approved and permit forthcoming
    - Requires additional information for approval
    - Declined – CSX will endeavor to assist you with alternatives to any proposal that is declined
- **Permit Notification**
  - Provides permit/agreement for facility occupation
  - Instructions for scheduling work activity

## Scheduling Activity

The Outside Party Request Form (OP Form) is utilized for scheduling all work activities on CSX property.

- **New Installations**
  - Form is provided with permit/agreement
- **Existing Facilities w/ approved Permit/Agreement**
  - Please schedule your request through CSX Property Portal via link: [Scheduling Project Activity](#),
  - Provide scheduling fee
  - Provide evidence of insurances (see “Insurance” on page 5)

If you require a copy of the permit/agreement for an existing facility, see “Agreements/Permits” on page 4 for additional information on how to obtain a copy.

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# Appendix

## News You Can Use

### PERMITTING LINKS

**CSX Website:** [www.csx.com](http://www.csx.com)  
**Permit Information Location:** Type “Permits” in site search box (top right hand corner) and select “Permits: Real Estate” from list.

**Forms:**

**Information:**  
**Permitting Instructions:** [Information Packet](#)  
**Specifications:** Pipeline: CSXT Design Construction Standards  
Wireline: CSXT Design Construction Standards  
Interim Guidelines for Horizontal Directional

**Drilling**

Sample Fraction Mitigation Plan for Horizontal

**Directional Drilling**

**Drawings:** Drawing Guidelines (Utility Installations)  
Sample Drawings (Utility Installations)  
Blank Canvas Drawings (Utility Installations)

**Applications:**  
**Facility Encroachment:** Facility Application  
**Tower/Co-location:** Tower Application  
**Right of Entry:** Right of Entry Application

**Scheduling Activity:**  
**Request:** Outside Party Request Form

### OTHER LINKS

**CSX Emergency Hotline:** 1-800-232-0144  
**Railroad Valuation Map Request:** [External Valuation Map Request](#)  
**Existing Contract Information:** [Existing Contracts](#)  
**Request Copy of Agreements:** [Agreement Copies](#)  
**TellCSX:** 1-877-TellCSX (1-877-835-5279)

## Drawing Guidelines

### Drawings

**Each application submitted to CSX must include drawings/plans for the proposed project. The drawings should be no larger than 11 x 17 (inches) in size.**

### **Plan and Profile**

CSX has developed plan and profile drawings illustrating **required** data as outlined in CSX's Design & Construction Standard Specifications for both pipeline and wireline occupancies. The tables in the drawings identify the information that is **required** for CSX to complete a review of your proposal. Drawings for your use include:

- **Instructional:** identifies information **required for submittal**
  - *Plan View*
  - *Pipeline Profile View*
  - *Sub-grade Wireline Profile View*
  - *Aerial Wireline Profile View*
- **Canvas:** templates which can be saved and information inserted electronically
  - *Plan View*
  - *Pipeline Profile View*
  - *Sub-grade Wireline Profile View*
  - *Aerial Wireline Profile View*

Please review the instructional drawings prior to completing your proposal drawings (see: Drawing Package). The drawings contain tables requesting specific information. While this information may not be necessary for your particular operation or industry, it is **required** for CSX to properly consider the proposal. Requests submitted that do not include the required information will be declined. The instructional and canvas drawings can be found on the CSX website:

<https://www.csx.com/>

When using the blank canvas templates, please note the following:

- **A current version of Adobe Reader (or use of Adobe Acrobat Version 8 to current) is required. To download a current version of Adobe Reader, please click [here](#).**
- **Once the blank canvas template is open and selected, click on the "Highlight Fields" button in the top right section of the screen. All fields that can be completed electronically will appear in a light blue color. For easier navigation, you may also press the tab key on your keyboard to move the cursor from field to field.**
- **Ensure that all applicable fields in the table(s) are completed and in compliance with CSXT's current Design & Construction Standard Specifications for both Pipeline and Wireline occupancies.**
- **Once the tables are completed, click in the large image area to upload the plan or profile view of the drawing. If desired, click in the small image area to upload your company log.**

# CSX SYSTEM MAP



## UTILITY PERMITTING TERRITORY & CONTACT LIST

### **ENGINEERING/SPECIFICATION COMPLIANCE (BY STATE):**

Mark E. Austin – Director  
Email: [Mark\\_E\\_Austin@CSX.com](mailto:Mark_E_Austin@CSX.com)

Tom Pauly – CANADA, CT, DE, MA, NC, NJ, NY, OH, PA & VA, WV  
Email: [Thomas\\_Pauly@CSX.com](mailto:Thomas_Pauly@CSX.com)

Anthony Gilmore – DC, FL, GA, MD, SC  
Email: [Anthony\\_Gilmore@CSX.com](mailto:Anthony_Gilmore@CSX.com)

Daniel Fetahovic - AL, IL, IN, KY, LA, MI, MS, TN  
Email: [Daniel\\_Fetahovic@CSX.com](mailto:Daniel_Fetahovic@CSX.com)

### **CONTRACT, INSURANCE & FEE COMPLIANCE (BY STATE):**

Dona Jadwin – Manager  
Email: [Dona\\_Jadwin@CSX.com](mailto:Dona_Jadwin@CSX.com)

Jessica Braig – IL, IN, KY, MI, PA, VA, & WV  
Email: [Jessica\\_Braig@CSX.com](mailto:Jessica_Braig@CSX.com)

Ana McDowell – CANADA, CT, DC, DE, MA, MD, NJ, NY, & OH  
Email: [Ana\\_McDowell@CSX.com](mailto:Ana_McDowell@CSX.com)

Eric Horton – AL, FL, LA, MS, TN  
Email: [Eric\\_Horton@CSX.com](mailto:Eric_Horton@CSX.com)

Flavio Rosa – GA, NC, SC  
Email: [Flavio\\_Rosa@CSX.com](mailto:Flavio_Rosa@CSX.com)

### **LONGITUDINAL OCCUPANCIES:**

Catherine Adkins – FL, SC, NC, VA  
Phone: 904.279.4537 Email: [Catherine\\_Adkins@CSX.com](mailto:Catherine_Adkins@CSX.com)

Matt Coffing – AL, GA, KY, MS, TN, LA  
Phone: 904.279.4837 Email: [Matthew\\_Coffing@CSX.com](mailto:Matthew_Coffing@CSX.com)

Shayne Martin – IL, IN, MI, OH  
Phone: 904.279.3807 Email: [Shayne\\_Martin@CSX.com](mailto:Shayne_Martin@CSX.com)

Travers Mauldin – CT, DC, DE, MA, MD, NJ, NY, PA, WV, Canada  
Phone: 904.279.3890 Email: [Travers\\_Mauldin@CSX.com](mailto:Travers_Mauldin@CSX.com)

### **UTILITY RELOCATIONS FOR CSXT OWNED PROJECTS:**

Alex Saar – Relocation Manager: SYSTEM WIDE  
Email: [Alex\\_Saar@CSX.com](mailto:Alex_Saar@CSX.com)

### **RIGHTS OF ENTRY – ENVIRONMENTAL & NON-ENVIRONMENTAL:**

Non-Environmental – SYSTEM WIDE  
Email: [Corridor\\_Development@CSX.com](mailto:Corridor_Development@CSX.com)

Environmental: – SYSTEM WIDE  
Email: [Corridor\\_Development@CSX.com](mailto:Corridor_Development@CSX.com)