

Permitting

Information Packet

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Presented by:
Corridor Occupancy Services

Permitting

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Introduction

Corridor Occupancy Services

The Corridor Occupancy Services Group is responsible for the review and approval of all requests for facility encroachments and permits for rights of entry within and on CSX property encompassing 22 states, the District of Columbia and a portion of eastern Canada (see appendix for system map). The team is structured with three key service roles:

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

Contact Us

For permitting questions:

- **Permitting Contacts:** See 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;
 - 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
- Corridor Occupancy Services Offices:
CSX Transportation, Inc.
6737 Southpoint Drive S,
Building 1
Jacksonville, FL 32216
Attn: Corridor Occupancy Services (J180)

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

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.

- www.csx.com
- Go to www.csx.com Type “permitting” in the search box located at the top right hand corner of the page
- Select “Permitting: Utility Installations and Rights of Entry

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.

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 operation 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 flagmen and/or inspection 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.

- **Flagmen:** This service cannot be provided by any personnel other than an authorized CSX employee. Daily costs can be estimated at:
 - \$1,000.00 per day per flagman
 - \$1,000.00 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
- **Inspectors:** Current policy and daily cost estimates include:
 - Subgrade: inspectors required for any project activity on CSX
 - Aerial: inspectors required for project set-up and final inspection
 - \$1,200.00 to \$1,500.00 per day, per inspector
 - 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
 - \$200 per person, plus inspector travel expenses

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.

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	
Web:	www.csx.com (type in “Val Maps” in the site search box and select “Val Maps” from list)
Email:	valmaps@csx.com
Phone:	904.633.4571
Fax:	904.633.4545
Mail:	CSX Real Property, Inc. Val Map Request Coordinator, J915 301 West Bay Street, Suite 800 Jacksonville, FL 32202
Fees:	
First Map	\$ 75.00
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. Please email CustomerRel@csx.com to make a request. Research fees are as follows:

AGREEMENT COPIES	
Contact:	CustomerRel@csx.com
Fee:	\$ 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	
COMMERCIAL GENERAL LIABILITY (CGL)	
Coverage:	
Per Occurrence	\$ 5,000,000
Insured:	Facility Owner
Additional Insured <i>(unless otherwise advised):</i>	CSX Transportation, Inc.
Duration:	Encroachment Lifetime
RAILROAD PROTECTIVE LIABILITY (RPL)	
Coverage:	
Per Occurrence	\$ 5,000,000
Aggregate	\$ 10,000,000
Insured:	CSX Transportation, Inc.
Duration:	Encroachment Construction Activity

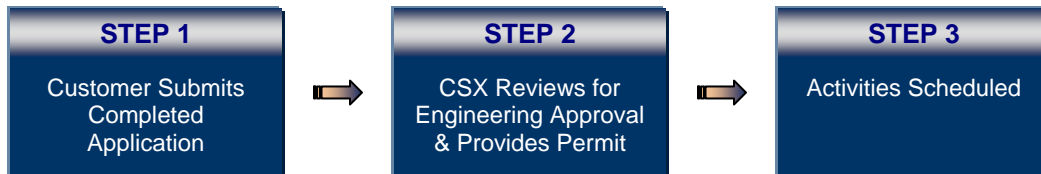
Depending on the nature of the project, CSX **may** offer the option of paying a risk fee to cover the cost of adding the work activity to CSX’s Railroad Protective Liability (RPL) Policy for the period of actual construction. The fees, if approved, can generally be estimated as noted below but are subject 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>	
<u>(Casing Diameter Size - Inches)</u>				
\$ 700	From 0 to less than 30	\$ 750	Surveys	\$ 500
	30 to less than 45	\$ 1,500	Inspections/Access (no equipment)	\$ 500
	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
<u>FACILITY PARALLEL INSTALLATION: CONTACT CSX</u>				

Submitting a Request

Application

Consideration of your proposal follows three primary steps:



The application package consists of the following:

- Application Form
- Plans/Drawings
- Review Fee

It is important that your request be as complete and accurate as possible to prevent delay or rejection. Upon receipt of the completed application form and related documents, CSX will provide the project contact noted on the application form an email acknowledging receipt 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.

Application forms (*and templates and sample forms*) can be found on the CSX website at:



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, ect.)
 - 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
 - Form will be provided with permit/agreement

- **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.

