



## GENERAL LICENSE PROCESS INSTRUCTIONS

### Licensing Process:

1. Once the [application](#) package is received by Jones Lang LaSalle (JLL), the application and drawing will be forwarded to the engineering firm to prepare the Exhibit “A” drawings for the contract. **This process takes approximately 10 to 15 working days.**
2. When the Exhibit “A” is completed, a contract will be prepared and two (2) copies will be forwarded to you for an original signature. A letter will be sent to you that will provide directions regarding insurance and any additional fees.
3. Return the signed contracts (2 contracts with original signatures), along with the appropriate payment to JLL’s Permits Department.
4. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.
5. Once the contract is executed, one original will be returned to you for your files.
6. Prior to commencing any work on the Premises, Licensee shall complete and shall require its contractor (all parties who will be working on the site) to complete the safety training program at Internet Website [www.contractororientation.com](http://www.contractororientation.com) . This training must be completed no more than one year in advance of Licensee’s entry on the Premises.
7. The cover letter and the executed contract will list the Roadmaster’s name and phone number. **You will need to contact the Roadmaster ten (10) days prior to beginning work.**

### Process Time:

Please be advised that the average time period for completion of this process is 4 weeks from the time that the application is received. Every effort will be made to complete this process in a timely manner.

### Insurance Requirements for the following Agreement:

<b>Commercial General Liability Insurance</b>	Contractual Liability with a combined single limit of a minimum of \$2,000,000 each occurrence and an aggregate limit of at least \$4,000,000.
<b>Business Automobile Insurance</b>	Combined single limit of at least \$1,000,000 per occurrence.
<b>Workers Compensation and Employers Liability Insurance</b>	Employers’ Liability with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
<b>Railroad Protective Liability Insurance</b>	Coverage of at least \$2,000,000 per occurrence and \$6,000,000 in the aggregate, with the exception of New Mexico in which coverage is \$5,000,000 per occurrence and \$10,000,00 in the aggregate. .
<b>Please note: These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.</b>	

**Please send the following so we may process your License request:**

1. **Completed Application.**
2. **\$600 non-refundable processing fee.** Check should be made payable to BNSF Railway Company.
3. **Two sets of drawings** for the area to be occupied. (Include: streets, distance from tracks and streets, mileposts if available and any distinguishing land marks.) Please ensure all information is accurate, as each change will add an additional \$600 to the processing fee.

Forward to:

Jones Lang LaSalle  
Attn: Permit Services  
3017 Lou Menk Drive  
Ft. Worth, TX 76131-2800



APPLICATION FOR LICENSE AGREEMENT

Jones Lang LaSalle
ATTN: Permit Services
3017 Lou Menk Drive
Fort Worth, Texas 76131-2800

Applicants Tax ID #
or SS #

We submit for your approval the following application to occupy BNSF RAILWAY COMPANY'S right-of-way, as shown on the enclosed location plan and detailed sketch.

Legal Name of company / municipality who will occupy the property:
State in which incorporated:
Name of Contact for ownership entity:
Email Address:
Mailing Address:

Is this project ARRA funded? Yes No
Is this a condemning authority? Yes No
Is Applicant a Railroad Shipper? Yes No
If yes, BNSF Marketing Rep name: Phone #
Was this service requested by BNSF? Yes No
If yes, BNSF person requesting service Phone #
Is this in conjunction with a track or track expansion project? Yes No
If yes, BNSF contact name Phone #

Purpose of License
Name of nearest town on RR County State
Name of nearest roadway crossing RR
Location of proposed occupancy: 1/4 Section Township Range
Railroad Milepost Latitude Longitude
Will this project be located entirely within the limits of a public street? Yes No
Total cost of project \$
What type of improvements will be located on the property?

Attached to this sheet are a location plan and a detailed sketch outlining the type of improvements that will be located on the property. Exact dimensions should be shown on the sketch of the project area. Distances to the centerline of nearest railroad track and road crossing, bridge or other railroad structure should be included.

I understand that submission of this application does not authorize occupancy of the property. Exact fees and insurance requirements will be forwarded after the application has been reviewed and approved by BNSF Railway Company.

Date:
Signed:
Print Name:
Title:
Phone #: FAX:

If you require additional assistance, please contact your Jones Lang LaSalle representative.