



RIGHT-OF-ENTRY PERMIT PROCESS INSTRUCTIONS

How to apply:

In an effort to effectively facilitate the right-of-entry permit process, The Kansas City Southern Railway Company (KCS) has partnered with Jones Lang LaSalle Americas, Inc. (JLL) who is committed to provide professional Real Estate Services. This website is intended to provide you with all the information you should need to apply for a right-of-entry permit to access KCS's property through JLL.

Complete the application, print and mail with the following:

- **\$750.00** (non-refundable) **processing fee**, check made payable to Jones Lang LaSalle Americas, Inc. KCS requires the processing fee be sent with the application, or it will be returned.
- Insurance certificate evidencing below coverages.

TO: Jones Lang LaSalle Americas, Inc.
Attn: Sylvia Schmidt-Permits Department
3017 Lou Menk Drive, Suite 100
Fort Worth, TX 76131-2800
Phone: (817) 230-2688
Fax: (817) 306-5521
Email: sylvia.schmidt@am.jll.com

- Four (4) sets of drawings of the area to be occupied showing work to be completed (pdf documents via email preferred).

If the information is not complete or is incorrect, it will delay the right-of-entry permit process.

Right-of-Entry Permit Process:

1. Once received by JLL, the application and drawing will be forwarded to KCS engineering for review and approval. Information provided by the applicant will be used to prepare the Agreement. Therefore, please ensure that all information is accurate.
2. Provided KCS approves the application, an agreement will be prepared and three (3) copies will be forwarded to you for original signature. If the application is not approved, the applicant will be notified in writing with reasons for disapproval.
3. Once the Agreement is received by your office, forward three (3) signed original agreements to JLL.
4. The final agreements with original signatures are presented to KCS for execution, provided insurance has been approved.
5. Once the Agreement is executed, one (1) original will be returned for your files.

Process Time:

Please be advised that the average time period for completion of this process is three (3) weeks from the time that the application is received. Every effort will be made to complete this process in a timely manner.

Requirements:

1. Once the Agreement has been executed, the applicant must notify Railroad's Representative at least two (2) days in advance of the date Contractor wishes to use the KCS right-of-way.



2. Applicant and/or contractor shall require its employees and subcontractors to be trained and certified in on-track safety in accordance with Federal Railroad Administration's Roadway Worker Protection regulations before entering Railroad's property.
3. Applicant and/or contractor agrees to notify the Railroad Representative in writing when it has completed its work on Railroad property.
4. When applicant and/or contractor is in the railroad right-of-way for whatever reason or has a potential to encroach upon the railroad right-of-way, a qualified railroad flagman is required. It will be applicant's responsibility to coordinate in obtaining and paying for the flagman from any of the following railroad approved flagging companies:

Railroad Protective Services

Patsy Crisafi
904-273-8121 (Office)
904-813-9905 (Cell)
pjcrisafi@aol.com

Alternate Contact
David Schaffer
904-588-3433
drsshaffer@aol.com

RailPros, Inc.

Donna Beasley
318-938-2815, Ext. 3 (Office)
714-900-9270 (Cell)
866-762-7619 (Fax)
Donna.Beasley@railpros.com

General e-mail
flagging@railpros.com

Alternate Contact
Johnny Johnson
949-278-8637 (Cell)
johnny.johnson@railpros.com

JP Signal, Inc.

John Posey
903-834-6578 (Office)
903-520-8672 (Cell)
jpsignal@earthlink.net

Insurance Requirements:

Applicant and/or Contractor shall provide, and shall require any subcontractors employed by it in the performance of the work to provide, in addition to any other form of insurance or bond required by statute, insurance of the following kinds and amounts:

