NORFOLK AND PORTSMOUTH BELT LINE RAILROAD COMPANY

NPBL Utility Permit Engineering Review Process Instructions

Please send initial written request to install utility on 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 utility engineering review, NPBL has engaged DesMarais Consulting LLC (DMC) to provide professional engineering services. In order to reimburse DMC for the engineering review, the utility applicant must send payment to DMC to cover the engineering review fee.

Engineering Fee:

The non-refundable, utility engineering review fee is in the amount of $4,000 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 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 Patrick DesMarais at (904) 574-0242 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 & DMC receive the initial utility installation request, and DMC has received the engineering fee, completed application and associated drawings, DMC will review the requested utility installation. Upon the engineering approval of the plans, DMC will prepare the necessary agreements (in coordination with NPBL).

The applicant will be advised if any additional information is required within one (1) week of receipt of initial 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 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 DMC 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 and/or its contractor shall be responsible for the State 1-CALL utility locate system (811) for existing utilities in and around the railroad property.

NORFOLK AND PORTSMOUTH BELT LINE RAILROAD COMPANY

Application to install utility on, over, under or parallel to NPBL tracks and property

Legal name and address of project sponsor (the party that will own, operate and maintain the facility) for NPBL use in preparation of the necessary agreements:

Legal name: _____

Please ensure that the exact legal name is provided with no abbreviations.

Project Sponsor's contact information:
Contact name: _____
Title: _____
Street: _____
City: _____ State: _____ Zip: _____
Work Phone #: _____ Cell: _____
E-Mail address: _____
Taxpayer ID #: _____

Project Sponsor is a:
□ Corporation – give state of formation: _____
□ Limited Partnership – give state of formation: _____
□ Limited Liability Company – give state of formation _____
□ General Partnership – give state of formation: _____
□ Sole Proprietorship – give state of formation: _____
□ Individual
□ Government Entity
□ Other (and state of formation):_____

Name and address of project sponsor's representative or consultant (the party that will coordinate the project). Please leave blank if none or same as sponsor:
Representative's name: _____
Title: _____
Company: _____
Street: _____
City: _____ State: _____ Zip: _____
Work Phone #: _____ Cell: _____
E-Mail address: _____
Project Reference No: _____

LOCATION INFORMATION

Provide location information as outlined below:
City/Municipality: _____County: _____State: _____
GPS Coordinates - Latitude: _____ Longitude: _____
Distance (in feet) _____ and direction (N/S/E/W) from centerline of public grade crossing carrying _____ (name of road)
DOT #: _____ (http://safetydata.fra.dot.gov/OfficeofSafety/PublicSite/Crossing/Crossing.aspx)

Will the portion of the utility project that impacts railroad right of way lie entirely within an existing public roadway right of way?
□ Yes □ No

Roadway pavement width: _____ Roadway right of way width: _____

PROJECT INFORMATION

Type of encroachment:
□ Overhead □ Underground □ Parallel

Proposed work involves:
□ Installation of a new utility
□ Maintenance, repair or inspection of an existing utility
- Provide copy of existing agreement with NPBL or Agreement Reference # _____
□ Replacement or modification of an existing utility
- Provide copy of existing agreement with NPBL or Agreement Reference # _____
□ Other _____

Proposed timeframe for construction at NPBL right of way:

Start Date:_____ Duration:_____

Submission of this application does not guarantee project acceptance by NPBL or convey any right to enter upon NPBL right of way and property.

Signature: _____ Date: _____

Aerial Wire Lines or Cable Lines

(Complete all applicable information)

1. Type of proposed installation:
□ Transverse crossing only
□ Longitudinal (parallel to tracks)
□ Longitudinal and transverse crossing(s)
□ Other _____

2. Type of wire: □ Fiber Optic □ Cable TV □ Telephone □ Electric □ Power
□ Other _____

3. Specification of wireline:
- Total number of wires:_____
- Material of wire: _____
- Maximum circuit voltage: _____
- Total number of fibers or pairs in cable:_____

4. Type of poles: □ New If new poles, □ steel or □ wood
□ Existing

5. Will there be any guy wires on or over the railroad right of way? □ Yes □ No

6. Minimum height of wire above top of rail at 65°F _____ (feet)

All wireline applications must include a plan and profile view of the proposed overhead wireline.

