



PIPE & WIRE PROGRAM

FREQUENTLY ASKED QUESTIONS

How do I obtain a utility occupancy license?

For information on the application process, engineering standards, fees and other information visit Norfolk Southern's website:

<http://www.nscorp.com/content/nscorp/en/real-estate/norfolk-southern-services/wire-pipeline-fiber-optic-projects.html>

Or visit the NS Application Management Portal at:

<https://ns.railprospannermitting.com>

Or contact RailPros: NS.Permitting@RailPros.com

How long does it take for an application to be reviewed and a license granted?

There are many factors that will impact the length of time it takes to complete the real estate and engineering review before a license is sent for execution. Factors include, but are not limited to, the type of installation, the location, and whether all engineering specifications and other standards are met. Any variance from Railway standards will require additional review and will lengthen the timeframe. The complexity of a project or special mitigating factors can also impact the timeframe for review.

Generally, the following are approximate timeframes for processing a standard application:

- Transverse Crossings: 30 days
- Longitudinal Occupancies over 300 feet: 30-60 days
- Facilities conveying flammable or environmentally sensitive substances: 30-60 days
- Facilities attached to overhead structures designed to carry utilities: 60-90 days
- Facilities under a railroad bridge: 60-90 days

How do I get a Norfolk Southern activity number?

An activity number is not assigned until a complete application has been submitted and received by RailPros through the NS Application Management Portal:

<https://ns.railprospannermitting.com>

RailPros will provide the NS activity number within 2 business days.

Does the Railway offer expedited application handling?

Yes, learn more about the Expedite application handling at:

<http://www.nscorp.com/content/nscorp/en/real-estate/norfolk-southern-services/wire-pipeline-fiber-optic-projects.html>

How do I check the status of my permit application?

To check the status of your permit request log back into the NS Application Management Portal <https://ns.railprospannermitting.com>. Review the application tracker at the top of your application for its current status. If you have questions, submit them through the message tab and your RailPros representative will respond.

Once I have a fully executed agreement, how long will it take before I can perform the work?

Before entering NS property, you must give advance notice through the NS Application Management Portal: <https://ns.railprosp permitting.com>. All flagging and construction monitoring services must be confirmed and in place. RailPros will coordinate with you the scheduling of the flagging and monitoring services based upon availability.

I need to perform maintenance or repair to an existing facility. What do I need to do to get permission to access NS right of way?

You need to apply based on the type of utility occupancy that was originally granted. <https://ns.railprosp permitting.com> Select “Existing Permit” in the details page, provide a detailed narrative for the scope of work, provide a copy of the existing agreement, and detailed drawings or engineering plans for the work to be performed. Once RailPros approves the scope of work, written authorization will be given for the work to be performed. Before entering NS property, you must give advance notice and all protection services must be confirmed and in place.

What should I do if I cannot locate a copy of an agreement for an existing facility?

To request a copy of a license, submit the application with associated fee
If we are unable to locate a license, you must apply as new construction.

How do we determine the road right-of-way width? What will NS need for approval if the installation is within the roadway limits?

You will need to contact the appropriate road authority to verify the road right-of-way limits. You will need to provide the exact source of the right of way dimensions provided in your engineered plans. A letter or memo from the road authority indicating that the proposed installation is acceptable must be included with the application.

FEES

What are the application fees?

- Aerial Wireline: \$1,500.00
- Underground Wireline: \$2,000.00
- Pipelines: \$2,500.00
- Supplements (within one year of initial application) \$750.00

What are the Expedited Handling fees?

- Aerial Wireline: \$7,000.00
- Underground Wireline: \$8,000.00
- Pipelines: \$9,000.00
- Supplements (within one year of initial application) \$3,000.00

How do I pay for my application and permit?

Applications fees must be paid for at the time of submittal. Application fees, license fees, and NS Risk Management fees should be made with credit card, debit cards or electronic check right in the NS Application Management Portal.

Will I have any additional fees aside from the application fee?

Yes, the application fee does not encompass charges imposed by the Railway for the utility license, insurance, flagging services, inspection services, and other services provided by the Railway or its contractors. License fees are project specific and will be assessed during the application review process.

ENGINEERING PLANS

What are the specifications for installations on NS property?

Find information on the engineering requirements for each type of utility occupancy on the NS website or the NS Application Management Portal.

Wireline Occupancy: <http://www.nscorp.com/content/dam/nscorp/real-estate/Wire-Pipe/Specs-wire-conduit-cable-occupations-NSCE-4.pdf>

Pipeline Occupancy: <http://www.nscorp.com/content/dam/nscorp/real-estate/Wire-Pipe/Specs-pipeline-occupancy-NSCE-8.pdf>

Will NS allow us to vary from their engineering standards?

The plan and profiles are to be designed in accordance with the most current version of the standards above. Any variance request will require additional time to review. All variance requests are reviewed on a case by case basis. Variances that may have been approved under other permits do not pertain to your current application. You must provide a comprehensive justification as to why the occupancy cannot meet NS engineering standards. NS makes no guarantee the variance request will be granted.

We want to replace an existing facility. Must we prepare engineering plans?

A site-specific plan and profile of the proposed work is required to verify the installation conforms to the Railway's specifications.

INSURANCE REQUIREMENTS

What are the Railway's insurance requirements for projects?

<http://www.nscorp.com/content/nscorp/en/real-estate/customer-resources/insurance-requirements.html>

Does the Railway offer Railroad Protective Liability Insurance to cover a specific project/activity?

Yes, the submission of the Risk Management Fee adds the specific project/activity to the Norfolk Southern Master Railroad Protective insurance policy, and as such no further railroad protective liability insurance coverage is necessary or requested.

PROTECTION SERVICES / FLAGGING

Do I need a flagman/observer?

No work shall be permitted on or about the Railway's property without a determination by the Division Engineer or their authorized representative. All determinations are made by submitting a request through the NS Application Management Portal: <https://ns.railpropermitting.com>

The Protection Services Coordinator will work with you to schedule the flagging and construction monitoring services as warranted. Entry on or about the Premises or any other Railway right-of-way without prior approval shall be deemed trespassing.

How long will it take to get flaggers?

Many factors can affect the time it will take to have flaggers available. When you submit an application and include the anticipated construction schedule, the Protection Services Coordinator will work with you to ensure your project is ready for construction and will assist to schedule the flagging and construction monitoring services required for your project.

How much does a flagman/observer cost?

Flagging costs are based on the installation type, location and duration of construction. The Protection Service Coordinator will provide the Licensee or its designated contractor of the anticipated costs when scheduling the project.

If I release the flagger, how long will it take to reschedule?

The Division Engineer, or their authorized representative, will communicate with Licensee or its designated contractors, the availability of rescheduling future flagging.

CONTACT INFORMATION

Who should I contact if there are questions?

Email RailPros staff at NS.Permitting@RailPros.com or call 833.315.0594.

How do I reach Norfolk Southern corporate real estate team?

<http://nscorp.com/content/nscorp/en/real-estate/contact-norfolk-southern-real-estate/real-estate-contacts.html>