



CANTON RAILROAD
COMPANY

"Since 1906"

1841 S. Newkirk Street
Baltimore, Maryland 21224
Telephone: 410-633-9200
Fax: 410-633-8720

FOR CANTON RAILROAD COMPANY ONLY

Permit number: _____

Date received: _____

Permit Fee of \$200.00 included Yes No

TEMPORARY ACCESS PERMIT APPLICATION

BE ADVISED: Your application will not be deemed received by the Canton(Canton) until the applicant completes the application in its entirety and all of the fees associated with the permit application are submitted to Canton.

1. 8 ½ by 11 vicinity map
2. Two full & 3 half-size sets of plans, drawings, and exhibits
3. Two sets of reports, specs & calculations, if applicable
4. Non-refundable application fee of \$75.00

- Make cashier's checks payable to Canton Railroad Company
- Additional permit fees, copies, and information may be required upon request from the Canton Railroad Company.

PERMITTEE INFORMATION

Company: _____ Job #: _____

Company Representative Name: _____

Address: _____

City, State, Zip Code: _____

Office: _____ Cell: _____ After Hours: _____

Email Address: _____

Business License Number: _____

ARE YOU A SUB-CONTRACTOR FOR ANOTHER COMPANY?

Company: _____ Job #: _____

Company Representative Name: _____

Address: _____

City, State, Zip Code: _____

Office: _____ Cell: _____ After Hours: _____

Email Address: _____

Business License Number: _____

PROJECT INFORMATION

1. Address or location (street address and nearest cross street): _____

2. Project Description: _____

3. Baltimore City/Baltimore County Permit Number or date applied (if applicable): _____

A copy of the Baltimore City/County permit must be provided before a Canton permit is issued if the project is in or accessible through the right of way.

4. Proposed Access Route: _____

5. Proposed Staging Area: _____

6. Vehicles to be Used: Describe all vehicles which will be onsite, including trailers and other equipment, which will be used for access or installation of facilities:

_____	_____
_____	_____
_____	_____

- Only a company or public agency vehicle marked with the company or agency name/logo will be permitted. Personal vehicles are not allowed on Canton Property.
- The Permit must always be on the job site when on the Canton property.

7. Dates and Time of Access:

Anticipated Start Date (permits valid at minimum for 60 days)	Work Time
Begin work: _____ End work: _____	7:00 am – 5:00 pm, Monday-Friday Canton restrictions take precedence. Weekend or extended hours are by special authorization from the Canton Railroad Company.

Canton must be contacted within 24 hours before the start of work and 24 hours after completing the work to conduct a post-inspection schedule.

8. Insurance Requirements

The coverage limits under each required insurance policy will be based on the activity and risk involved with a specific project. At its own sole cost and expense, the applicant shall procure the following insurances that will cover the project and the Canton.

The following insurance shall be kept in force during the life of this Agreement:

If the project or access is within 50 feet of the active railroad tracks:

- Commercial General Liability Insurance – limit of not less than \$5,000,000 for each occurrence.
- Business Automobile Liability Insurance – with minimum limits of \$1,000,000 per occurrence.
- Worker’s Compensation Insurance – meeting the statutory requirement of the jurisdictions where the work will be performed, including Employer’s Liability coverage with minimum limits of \$1,000,000 for each accident.
- Railroad Protective Liability Insurance – (ISO/RIMA Form G 00 35), in the name of Canton Railroad Company. The policy shall have liability limits of not less than \$5 million per occurrence, combined with single limits, for coverage.

PERMIT FEES

The standard application fee is \$200.00, consisting of Permit preparation, approvals, and processing. Please ensure that all required documentation is submitted with the application.

Right of Entry Permit Application Fee	\$200.00	Onetime fee per Permit - Non-refundable
Right of Entry Permit		<ul style="list-style-type: none">• Six months to a year * Canton and the applicant will determine the term of the Permit.• Non-refundable fee.• Up to 5 (five) business day turnaround
Additional Engineering review fee	\$150.00	Non- refundable
Additional Legal Review fee	\$300.00	Non-refundable
Amended Permit	\$100.00	Two days turn around - Non-refundable
Emergency Permits	\$2,000	Three days turn around – Non-refundable
Maintenance Fee	TBD	Non-refundable

