

Norfolk Southern Real Estate Department  
Attn: Oil & Gas Lease Application  
650 W Peachtree Street, NE - Box 22  
Atlanta, GA 30308

## OIL & GAS LEASE APPLICATION AND INSTRUCTIONS

The following are the instructions for applying for an oil and gas lease agreement with Norfolk Southern and its subsidiaries. **Submit your application and check for fee payment to the Real Estate address above.**

1. You must submit a completed **Application Form**. Please make the application and the supporting maps as complete as possible. Please include tax parcel numbers and tax maps (if available), railroad milepost numbers, railroad markings, bridges or any positive identifying points.
2. **An aerial site plan should be attached to your application.** The aerial site plan should include a directional arrow and indicate the surface area impacted by the proposed lease agreement. It should include DMS latitude-longitude references for the area.
3. **A unit map should be attached to your application.** What is needed is a basic depiction of the lateral in relation to the proposed lease area. This will only be utilized and view by NS personnel and a Non-Disclosure Agreement will be extended, if needed to facilitate this requirement.
4. **An application fee must be paid at the time of submission of application.** All fees are non-refundable. Please make your check payable to Norfolk Southern Railway Company or Norfolk Southern Corporation.
5. Please read the insurance overview and make certain that you can comply with all requirements. Exception may be made for blanket insurance policies that are pre-approved with NS Risk Management.

**Processing your application requires NS management review and approval and may involve several departments at NS. The proposed site may not be used prior to the execution of a formal agreement with NS.**

### Insurance Overview

Each tenant/licensee shall be required to obtain, at its sole cost and expense, various types of insurance coverage with various limits. These insurance coverages must be of a form and be underwritten by insurance companies that meet with NS' approval. The types of insurance typically required by NS Include:

- Commercial General Liability Insurance
- Worker's Compensation Insurance
- Pollution Liability Insurance
- Automobile Liability Insurance
- Employers' Liability Insurance

Norfolk Southern generally requires a policy of Commercial General Liability Insurance with a combined single limit of not less than \$5,000,000 per occurrence for injury and death of persons and damage to or loss or destruction of property. Specific insurance requirements will be provided to you in the agreement covering your request when it is approved by NS.

NORFOLK SOUTHERN CORPORATION OIL AND GAS LEASE APPLICATION FORM

APPLICANT INFORMATION

The application fee of \$1,250 is enclosed (mail-in applications only).
Check # \_\_\_\_\_

Legal Name of Applicant (party to agreement) \_\_\_\_\_ TAX ID \_\_\_\_\_
Mailing Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Billing Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Name of Contact \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_
Billing Contact \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant is a (provide State of formation for Corporation and Partnerships, and name of owner for Sole Proprietorship)

Corporation - State \_\_\_\_\_ Limited Partnership - State \_\_\_\_\_ LLC - State \_\_\_\_\_ Sole Proprietorship - State \_\_\_\_\_ Owner \_\_\_\_\_
Non-Profit \_\_\_\_\_ Individual \_\_\_\_\_ Other (specify) \_\_\_\_\_ Government Entity - State \_\_\_\_\_ Government Dept: \_\_\_\_\_

PROPERTY INFORMATION

Location of Property Latitude \_\_\_\_\_ Longitude \_\_\_\_\_
(Please reference decimal degrees)
Street (if applicable) \_\_\_\_\_
Nearest town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_
Railroad Milepost \_\_\_\_\_
Approximate area of property to be leased (acres or square feet) \_\_\_\_\_ acres \_\_\_\_\_ sq ft
Are there railroad tracks located on the land? \_\_\_Yes \_\_\_No
Tax Map/Parcel No (s) \_\_\_\_\_
Tax Map/Parcel No (s) \_\_\_\_\_
Tax Map/Parcel No (s) \_\_\_\_\_
Strata and Formations: \_\_\_\_\_

(Example: 500' above the top of the Tully formation to 100' below the base of the Onondaga)

AGREEMENT INFORMATION

Horizontal Drilling and Non-Surface Use Agreement \_\_\_\_\_
Surface Use and Drilling Agreement \_\_\_\_\_
Request for Assignment \_\_\_\_\_
Current Lease Date \_\_\_\_\_ Current Licensee \_\_\_\_\_
Current Lease State \_\_\_\_\_ Current Lease County \_\_\_\_\_
(Please attach a copy, if available)

I/We understand that submission of this application does not authorize occupation of the property and that approval is contingent upon the availability of the property and the negotiation of a formal lease agreement. Exact rental rates and other requirements will be forwarded to Applicant after the application has been reviewed and approved by Norfolk Southern.

Signed \_\_\_\_\_ Date \_\_\_\_\_