Underground Conduits for Wire Lines or Cable Lines

(Complete all applicable information)

1. Type of proposed installation:
□ Transverse crossing only
□ Longitudinal (parallel to tracks)
□ Longitudinal and transverse crossing(s)
□ Other _____

2. Type of wire: □ Fiber Optic □ Cable TV □ Telephone □ Electric □ Power
□ Other _____

3. Specification of wireline:
- Total number of wires:_____
- Material of wire: _____
- Maximum circuit voltage: _____
- Total number of fibers or pairs in cable:_____

4. Complete a Conduit Data Sheet (see below).

All underground conduit applications must include a conduit data sheet, plan, and profile view of the proposed underground utility.

Pipelines

(Complete all applicable information)

1. Type of proposed installation:
□ Transverse crossing only
□ Longitudinal (parallel to tracks)
□ Longitudinal and transverse crossing(s)
□ Other _____

2. Commodity to be transmitted in the pipeline: _____

a. Transmitted by: □ Gravity □ Force □ Liquid □ Gas □ Steam
□ Other _____

b. Type of commodity: □ Flammable □ Non-flammable □ Corrosive □ Toxic
□ Other _____

3. Pipeline to be cased or uncased? (circle one)
- If there is a casing pipe, casing pipe must extend the full width of the railroad right of way.
Casing pipe length: _____ feet

4. Complete a Pipe Data Sheet (see below).

All pipeline applications must include a pipe data sheet, plan, and profile view of the proposed underground utility.

CONDUIT DATA SHEET

	CONDUIT / CASING PIPE
NOMINAL SIZE OF PIPE	
MATERIAL*	
OUTSIDE DIAMETER	
INSIDE DIAMETER	
WALL THICKNESS - **must be at least 0.188"**	
TYPE OF COATING	

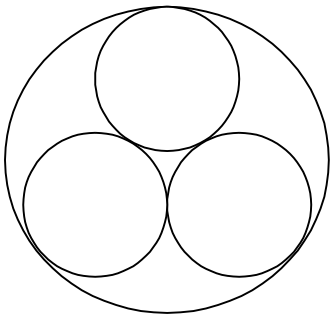
*** STEEL conduits required at least 10' depth below base of rail**
HDPE & PVC conduits are considered at least 15' depth below base of rail

Proposed Method of Installation:

□ Jack & Bore (Section 5.1.3)
□ Directional Boring Method "A" (Section 5.1.6) – *must have at least 10' depth below base of rail*
□ Directional Boring Method "B" (Section 5.1.6) – *only for casings 6 inches or less in diameter*
□ Open Cut (Section 5.1.2) – *Open cut installations will be considered on a case-by-case basis by NPBL.*
□ Other _____

Multiple Innerducts? □ Yes - Number of innerducts within casing pipe: _____
□ No

- Provide a detail or cross section of the casing pipe with innerducts (see below).
- Clearly mark the type of facility that will be installed within each innerduct. If innerduct will be left spare or empty, please indicate as such.



Conduit crossing to be installed and maintained in accordance with NS Specifications.

PIPE DATA SHEET

	CARRIER PIPE	CASING PIPE
CONTENTS TO BE HANDLED		
MAX. ALLOWABLE OPERATING PRESSURE		
NOMINAL SIZE OF PIPE		
OUTSIDE DIAMETER		
INSIDE DIAMETER		
WALL THICKNESS		
WEIGHT PER FOOT		
MATERIAL		
PROCESS OF MANUFACTURE		
SPECIFICATION		
GRADE OR CLASS (Specified Minimum Yield Strength)		
TEST PRESSURE		
TYPE OF JOINT		
TYPE OF COATING		
DETAILS OF CATHODIC PROTECTION		
DETAILS OF SEALS OR PROTECTION AT END OF CASING		
CHARACTER OF SUBSURFACE MATERIAL		
APPROXIMATE GROUND WATER LEVEL		
SOURCE OF INFORMATION ON SUBSURFACE CONDITIONS		

Proposed Method of Installation:

- □ Bore and jack (per Section 5.1.3 of NSCE-8)
- □ Jacking (per Section 5.1.4 of NSCE-8)
- □ Tunneling (with Tunnel Liner Plate) (per Section 5.1.5 of NSCE-8)
- □ Directional Bore/Horizontal Direction Drilling – Method A (per Section 5.1.6 of NSCE-8)
- □ Directional Bore/Horizontal Direction Drilling – Method B (per Section 5.1.6 of NSCE-8)
- □ Open Cut (per Section 5.1.2 of NSCE-8). – *Open cut installations will be considered on a case-by-case basis by NPBL.*
- □ Other _____

Pipeline and crossing to be installed and maintained in accordance with NS Specifications.