

## UTILITY CROSSING PROCEDURE rev. 1/18/08

It is essential that ALL contractors and subcontractors are aware of and are given copies of our requirements as stated in the RB6 (general requirements for all work being done on railroad property), RB4 (for wire installations) and RB8 (for pipe installations) in the bid package for any project. These specifications can be downloaded from our website. (Attached plates do not appear on the website. Plate packages are available through mail upon written request.)

1. Requesting Party ( Utility Company, Engineering Firm, etc.) submits the following at the same time to initiate the project. Forms can be downloaded from our website.

Submit a detailed letter of request to real estate department.

Submit completed Projected Scope Of Work form.

Submit Application for Temporary Entry along with Application Fee.

Submit three copies of Engineering plans along with Engineer Review Fee.

Submit copies of any relevant PUC information.

2. Railroad submits plans to Engineer for approval. Review is faxed to requestor. If corrections must be made, re-submit as per fax instructions.
3. **NO CONSTRUCTION CAN BEGIN UNTIL THE FOLLOWING ITEMS ARE ADDRESSED.**
4. If the utility is not located within a public right of way, the Railroad prepares a lease agreement and sends to Utility Company for signatures and payment.
5. Upon receipt of signed agreement and payment, railroad contacts requestor to proceed with process accordingly.
6. Contractor and/or Utility Company submits \$10,000.00 Security Deposit (returned with interest upon satisfactory completion of the project).
7. Contractor and/or Utility Company submits request for inspector a minimum of 14 days prior to expected construction start date.
8. Railroad prepares an invoice for inspector fees and sends to Utility Company.
9. Utility Company returns invoice with payment. No Inspector will be scheduled until all fees are paid.
10. An inspector is scheduled and a Confirmation of Inspector is sent to Contractor and/or Utility Company.
11. **CONSTRUCTION CAN BEGIN** as scheduled within the requirements of the railroad and only with the presence of a railroad inspector.

Once project is completed, railroad personnel will inspect the site to be sure no damage has been done to railroad and the process for the return of the security deposit is begun.