CANTON RAILROAD COMPANY
RIGHT OF ENTRY PERMIT INSTRUCTIONS

1. A Right of Entry Permit (Permit) is necessary when entering upon Canton Railroad Company's right of way, including airspace, and for any purpose. A permit is also required when working in public right-of-way occupied by Canton Railroad Company.
2. Before issuing a Permit, project plans/specifications must be approved by the Canton Railroad Company.
3. To initiate a project review, complete a "Plan Review / Right of Entry Permit Application" with the required number of plan sets, a \$200 application fee, and an 8.5"x11" size vicinity map showing the location of the project.
4. A letter of findings will be issued, within two weeks, indicating provisional approval or if additional engineering review is required.
5. Permit fees, including plan review, Permit processing, and general Permit oversight costs, are assessed at this time, and an invoice is processed. If a comprehensive engineering review is necessary, a deposit of \$350.00 may be required for the probable reimbursable cost to cover reviews and other expenses.
6. Permission to proceed with the Permit process will be granted after the project has engineering review approval. If the encroachment requires an easement or a license agreement to allow permanent facilities within the right-of-way, the license or easement will be processed concurrently with the Permit. A plat and legal description, signed by a land surveyor licensed in Maryland, and an appraisal to determine fair market value are required. Additional fees for processing the easement or license will be assessed. Canton's Board approval is needed for the conveyance of Railroad rights.
7. Permit processing and approval can take up to two weeks once the plans have been approved, the proper insurance certificates have been received, and permit fees have been paid. Urgent permits will need authorization from the President & CEO or his designee.
8. A construction schedule that includes the number of days anticipated to infringe upon the right-of-way must be submitted to process the Permit. The times and lengths of shifts, along with anticipated construction methods and approved Traffic control Plans, where applicable.

9. Flagging will be required anytime work within 15 feet of the track, including airspace.
10. The Canton will provide information about a Flag person two days before the start of the project. Canton will bill the applicant a fee of \$100 an hour per person. \$150.00 an hour per person after eight hours. Billing will be for the flag person and is separated from the Permit fee. Canton Railroad will require copies of proof of insurance of Railroad Protective Liability Insurance.
11. A pre-construction meeting will be required with the Canton before work commences within the right of way. A written notice of the planned start of work must be submitted to Canton within five business days prior to work starting in the right-of-way. The Permittee will not be allowed on the right-of-way without proper notification.
12. The Permittee must adhere to the construction and safety standards required by the Canton of their Permittees when working within the right-of-way.
13. The Permittee shall inform Canton in writing that the work has been completed per the Permit. Any additional work required to replace or repair the railroad facilities in good working order will be the responsibility of the Permittee prior to work acceptance.
14. Any excess deposited funds will be reimbursed to the Permittee after all requirements of the Permit are met. The deposit does not include non-refundable Permit fees.
15. Upon request, the Permittee will provide Canton with a set of as-builts, hard copies, and electronic files within thirty days of relief from maintenance. No excess deposited funds will be released until as-builts are submitted and signed by a licensed engineer in the State of Maryland.
16. Site Investigations: Engineering, environmental, geotechnical, survey, photography, or other site investigations, Canton requires the Permittee to submit a copy of all reports and information gathered for review and comment prior to the release to the public, any regulatory agency, or any other part without a direct contractual relationship for the permitted on Canton Right-of-way. This includes (but is not limited to) wetland delineation, archeological surveys, critical habitat identification, and contaminated site assessments. Where differences of professional opinion between the Permittee and canton staff occur, additional reviews or coordination may be required.

There is a \$200 fee per document per review. If any information is released without the prior review and incorporation of Canton comments, Canton may seek remedies for some or all parties involved.

Conditions of Access Permit

- a) The Permittee agrees to hold the Canton harmless and indemnifies the Canton from any actions resulting from any work performed by the Permittee.
- b) Proof of Insurance is required prior to starting work or access upon the right of way.
- c) The Permittee shall preserve the property as it appears during access. The Permittee shall keep machinery in an open space area when possible.
- d) The Permittee shall restore the property to its original condition preceding the work within ten (10) working days of project completion include removing trash, debris, and utility locate flags.
- e) If the restoration and repairs are not satisfactorily completed within ten (10) working days of the permit end date or notification of completion of work, the Canton will complete the restoration and repairs. The Permittee shall pay the Canton the cost for the restoration and repairs and a 20% administration fee based on the cost.
- f) All restoration and repairs shall be completed by a professional Permittee accredited by an agency or industry association and approved by the Canton Railroad Company.
- g) Any damage to Canton's property shall be reported to the Canton Representative and repaired immediately. The Permittee is responsible for the coordination of right-of-way repairs, including landscape. The Permittee shall contact the Canton for inspection.

I agree with the above terms and conditions of this application.

Authorized Representation, Title (please print)

Date

Signature

Canton Conditions:

Acknowledgment of Canton's Conditions

Date