

NOTICE TO ALL CONTRACTORS

PRIOR TO ENTERING ON OR UPON RAILROAD PROPERTY

Prior to entering on or upon any Pennsylvania Northeastern Railroad property, for the purpose of new construction, rehabilitation, general contract or maintenance work of any kind, a minimum Cash Deposit of \$10,000.00 (ten-thousand dollars) must be submitted to the Pennsylvania Northeastern Railroad by the contractor performing such work. (NOTE: Depending on length of time for contract work and railroad property exposure for potential damage, the minimum cash deposit may be increased by the Pennsylvania Northeastern Railroad.)

This cash deposit will be deposited in a railroad account until such time as the project/contract work has been completed. Upon completion of work by contractor and within 60 days, a joint inspection of railroad property by all parties involved will take place to determine if any property damage was incurred to the Pennsylvania Northeastern Railroad.

Every effort will be made to schedule an inspection date which will be agreeable to all parties, however, in the event this is not possible, the railroad will inspect the project and those unable to attend will automatically waive their right for recourse. Damage is being defined as any physical re-arrangement of the rail bed, ballast, ties, ditches or track structure which would impede, adversely affect or alter rail traffic through the area in which said contractor is working.

If, after a joint inspection has taken place and damage to railroad property was incurred, the Pennsylvania Northeastern Railroad reserves the right to correct said damage at its discretion and deduct the cost of same in part or wholly from the cash deposit. Any monies to be returned will be forwarded within 60 days of repair completion.

If no damage was incurred to railroad property, the cash deposit will be returned to the contractor performing said work.

If damage to railroad property is in excess of the cash deposit amount, the railroad reserves the right to invoice the contractor for the amount over said cash deposit. This cash deposit is in addition to all other fees required by the Pennsylvania Northeastern Railroad.

IMPORTANT NOTICE REGARDING TEMPORARY ENTRY

Persons seeking access to railroad property for any reason are required to contact the Operations Department prior to entering the property. **It is railroad policy to treat anyone found on railroad property without written authorization as a trespasser.**

If an easement or other legally binding document grants entry onto railroad property, a copy of the document must be submitted along with the request to enter.

A non-refundable application fee of \$950.00 must accompany your fully completed application form. Incomplete forms may result in delay or rejection of your request.

The normal turnaround time for processing applications is approximately 30 days. Please allow sufficient time for the handling of your request. Please do not call within the initial 30 days of receipt of your request for the status of your application. Time in answering your phone calls only delays the processing of your request as well as all other requests from other applicants.

If you require a Railroad right-of-way map to locate your right-of-way use location, such a map may be obtained (a fee is required) from the Operations Department.

Before entering the Railroad right-of-way, the following must be completed:

1. Letter stating the reason for the entry, including any legal documents to substantiate the granted entry by other previous land owners. Application (with fee) must be submitted.
2. A Projected Scope of Work form must be submitted. Failure to include this form with the initial application will result in rejection of the request.
3. All agreements must be executed by the applicant and the Railroad.
4. A fully executed copy of the agreement must be in the applicant's possession before entering the Railroad right-of-way. Verbal authorizations WILL NOT BE PERMITTED OR GRANTED
5. License fees and insurance certificates must be submitted at the time you execute and return the agreement.
6. Arrangements must have been made with the Railroad's Operations Department for flagging protection. These fees must also be paid prior to entry. Please read Procedure for Requesting Inspectors on Railroad Property.
7. If your project requires work within 25 ft. of the track or if it could be considered hazardous, you will be required to obtain Protective Liability Insurance. This may be purchased from an insurance agent of your choice.
8. The terms of the Railroad's standard agreements are NON-NEGOTIABLE.
9. Please do not attempt to make any changes to the agreement or request alteration to any of the terms and/or provisions to the agreement.

The Operations Department is the initial contact for all right of entry requests. Applications and payments should be submitted by US Mail or Express Mail to:

Pennsylvania Northeastern Railroad
Operations Department
301B West Main Street
Lansdale | Pennsylvania | 19446

APPLICATION FOR TEMPORARY ENTRY PERMIT

Before submitting your application please read the IMPORTANT NOTICE REGARDING TEMPORARY ENTRY (NON-REFUNDABLE APPLICATION FEE \$950.00 Due with submittal of Application)

The above application fee is NON REFUNDABLE and does not include special handling fees, flagmen/inspector costs/fees or any additional field costs incurred.

All applications are to be submitted with a VERY DETAILED letter outlining the purpose, time frame, method and path of entry along with a completed Projected Scope Of Work form. If a previous property owner has granted entry to railroad property, a copy of the legally binding document granting entry onto railroad property must also be submitted, along with a detailed drawing referencing the Railroad Milepost or Public Street crossing.

Only 8½" x 11" or 8½" x 14" or 11"x 17" size drawings will be accepted. Railroad may request drawing to be simplified and/or superimposed over standard val maps which can be picked up at the Railroad Office @ \$100.00 each.