- Maintain comprehensive general liability and contractual liability insurance with minimum limits of \$2,000,000 per occurrence, \$4,000,000 aggregate;
- Auto liability insurance coverage in the amount of \$1,000,000 combined single limit;
- Provide or require minimum statutory worker's compensation coverage for all covered employees who are on KCS property;
- Railroad Protective Liability Insurance naming The Kansas City Southern Railway Company as insured - \$2,000,000 per occurrence, \$6,000,000 aggregate (for information on railroad protective liability insurance, please visit www.railroadprotectivesolutions.com or www.kcsouthern.com/en-us/generalpublic/pages/rrprotectiveliabilityprogram.aspx);
- No policy will be canceled or materially altered without first giving KCS thirty (30) day's prior written notice;
- Commercial general liability policy will name The Kansas City Southern Railroad Company as additional insured;
- Will contain a waiver of subrogation in favor of KCS;
- If subcontractors are utilized in performance of the Agreement, the subcontractors must meet the same insurance requirements.

Please Note: These limits are subject to change at any time without notice. An agreement will be provided to you, which contains details concerning insurance requirements.



APPLICATION FOR
Right of Entry Permit

SUBMIT WITH NON-REFUNDABLE \$750.00 PROCESSING FEE PAYABLE TO

Jones Lang LaSalle Americas, Inc. - 3017 Lou Menk Drive, Suite 100 - Fort Worth, Texas 76131-2800
Attn.: Sylvia Schmidt - Phone: 817-230-2688 - Fax: 817-306-5521 - Email: sylvia.schmidt@am.jll.com

1. Application Date: _____

2. Applicant Information:

Name of applicant who will occupy the property: _____

State in which incorporated: _____ If not incorporated, please attach name(s) of owners or partners.

Mailing address of applicant: _____

City, State, Zip Code: _____

Contact Person: _____ Phone #: _____

Fax #: _____ Cell #: _____ Email: _____

3. Scope of Work:

Area to occupy: _____ feet by _____ feet

Time Period: From _____ (MM/DD/YY) to _____ (MM/DD/YY)

Total cost of project: \$ _____

Purpose of occupancy (be specific): _____

Type of work to be done (be specific): _____

4. Location:

If crossing, relation to centerline of Railroad tracks at Railroad Mile Post _____ plus _____ feet

If parallel, beginning Railroad Mile Post _____ plus _____ feet,

ending Railroad Mile Post _____ plus _____ feet

If spur, distance from point of switch _____ feet

THE KANSAS CITY SOUTHERN RAILWAY COMPANY

427 West 12th Street
Kansas City, Missouri 64105-1403



In or near _____ (name of nearest City, Town or Village on Railroad),
_____ (State), in _____ (Parish/County)

Location of proposed occupancy: _____¹/₄ Section: _____ Township: _____ Range: _____

Distance from inside face of back wall on nearest Railroad Bridge: _____ Bridge #: _____

Distance from centerline of DOT-AAR #: _____ Name: _____ DOT #: _____

Is the work to be performed within twenty-five feet (25') from the track? Yes No

Percentage of project done within twenty-five feet (25') of the track: _____%

Will a crossing be required? Yes No If yes, at what Mile Post location? _____ plus _____ feet

Was this service requested by the KCS? Yes No

If yes, who requested? _____ Requester Phone #: _____

We submit for your approval the following specifications for a Right of Entry Permit. We propose to enter The Kansas City Southern Railway Company ("KCS")/Texas Mexican Railway Company ("Tex-Mex")/Gateway Eastern Railroad ("GWER") Right-of-Way, as described above and as shown on attached drawing.

By submitting this application, I/we understand that KCS/Tex-Mex/GWER is under no obligation to grant this request and that KCS/Tex-Mex/GWER may deny this request for any reason, including but not limited to safety and engineering considerations and operating convenience.

Attached to the 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 railroad track and road crossing, bridge or other railroad structure.

I/we understand that submission of this application does not authorize occupancy of the property. Exact fees, insurance requirements and appropriate agreement document will be forwarded after the application has been reviewed and approved by the Railroad.

Signature: _____

Date: _____

Print Name: _____

Title: _____

THE KANSAS CITY SOUTHERN RAILWAY COMPANY
427 West 12th Street
Kansas City, Missouri 64105-1403



If you need further assistance, please contact Sylvia Schmidt at sylvia.schmdit@am.jll.com or 817-230-2688.