

Permitting

Information Packet

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Permitting

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Introduction

Utility Permitting

CSX property encompassing 26 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, please first reference CSX's new CoPilot chatbot featured on the Real Estate section of our website. This AI-powered chatbot "Chessie" is designed to provide quick answers to your questions.

For specific utility permitting questions that require additional support beyond what is provided in this Information Packet or the Chatbot, please refernce the Contacts by Territory link. Other questions involving CSX:

- **General Email inquiries: www.csx.com;**
  - **Select: About Us**
  - **Select: Contact Us**
  - **Select: Category of your choice in the TellCSX form field**

- **Headquarters:**
  CSX Transportation, Inc.
  500 Water Street
  Jacksonville, FL 32202

- **Utility Permitting:**
  CSX Transportation, Inc.
  500 Water Street
  Jacksonville, FL 32202
  Attn: Utility Permitting (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 and referencing the 'Specifications for Design and Construction' section.

- Specifications for Design And Construction
- 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 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:
  - $2,100.00 per day per protection provider
  - $2,100.00 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

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 number. 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:	External Valuation Map Request	
Mail:	CSX Transportation, Inc. Val Map Request Coordinator, J180 500 Water Street Jacksonville, FL 32202	
Fees:		
First Map	$	200.00
Each Additional Map	$	50.00
U.S. Mail Shipping *(per map)*	$	4.00
Overnight Mail	$	20.00

Upon receipt of the Valuation Map Reproduction Request Form, the Val Map Request Coordinator will contact the customer 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	
Web:	Agreement Copies
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 *(unless otherwise advised)*:	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

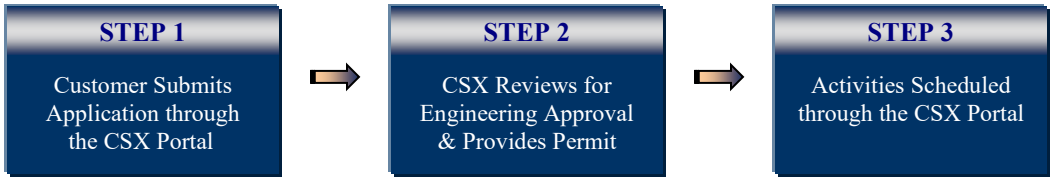
Depending on the nature of the project, CSX may offer the option of paying a risk fee to cover the cost of adding the work activity to CSX's Railroad Protective Liability (RPL) Policy for the period of actual construction. The fees, if approved, can generally be estimated as noted below but are subject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

RPL RISK FEE					
FACILITY CROSSING INSTALLATION – PER TRACK				ACCESS ONLY	
Aerial	Sub-Grade			Right of Entry	
	(Casing Diameter Size - Inches)				
$ 1,000	From 0 to less than 30	$	1,250	Surveys	$ 700
	30 to less than 45	$	1,700	Inspections/Access (no equipment)	$ 700
	45 to less than 75	$	3,200	Inspections/Access/ Soil Borings (w/ equipment)	$ 3,200
	75 to less than 100	$	6,200	Grading	$ 3,200
	100 to less than 120	$	12,000	Environmental (investigations)	$ 3,200
FACILITY PARALLEL INSTALLATION: CONTACT CSX					

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 average around 30 days for CSX's review. 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

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

Guidelines for form selection include:

- **Utility Application (**new installations, upgrade/modification to existing facilities)
  - Pipelines
  - Wirelines
  - Culverts

- **Right of Entry Applications** (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 (OP) Request Form (scheduling construction work new/maintenance)**

- New Facilities
  - The OP Request is used to schedule your construction.
    - New Construction - Prior to scheduling your construction, you must have an executed agreement and approved plans, which would have been obtained through Utility Application Process described above.
    - Maintenance – In order to perform any work on existing facilities on CSX Property, an existing agreement must already be in place. If there is not an existing agreement, a Utility Application must first be submitted to bring the facilities under an agreement.

    *Note: Insurance is required for all OP requests. See insurance section for more details.

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 in PDF format and be clear, concise, and accurately reflect design scope of the project and the impact to the CSX 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.

- **Utility Application** must be submitted with **design** plans that indicate the following:
  - See "Drawing Guidelines" in Appendix, Pages 10 and/or 11, for more details

- **Right of Entry Application** 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		
	Standard	**Variance**
Aerial Crossings		
Wireline	$ 1,250	$ 3,750
Pipeline: Overhead pipe structures not accepted	Contact CSX	Contact CSX
Subgrade Crossings (based on casing diameter size)		
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
Longitudinal Occupancies (i.e. paralleling tracks)		
0 to less than 500 linear feet*	$ 2,500	$ 4,750
Greater than 500 linear feet*		
Stage 1:	$ 2,500	TBD
Stage 2:	An estimate, based on the project's complexity, will be provided at end of Stage 1, minimum $20,000.	

REVIEW FEE SCHEDULE: OTHER ACTIVITIES		
Towers	**Standard**	**Variance**
Tower*	$ 4,000	Contact CSX
Tower Co-location	$ 4,000	
Modification	$ 350	
Site Study Fee	$ 250 per location	
Rights of Entry	**Standard**	**Variance**
General Access	$ 2,000	Contact CSX
Environmental Investigation	$ 4,700	
Wide Load Crossing	$ Contact CSX	
Site Assessments	**Standard**	**Variance**
Site Assessment	$ 2,500	Contact CSX
Project Activities	**Standard**	**Variance**
Project Coordination/Scheduling	$ 150	N/A

CSX RESERVES THE RIGHT TO CHARGE ADDITIONAL FEES AND/OR ALLOW CSX'S CONTRACTORS, CONSULTANTS, AUDITORS, ETC. TO INVOICE DIRECTLY FOR (I) DIRECT COSTS FROM CSX'S CONTRACTORS, CONSULTANTS, AUDITORS, ETC. IN CONNECTION WITH UTILITY ENCROACHMENTS AND (II) ADDITIONAL FEES FOR ANY PERMIT SUBMITTAL THAT REQUIRES 3 OR MORE REVIEWS OF REVISIONS TO THE ENGINEERING DRAWINGS.

* 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
- **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.

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.**
Permitting Instructions:	**Information Packet**
Specifications:	**Pipeline: Pipeline Design Construction Standards** **Wireline: Wireline 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)** – see 'Blank Canvas Drawings'
Applications:	**Facility Encroachment: Facility Application** **Tower/Co-location: Tower Application** **Right of Entry: Right of Entry Application**
Scheduling Activity:	**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:	**www.csx.com;** ▪ **Select: About Us** ▪ **Select: Contact Us** ▪ **Select: Category of your choice in the TellCSX form field**

Drawing Guidelines

Drawings

Each application submitted to CSX must include drawings/plans for the proposed project in PDF format and include both plan and profile views.

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 Permitting Website, see section 'Blank Canvas Drawings at the bottom of the page.

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

