

# Right of Entry Application Outside 50'

## Price Schedule

Application review and 0-60 days of authorized use if approved \$1,250.00  
One additional 30 day extension \$500.00

\*Any entry greater than 90 days please use land lease application form

## Instructions:

Following are the instructions, and forms for applying for right of entry on Norfolk Southern property. Please complete the trailing **Right of Entry Application** and **required attachments**. Once complete please **email** the entire application package to [ROE@nscorp.com](mailto:ROE@nscorp.com). Each application should contain the following documents:

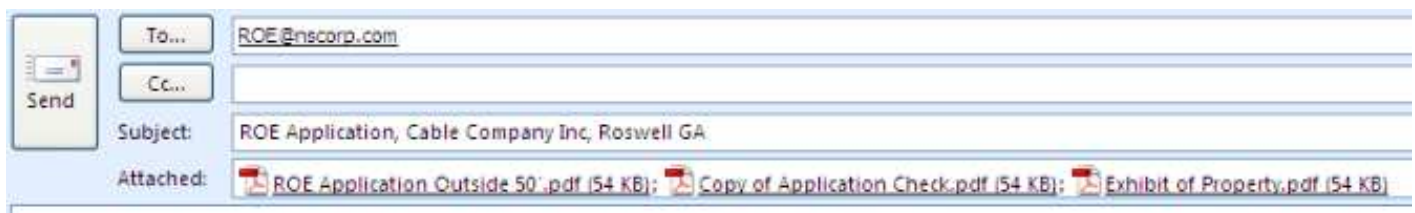
**1. Right of Entry Application:** Complete and sign the attached Right of Entry Application. Please be sure to provide the requesting party's complete legal name, and a detailed description of the proposed use of the property. A digital signature for this application is acceptable.

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

Norfolk Southern Corporation  
Real Estate Department  
Attn: Right of Entry Application  
1200 Peachtree Street, NE, 12th Floor  
Atlanta , Georgia 30309

**3. Exhibit:** We need to know where you will be and how far you will be from the track. Include in your application a completed exhibit with dimensions. See the exhibit provided in this application as example of how your exhibit should be prepared. Save the exhibit in any standard format (PDF, JPEG) and attach to the email.

## Example of Email format:



To...	ROE@nscorp.com
Cc...	
Subject:	ROE Application, Cable Company Inc, Roswell GA
Attached:	ROE Application Outside 50'.pdf (54 KB); Copy of Application Check.pdf (54 KB); Exhibit of Property.pdf (54 KB)

Processing of your application requires NS management review and approval, which may involve several departments at NS. The proposed site 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 \$1,250.00 is nonrefundable and does not guarantee approval. IF ROE 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:

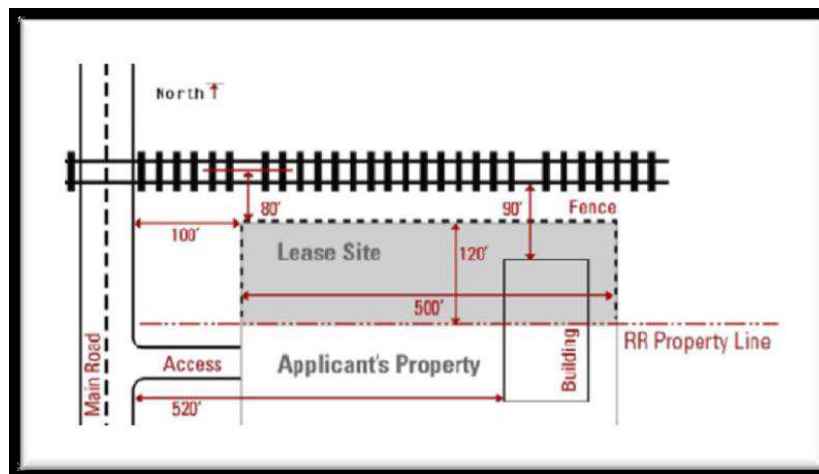
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Worker's Compensation Insurance
- Railroad Protective Liability Insurance (during construction or maintenance only)

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. Specific insurance requirements will be provided to you in the agreement covering your request when it is approved by the Railroad.

## Exhibit:

An exhibit of the proposed leased property, with dimensions, should accompany all applications. Any planned improvements on the property, with dimensions from the nearest track, should also be depicted. Attached is an example of a informational sufficient exhibit. The proposed licensed area should be highlighted. Please indicate which direction is north.

Exhibit Example:



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

- Closest property address
- County parcel ID number
- GPS coordinates, latitude and longitude
- Railroad milepost

## Hazardous Materials:

Certain potentially environmentally damaging, or hazardous materials are not permitted on Norfolk Southern property. If your application is accepted additional details on these restrictions will be provided in the license agreement.

# NORFOLK SOUTHERN CORPORATION RIGHT OF ENTRY 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 Information

## Billing Information (if same leave blank)

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

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)

<input type="checkbox"/> Corporation- State _____	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Contractor Working Solely for Applicant
<input type="checkbox"/> Limited Partnership- State _____	<input type="checkbox"/> Individual	SubContractor: _____
<input type="checkbox"/> General Partnership- State _____	<input type="checkbox"/> Other (specify) _____	
<input type="checkbox"/> Sole Proprietorship - State _____	<input type="checkbox"/> Government Entity- State _____	<input type="checkbox"/> Contractor Working Solely for NS
Owner _____	Gov't Dept: _____	NS Dept: _____

## PROPERTY INFORMATION

Location of property Street Address (if applicable) \_\_\_\_\_ Railroad Milepost \_\_\_\_\_

Nearest Town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Latitude/Longitude \_\_\_\_\_ / \_\_\_\_\_

Railroad Line Name \_\_\_\_\_ Division (if known) \_\_\_\_\_

*A sketch of the property you wish to enter is REQUIRED. Provide Lat/Long coordinates if available.*

Time period to occupy From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Work to be performed is within \_\_\_\_\_ Ft of the tracks. (If within 25ft of center of the rail, a flagman is required at your expense.)

**Applicant's intended purpose for this right-of-entry (be specific)** \_\_\_\_\_

Approximate area of property to be occupied (specify square feet or acres) \_\_\_\_\_ SQFT \_\_\_\_\_ AC

Were services to be performed requested by Norfolk Southern Corporation or its subsidiaries?  Yes  No

Requested by whom? \_\_\_\_\_

Are there railroad tracks located on the land?  Yes  No

How will property be accessed?  Public road adjacent  Across Railroad Property not covered by this license

Across Railroad tracks  Other (specify) \_\_\_\_\_

Are you aware of any existing or former agreements covering this property?  Yes  No

If yes, provide licensee's name & company \_\_\_\_\_

Are there any existing improvements (buildings, pavement, fences, billboards, etc.) on the property?  Yes  No

If yes, specify \_\_\_\_\_ Who owns them? \_\_\_\_\_

*I/We understand that submission of this application does not authorize occupation of or entry on the property. Exact fees and insurance requirements will be forwarded after the application has been reviewed and approved by NS.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_