NO VERBAL approvals will be granted and NO ENTRY upon PN property may proceed until Licensee is in receipt of a fully executed Entry Permit and authorization from the PN's Operations Department.

Licensee shall become familiar with and strictly adhere to all PN Safety Rules, regulations and the requirements of PN's ROW-1 or other applicable specifications.

NAME OF LICENSEE: _____

(Exact name to be shown on Entry Permit)

LICENSEE IS: Individual Municipality Corporation Other _____

LICENSEE MAILING ADDRESS:

Attention: _____

Title: _____

Phone (____) _____

Fax (____) _____

Cell Phone: (____) _____

Email Address: _____

SEND DOCUMENT TO: (if other than Licensee)

Attention: _____

Title: _____

Phone (____) _____

Fax (____) _____

Cell Phone: (____) _____

Email Address: _____

ACCESS NEEDED (maximum 60 days unless otherwise authorized)

Beginning Date: _____ Ending Date: _____

LOCATION INFORMATION:

City Town Village: _____

Township: _____ County _____ State _____

Footage (_____) Direction N /S / E / W from PN Milepost # _____ or centerline of Public Highway Crossing or Bridge Name _____ Number _____

SEND ALL APPLICATIONS TO: Pennsylvania Northeastern Railroad Operations Department 301B West Main St. Lansdale, PA 19446

~~WARNING~~ Extreme caution is to be used in excavation due to the possibility of the existence of Fiber Optic Cables along PN right of way. Any damage to the Fiber Optic Cables will be the sole responsibility of the Licensee. In compliance with the State Law, prior to commencing work, the Contractor is to notify State "One Call", Call before You Dig.

PROCEDURE FOR REQUESTING INSPECTORS ON RAILROAD PROPERTY

- Contractor or other persons requesting access to Railroad property must have a qualified Railroad Inspector with them 100% of the time they are occupying Railroad property.
- Contractor submits a request and fee payment (SEE INSPECTOR FEE SCHEDULE) for an inspector **NO LESS THAN 14 DAYS IN ADVANCE OF BEGINNING OF CONSTRUCTION**. The Inspector Request Form which must be filled out in detail by Contractor. Contractor will send a detailed letter explaining why they need to be on Railroad property. Request must be very detailed including number of days and hours each day the contractor will be occupying the railroad, exact location of occupation by M.P. (if known).

BE ADVISED: Should a project require more days than originally requested, the Railroad cannot guarantee availability of additional consecutive days. The project will be shut down until further arrangements can be made according to our inspector schedule.

NOTE: If the project involves boring under the railroad, the Contractor will be required to request an Inspector for NO LESS THAN 5 DAYS. Unused days will be reimbursed upon satisfactory completion of the job.

- **INSPECTOR HOURS BEGIN:** when the Inspector leaves the Lansdale Office and end when the Inspector returns to the Lansdale Office. Travel time is calculated at 2 hours per day. If you plan to be on site for 8 hours, you are required to submit payment and request a 10 hour work day.
- **PAYMENT MUST BE RECEIVED A MINIMUM OF 14 BUSINESS DAYS PRIOR TO FIRST DAY INSPECTOR IS REQUIRED.**
- When payment is received, an Inspector will be scheduled. Contractor may not occupy Railroad property until they receive Confirmation of Inspector. Once Contractor receives Confirmation of Inspector they will know that all approvals have been granted and they can count on beginning work with a Railroad approved Inspector on the day stated on the Confirmation Form.

The Contractor is responsible to contact the assigned Inspector and the Lansdale Office NO LESS THAN 2 hours prior to start time if for any reason the job must be cancelled on that day. FAILURE TO CONTACT THE REAL ESTATE OFFICE WILL RESULT IN FORFEITURE OF PAYMENT FOR THAT DAY.

- The Contractor by requesting an Inspector AGREES to abide by the rules and policies of the Railroad as set forth in this document and in the ROW-1 Specific Requirements for Working on the Railroad Right Of Way.
- The Inspector controls the work site. The Contractor will work within the hours stated on the Confirmation of Inspector form and will leave the work site on time. The Inspector may not work beyond the times or hours stated on the already approved Confirmation of Inspector form.
- **ANYTIME AN UNUSUAL OCCURRENCE OR SAFETY RISK OCCURS ON A PROJECT ALL WORK STOPS IMMEDIATELY UNTIL A REPORT AND INVESTIGATION IS COMPLETED. RAILROAD MANAGEMENT WILL ADVISE IF AND WHEN WORK CAN RESUME. DELAY OF TRAIN AND ASSOCIATED CHARGES MAY APPLY.**
- It is Railroad policy to treat any unauthorized entry onto Railroad property as a trespass, so persons are warned not to be present on Railroad property unless accompanied by Inspector.

