

## NORFOLK AND PORTSMOUTH BELT LINE RAILROAD COMPANY

### NPBL Utility Permit Engineering Review Process Instructions

Please send initial request to install utility on Norfolk and Portsmouth Belt Line Railroad Company (NPBL) property to:

Donna Coleman, Vice President  
Norfolk and Portsmouth Belt Line Railroad Company  
1340 Truxton Street  
Chesapeake, VA 23324  
Telephone: (757) 271-1722  
Email [Donna.Coleman@nscorp.com](mailto:Donna.Coleman@nscorp.com)

In an effort to effectively facilitate the utility engineering review, NPBL has engaged LJA Rail, LLC (LJA) to provide professional engineering services. In order to reimburse LJA for the engineering review, the utility applicant must send payment to LJA to cover the engineering review fee.

#### Engineering Fee:

The non-refundable, utility engineering review fee is in the amount of \$3,000 and shall be made payable to “**LJA Rail, LLC**”. The check or money order, along with application and project plans, can be mailed directly to LJA at the following address:

LJA Rail, LLC  
Attn: Patrick DesMarais  
P.O. Box 493  
Valley Forge, PA 19481  
Phone: Patrick DesMarais at (904) 574-0242  
Email: [pdesmarais@lja.com](mailto:pdesmarais@lja.com)

Please note that the engineering fee covers a standard review of the application, engineering plans and information received from the applicant requesting to place a utility facility on NPBL property and right of way. If additional engineering review is required to analyze special reports or conditions involving geotechnical, environmental, structural, drainage calculations, electrical, railroad warning devices wiring/equipment, etc., additional processing fees may apply.

- Requests for parallel utility installations involving NPBL will require special handling. Please contact NPBL's Donna Coleman at 757-271-1722 to request the engineering fee and typical review schedule for your project.
- Engineering fee does not encompass charges imposed by NPBL for the utility license, flagging services, construction monitoring/inspection services, or other matters.
- Engineering fees do not include costs associated with licenses, insurance, regulatory permitting, construction monitoring, flagging or mobilization.  
Note: No construction activity may occur on NPBL property, including material or equipment staging, until an agreement is issued by NPBL, all requirements have been met, and fees are paid in full.

#### Project Information, Location Map, Plans and Specifications:

Please provide a brief description of the utility project purpose, objectives and background, or specific circumstances we may need to consider when processing the application, including:

- Expected number of end user(s) of the utility,
- If the utility is required as part of a public highway or bridge construction, please provide the name and contact of public Project sponsor
- If known, other Track Ownership (i.e. – industry owned or NPBL owned).

Please provide a detailed location map indicating the proposed location of the utility, the railroad and local streets and highways. The location plan should include a distance from a milepost marker or centerline of the nearest grade crossing or bridge to the proposed utility. If the nearest grade crossing has a metal tag on the crossbuck or flasher post at the crossing, please provide the DOT Number of the nearest grade crossing. All public and private rail-highway crossings have a unique 6 digit number with 1 letter assigned in a format such as 123 456 K.

Pipeline drawings will be reviewed for compliance with the Norfolk Southern Specifications for Pipeline Occupancy (NSCE-8). The NSCE-8 specifications can be found online here:

<http://www.nscorp.com/content/dam/nscorp/real-estate/Wire-Pipe/Specs-pipeline-occupancy-NSCE-8.pdf>

Wireline drawings will be reviewed for compliance with the Norfolk Southern Specifications for Wire, Conduit and Cable Occupations (NSCE-4). The NSCE-4 specifications can be found online here:

<http://www.nscorp.com/content/dam/nscorp/real-estate/Wire-Pipe/Specs-wire-conduit-cable-occupations-NSCE-4.pdf>

The minimum requirement for all applications is a plan view, profile view (cross section), Pipe Data Sheet (pipelines only) and/or a Conduit Data Sheet (conduits only).

### **Process:**

Once NPBL receives the initial utility installation request, and LJA has received the engineering fee, completed application and associated drawings, LJA will review the requested utility installation. Upon the engineering approval of the plans, NPBL will prepare the necessary agreements.

The applicant will be advised if any additional information is required within 1 week of receipt of initial application package

Upon receipt of all required information, LJA will advise applicant of any items not in accordance with the railroad requirements. If revisions are required, revised plans must be prepared and submitted for review. Once final application plans are received and reviewed, and if no exceptions are taken to the requested utility installation, an agreement for the utility will be executed between the utility owner and NPBL.

Once the fully executed agreement is in place, a return package will be provided to the applicant/utility owner which will include contact information for the local NPBL representative(s). The designated NPBL representative must be contacted prior to any construction on, under, or over NPBL right of way.

As part of the agreement terms, the NPBL insurance requirements must also be met prior to construction.

### **NPBL Right of Way:**

It is recommended that each applicant obtain current property ownership information from local sources typically used for this purpose, such as City or County deeds. If the railroad right of way width is critical for plan development, please first submit an application, after which NPBL and LJA will assist in final plan preparation with applicant.

### **Construction:**

No construction activity may occur on NPBL property, including material or equipment staging, until a fully executed agreement is issued, all insurance and construction requirements have been met, all fees are paid in full, and proper project coordination with NPBL have been made.

Utility owner or its contractor will be responsible for the State 1-CALL utility locate system (811) and the railroad for signal, fiber optic, and other underground utility locations.