REVIEW FEE SCHEDULE: UTILITY ENCROACHMENTS		
Per Location		
Aerial Proposals	Standard	Variance
<u>Crossings</u>		
Wireline	\$ 1,250	\$ 3,750
Pipeline: Overhead pipe structures not accepted	Contact CSX	Contact CSX
<u>Parallel</u>		
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
Sub-Grade Proposals	Standard	Variance
Per Location - Based on Casing diameter Size		
<u>Crossings</u>		
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
<u>Parallel - 0 to less than 500 lineal feet</u>		
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
<u>Parallel – 500 to less than 1,000 lineal feet</u>		
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
<u>Parallel – 1,000 lineal feet or greater</u>		
	Contact CSX	Contact CSX
REVIEW FEE SCHEDULE: OTHER ACTIVITIES		

Towers		Standard	Variance
Tower*	\$	1,750	Contact CSX
Tower Co-location	\$	1,250	Contact CSX
Rights of Entry		Standard	Variance
General Access	\$	950	Contact CSX
Environmental Investigation	\$	3,500	Contact CSX
Site Assessments		Standard	Variance
Site Assessment	\$	2,500	Contact CSX
Project Activities		Standard	Variance
Project Coordination/Scheduling	\$	150	N/A
* Indicates transactions that may require a site assessment or additional fees for consultant services			

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**
 - Complete the OP Form for maintenance activities (see Appendix: Forms)
 - 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.

Appendix

News You Can Use

PERMITTING LINKS

CSX Website:	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:	Valmaps@csx.com
Existing Contract Information:	CustomerRel@csx.com
Request Copy of Agreements:	CustomerRel@csx.com
TellCSX:	1-877-TellCSX (1-877-835-5279)
CSX Track Maintenance Schedule:	http://www.csx.com/?fuseaction=customers.curfew_news
American Railway Engineering Maintenance of Way Association:	www.arena.org

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*
- **Canvases:** 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. 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:

- www.csx.com
- Type "permits" in the search box located at the top right hand corner of the page
- Select "Permits: Real Estate" from the list provided
- Select "Drawing Guidelines"

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. **Please Note:** Before loading the drawing and company logo, ensure you save a copy of them as an image file (file extensions of: *.jpg, *.gif, *.png, or *.tif). All other file types, including PDF files, will not load into the image fields.

CSX SYSTEM MAP



CORRIDOR OCCUPANCY SERVICES GROUP (COS) TERRITORY & CONTACT LIST

Dave Elder – Director

Phone: 904.279.3843 Fax: 904.245.4508 Email: David_Elder@csx.com

ENGINEERING/SPECIFICATION COMPLIANCE:

Joe Cassidy - AL, IN, IL, MD, TN & WV

Phone: 904.279.3842 Fax: 904.306.4405 Email: Joe_Cassidy@CSX.com

Chase Browning –CANADA, CT, DC, DE, MA, MI, NJ, NY, OH & PA

Phone: 904.279.3820 Fax: 904.245.4517 Email: Chase_Browning@CSX.com

Bill Byers – FL, GA, LA, & MS

Phone: 904.279.3832 Fax: 904.245.3049 Email: William_Byers@CSX.com

Ana McDowell – KY, NC, SC & VA

Phone: 904.279.4839 Fax: 904.306.5035 Email: Ana_McDowell@CSX.com

Michael Mendoza – Longitudinal Occupancies: SYSTEM WIDE

Phone: 904.279.3871 Fax: 904.357.7604 Email: Michael_Mendoza@CSX.com

CONTRACT, INSURANCE & FEE COMPLIANCE:

Cat Adkins – General/Master Agreements: SYSTEM WIDE

Phone: 904.279.3810 Fax: 904.245.4533 Email: Cat_Adkins@csx.com

Melanie Perea –AL, IL, IN, KY, MI, PA, TN & WV

Phone: 904.279.3946 Fax: 904.306.5383 Email: Melanie_Perea@CSX.com

Dawn Davis-Carpenter – CANADA, CT, DC, DE, MA, MD, NJ, NY, OH & VA

Phone: 904.279.3838 Fax: 904.306.5036 Email: Dawn_Davis-Carpenter@CSX.com

Rene Kurth – FL, GA, LA, MS, NC & SC

Phone: 904.279.3860 Fax: 904.306.5038 Email: Rene_Kurth@CSX.com

UTILITY RELOCATIONS FOR CSXT OWNED PROJECTS:

Vic Arceneaux – SYSTEM WIDE

Phone: 904.279.3812 Fax: 904.357.7640 Email: Vic_Arceneaux@csx.com

RIGHTS OF ENTRY – ENVIRONMENTAL & NON-ENVIRONMENTAL:

Non-Environmental – SYSTEM WIDE

Phone: 904.279.3841 Fax: 904.279.3841 Email: Corridor_Development@csx.com

Environmental: – SYSTEM WIDE

Phone: 904.279.3818 Fax: 904.357.7927 Email: Corridor_Development@csx.com