REQUEST FOR INSPECTOR

Date of Submission: _____

All blanks must be completely filled in before any request can be honored. An inspector will be provided, depending on availability. A minimum of 14 days is required for scheduling from the receipt of the request to the date of Confirmation of Inspector. Please allow for this time frame when determining the start date for construction. BE ADVISED: Should a project require more days than originally requested, the Railroad cannot guarantee availability of additional consecutive days. The project will be shut down until further arrangements can be made according to our inspector schedule.

Project Location: _____
Municipality/Township County

Railroad Mile Post and/or Street Location: _____

Project Type: [] Pipe Installation [] Wire Installation [] Bridge Inspection [] Vegetation MGMT

Other: _____

Details: Purpose, nature of occupancy, type of equipment to be used, how contractor will access site.

Will work involve adjacent track being fouled? (fouling within 15 ft of track)

[] Yes [] No If Yes, Explain: _____

ACTUAL DAYS INSPECTOR IS NEEDED: If additional days are needed please write them inclusive on this form.

Month _____	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Month _____	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Days will be: [] 6 hour day [] 8 hour day [] 10 hour day [] 12 hour day Start Time: _____ Finish Time: _____

Contractor will meet the inspector at: _____

Give Specific Location

COMPANY/MUNICIPALITY INFORMATION:

Requesting Company or Municipality: _____

Mailing Address: _____

Phone Number (____) ____-____ Fax Number (____) ____-____

Contact Person: _____ Cell Number (____) ____-____ Email: _____

CONTRACTOR:

Contractor Name: _____

Mailing Address: _____

Phone Number (____) ____-____ Fax Number (____) ____-____

Contact Person: _____ Cell Number (____) ____-____ Email: _____

By requesting an inspector to be present I agree, and will convey same to the Contractor, to adhere to the rules and policies of the Pennsylvania Northeastern Railroad. I also agree to adhere to the times and days as stated above and to the decisions and directions of the inspector while on the work site. I understand the requirement to notify the Lansdale office prior to 5:00 AM if the job must be delayed for any reason. I also understand that failure to notify will result in forfeiture of payment for the cancelled day.

AUTHORIZED SIGNATURE:

This form must be filled out completely and returned with full payment to the Operations Department, 301B West Main St Lansdale, PA. You will receive a CONFIRMATION OF INSPECTOR via email when the inspector is scheduled.

NO WORK CAN BE PERFORMED WITHOUT THE WRITTEN CONFIRMATION OF INSPECTOR.

ALL FEES MUST BE PAID IN ADVANCE OF ANY PROJECT COMMENCING

INSPECTOR RATES:

ALL INSPECTOR FEES ARE DUE NO LESS THAN 14 DAYS IN ADVANCE OF START DATE.
Emergency rates will be charged for the request of an inspector with less than 14 days' notice.

Monday – Friday:

Minimum 6 hr. day charge - \$800.00 per day IN ADVANCE
8 hr. day charge - \$1,000.00 per day IN ADVANCE
10 hr. day charge - \$1,200.00 per day IN ADVANCE
12 hr. day charge - \$1,400.00 per day IN ADVANCE

Saturday – Sunday:

Minimum 6 hr. day charge - \$1,200.00 per day IN ADVANCE
8 hr. day charge - \$1,500.00 per day IN ADVANCE
10 hr. day charge - \$1,800.00 per day IN ADVANCE
12 hr. day charge - \$2,100.00 per day IN ADVANCE

Emergency Inspector Rate:

Minimum 6 hr. day charge - \$1,600.00 per day IN ADVANCE
8 hr. day charge - \$2,000.00 per day IN ADVANCE
10 hr. day charge - \$2,400.00 per day IN ADVANCE
12 hr. day charge - \$2,800.00 per day IN ADVANCE

OVERNIGHT Inspector Rate:

Minimum 6 hr. day charge - \$1,400.00 per day IN ADVANCE
8 hr. day charge - \$1,800.00 per day IN ADVANCE
10 hr. day charge - \$2,200.00 per day IN ADVANCE
12 hr. day charge - \$2,400.00 per day IN ADVANCE

NOTE: Travel time is included, however, it is a maximum of 2 hours per day, if there is additional travel expected, there will be additional costs for the extra time associated with the travel.

PERSONNEL & EQUIPMENT RATES:

Delay of Train \$1,000.00 (Due to any blockage or obstruction of railroad)
Dispatcher - \$1,600.00 per day
Engineer - \$1,500.00 per day
Conductor - \$1,250.00 per day
Back Hoe & Operator - \$1,750.00 per day
Maintenance of Way Supervisor - \$1,800.00 per day
Maintenance of Way Personnel - \$850.00 per day – Per man
Signal Maintainer - \$950.00 per day
Hi-Rail Truck - \$200.00 per day

APPLICATION and Research RATES:

Temporary Entry Permit \$950.00
Application for Pipe Or Wire Occupation: Traverse \$1,000.00 Longitudinal \$2,000.00
Cash Deposit for Construction Project: \$10,000.00
Copy of Valuation Map Sheet \$100.00 per sheet
Research (rate varies depending on request)
Lease Preparation Fee \$600.00 per lease