

## **ROADWAY SURFACING/RESURFACING PROCESS INSTRUCTIONS**

### **Licensing Process:**

1. Once application package is received by Jones Lang LaSalle Brokerage, Inc. (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, information will be forwarded to the local BNSF Roadmaster for approval. Once approved, 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 and Certificates of Insurance** to JLL’s Permit Department.
4. The final contracts, with original signatures, are 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.bnsfcontractor.com](http://www.bnsfcontractor.com).
7. This training must be completed no more than one year in advance of Licensee’s entry on the Premises.
8. The cover letter and the executed contract will list the Roadmaster’s name and phone number. **You will need to contact the Roadmaster thirty (30) 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>Temporary Occupancy</b>
<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 \$10,000,000 in the aggregate

**Note:** These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.

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

1. If License is for a Seismic Survey send a copy of your **Lease Agreement**.
2. **Completed Application**.
3. **\$800 non-refundable application fee**. This is not in lieu of a permit agreement fee. Check should be made payable to BNSF Railway Company.
4. **One set of drawings** (no larger than 11 x 17) 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 \$800 to the application fee.

Forward application and payments to:

Jones Lang LaSalle  
Brokerage, Inc. Attn:  
Permit Services  
4200 Buckingham, Ste. 110  
Ft. Worth, TX 76155



**APPLICATION FOR ROADWAY SURFACING/RESURFACING**

Jones Lang LaSalle Brokerage, Inc.  
 Attn: Permit Services  
 4200 Buckingham Drive  
 Suite 110  
 Fort Worth, TX 76155

**Legal name** of company/municipality who will occupy the property: \_\_\_\_\_  
 If a corporation, State in which \_\_\_\_\_ (If not incorporated, please attach name(s) of owners or  
 incorporated: \_\_\_\_\_ partners.)  
 Mailing Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Legal name** of Roadway Authority requesting work: \_\_\_\_\_  
 If a corporation, State in which \_\_\_\_\_ (If not incorporated, please attach name(s) of owners or  
 incorporated: \_\_\_\_\_ partners.)  
 Mailing Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Is this project **ARRA** funded? Yes  No   
 Is applicant 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, person requesting service: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Is this installation in conjunction with a track expansion project? Yes  No   
 If yes, BNSF contact name: \_\_\_\_\_ Phone # \_\_\_\_\_

**Scope of services to be performed:** \_\_\_\_\_

Name of nearest town on RR \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
 Name of nearest roadway crossing RR \_\_\_\_\_  
 Location of proposed occupancy: \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
 Railroad Mile Post \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
 How far from the track will the work be performed? \_\_\_\_\_ ft.  
 Is work to be performed within 50 ft. of RR property? Yes  No  If yes, what percentage? \_\_\_\_\_  
 Area to be occupied: \_\_\_\_\_ ft. (x) \_\_\_\_\_ ft.  
 Length of time for project: Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Will a crossing under the railroad tracks be required?	Yes _ _____	No _ _____
If yes, location of railroad milepost(s)	_____	
Percentage of project to be conducted on RR property:	_____ %	Total cost of project: \$ _____

Attached to this sheet is a location plan and detailed sketch. Shown on the sketch are exact dimensions of the project area and distances to the centerline of the nearest track and road crossing bridge or other railroad structure.

Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

If you require additional assistance, please contact your [Jones Lang LaSalle Brokerage, Inc.](http://www.jlls.com) representative.