

Private Road Crossing Application

Application Fee: \$500.00 (non-refundable)

Instructions:

Following are the instructions, and forms for applying for a private road crossing on Norfolk Southern property. Please complete the trailing **Private Road Crossing Application** and **required attachments**. Once complete please **email** the entire application package to privatexing@nscorp.com . Each application should contain the following documents:

1. **Private Road Crossing Application:** Complete and sign the attached Private Road Crossing Application. Please be sure to provide the requesting party's complete legal name, a detailed description of the proposed use of the crossing and your signature on the application. A digital signature for this application is acceptable.

2. **Copy of application check:** All applications must be accompanied by an application check per referenced fee above. Please make your checks payable to Norfolk Southern Corporation. Add a scanned copy of the check to the application packages. Send the original check to the following address:

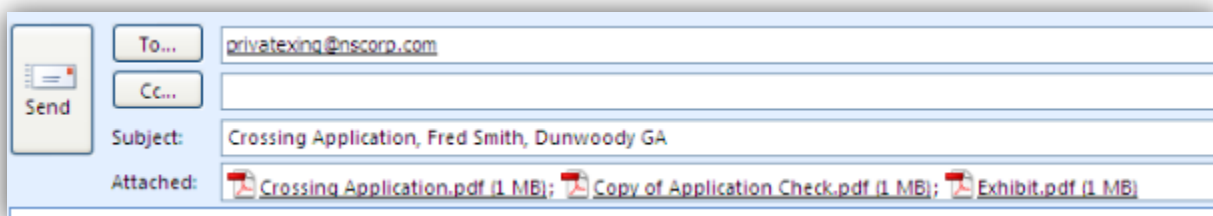
Norfolk Southern Corporation
Real Estate Department
Attn: Private Crossing Application
650 W Peachtree Street, NW -Box 22
Atlanta, Georgia 30308

3. **Exhibit:** We need to know where the crossing is located. Include in your application a completed exhibit highlighting the crossing (i.e. aerial image). Save the exhibit in any standard format (PDF, JPEG) and attach to the email.

If available, applications with the following information are processed more efficiently:

- Property address or closest property address of crossing
- GPS coordinates of the crossing, latitude and longitude
- Railroad Milepost

Example of Email format:



Processing of your application requires NS Transportation review and approval and may also involve several departments at NS. The private road crossing may not be used prior to the execution of a separate formal agreement with NS and verification that all insurance requirements have been met. Please be advised that the application fee of \$500.00 is non-refundable and does not guarantee approval. If private road crossing requires multiple locations additional fees may apply.

Insurance:

Each tenant/licensee shall be required to obtain, at its sole cost and expense, various types of insurance coverage with various limits. These insurance coverage's must be of a form and underwritten by insurance companies that meet with the NS' approval. In certain instances the licensee may be required to pay NS a risk-financing fee. The types of insurance typically required by NS include:

- Commercial General Liability Insurance
- Automobile Liability Insurance
- Worker's Compensation Insurance
- Railroad Protective Liability Insurance (during construction or maintenance only)

Norfolk Southern generally requires a policy of Commercial General Liability Insurance with a combined single limit of not less than \$2,000,000 per occurrence for injury to or death of persons and damage to or loss or destruction of property. Individual and Residential private crossings will be required to have a policy of Personal Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence of injury to 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 the Railroad.



NORFOLK SOUTHERN PRIVATE ROAD CROSSING APPLICATION FORM

APPLICANT INFORMATION: Application fee of \$500 is enclosed along with this form (Mail in completed application to: Norfolk Southern Real Estate Department, 650 W Peachtree Street, NW - Box 22, Atlanta, GA 30308)

Legal Name of Applicant (party to agreement) _____ Tax ID _____

Mailing Address Street _____
 Street _____
 City _____
 State _____ Zip _____

Billing Address Street _____
 Street _____
 City _____
 State _____ Zip _____

Name of Contact _____

Billing Contact _____

Title _____

Title _____

Phone # (____) _____ Fax # (____) _____

Phone # (____) _____ Fax # (____) _____

E-Mail Address _____

E-Mail Address _____

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

| | |
|---|---------------------------------|
| Corporation – State _____ | Non-Profit _____ |
| Limited Partnership – State _____ | Individual _____ |
| Limited Liability Company – State _____ | Other (specify) _____ |
| Sole Proprietorship / Owner – State _____ | Government Entity – State _____ |

CROSSING INFORMATION:

Location of Crossing:

Nearest Town _____

County _____

State _____

Railroad Milepost Reference _____ ft

North South East West

Nearest Street _____

Lat/Long (if known) _____

Crossing:

to be constructed

already exists
 DOT No. _____

Yes No

If already existing: Are other parties presently using the crossing?

If yes, specify: _____

Are there any agreements covering the crossing? Yes No Do not know

If yes, identify and attach copies: _____

Do improvements have to be made at the crossing? Yes No

If yes, explain: _____

Crossing to be: Temporary Permanent

If temporary, when is it to expire? _____

For what purpose is the crossing to be used? _____

Type of Crossing:

Commercial Residential Farm

