



NORFOLK AND PORTSMOUTH BELT LINE RAILROAD COMPANY

NPBL Right of Entry (ROE) Permit Process Instructions

Please send initial request, in writing, to enter upon Norfolk and Portsmouth Belt Line Railroad Company (NPBL) property to:

Email: desmaraisconsulting@gmail.com

Email: Cannon.Moss@npblrr.com and adam.reeder@npblrr.com

In an effort to effectively facilitate the Right of Entry review, NPBL has engaged DesMarais Consulting LLC (DMC) to provide professional engineering and project coordination services. In order to reimburse DMC for the ROE review, the applicant must send payment to DMC to cover the ROE review fee.

Engineering Fee:

The non-refundable, ROE review fee is in the amount of \$1,500 and shall be made payable to “**DesMarais Consulting LLC**”. The check or money order, along with application and project plans, can be mailed directly to DMC at the following address:

DesMarais Consulting LLC
Attn: Patrick DesMarais
107 N. Whitehorse Rd
Phoenixville, PA 19460
Phone: Patrick DesMarais at (904) 574-0242
Email: desmaraisconsulting@gmail.com

Please note that the ROE fee covers a standard review of the application, project plans and information received from the applicant requesting to enter upon NPBL property and right of way, as well as the ROE agreement preparation/execution and project coordination. If additional ROE review is required to analyze special reports or conditions involving geotechnical, environmental, structural, electrical, railroad warning devices wiring/equipment, etc., additional processing fees may apply.

- ROE fee does not encompass charges imposed by NPBL for flagging services, construction monitoring/inspection services, or other matters.
- ROE fees do not include costs associated with insurance, regulatory permitting, construction monitoring, flagging or mobilization.

Note: No entry or construction activity may occur on NPBL property, including material or equipment staging, until a ROE 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 need to enter upon the NPBL property, objectives and background, or specific circumstances we may need to consider when processing the application.

Please provide a detailed location map indicating the proposed location of the NPBL property, 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 NPBL property to enter. 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.



ROE Process:

Once NPBL & DMC receive the initial ROE request, and DMC has received the ROE fee, completed application, and associated plans & information, DMC will review the requested ROE. Upon the review of the received ROE package and information with NPBL, DMC will prepare the necessary agreement.

The applicant will be advised if any additional information is required within one (1) week of receipt of initial ROE application package.

Upon receipt of all required information, DMC will advise applicant of any items not in accordance with the railroad requirements. If revisions are required, revised plans or further information must be resubmitted for review. Once final application plans are received and reviewed, and if no exceptions are taken to the requested ROE, a ROE agreement will be executed between the applicant and NPBL.

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

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

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 DMC will assist in final plan preparation with applicant.

Construction/Entry onto NPBL property:

No entry or construction activity may occur on NPBL property, including material or equipment staging, until a fully executed ROE 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.

Applicant and/or its contractor shall be responsible for the State 1-CALL utility locate system (811) for locating existing utilities in and around the railroad property.

