

The Indiana Rail Road Company's Procedure for Permits

- I. Types of Permits
 - a. Temporary Entry Permits
 - i. Access
 - 1. Construction or Maintenance of Non-railroad Facilities
 - 2. Surveying or Inspection
 - ii. Environmental
 - 1. Installation of Monitoring Wells
 - 2. Soil Sampling
 - 3. Remediation
 - b. Wireline Occupancies (Electric, Fiber Optic, Telephone, etc.)
 - i. Overhead
 - ii. Underground
 - c. Pipeline Occupancies
 - i. Water – Sanitary, potable, or Storm
 - ii. Gas
- II. Requirements
 - a. Insurance (See Exhibit A)
 - i. General Liability
 - ii. RPL
 - 1. Permittee can purchase RPL through INRD
 - 2. Cost
 - a. (Contract Price of work on railroad property/100)*\$0.55, or
 - b. Minimum Premium amount of \$750.00
 - b. Flagging
 - i. When Needed
 - 1. Within 25' of Centerline of Track
 - 2. Potential to Foul Track with workers or equipment
 - ii. Provided by: (determined by railroad base on availability)
 - 1. INRD
 - 2. NRSS, Contact David Shepherd
 - c. Training

All people entering on railroad property will need to attend railroad training through NRSS, Contact David Shepherd:
email: dwshepherd@NRSSINC.net
Phone: (513) 755-4910
 - d. Type of Encroachment
 - i. Public Right of Way
 - 1. Proof of Public ROW
 - a. agreements between a government agency and the railroad
 - b. old survey maps that predate the railroad
 - c. an official document from the highway department or Survey department from local or state government (Roadway ROW does not always extend through Railroad ROW)

- d. Survey with stamp by a PLS with PROW documented
 - e. GIS records will not be accepted as proper proof because they are sometimes unreliable
 - 2. Within Edge of Pavement to Edge of Pavement (unless documented with Railroad retaining easement rights)
 - ii. Private Crossing (License Agreement and fee required, contact railroad for cost)
 - e. Specifications
 - i. AREMA
 - ii. CSXT (if not cover by AREMA)
 - iii. INRD has final decision on anything on railroad property
- III. Process
- f. Initial Contact (request application form)
 - i. Email
 - 1. bernie.guerrettaz@inrd.com
 - 2. bryant.mccuan@inrd.com (only if email 1 is not responsive)
 - ii. Mail to the following:
 - The Indiana Rail Road Company
 - 1500 South Senate Avenue
 - Indianapolis, IN 46225
 - ATTN: Bernie Guerrettaz
 - iii. Telephone
 - 1. Bernie Guerrettaz: 317-616-3441
 - 2. Office Main: 317-262-5140
 - b. Submission
 - iv. Plans, Profile, Area Map
 - v. Permit Application
 - vi. Fees (All fees can be on same check)
 - 1. Application Fee: \$1250
 - 2. Engineering Review Fee: \$1250 (for basic review, not needed for inspection or survey)
 - 3. Temporary Entry Permit Fee for access less than 90 days: \$500
 - 4. Expedited Application \$500
 - 5. Inspection Fee (if applicable, contact railroad for cost)
 - c. Timeline
 - vii. Regular Application with no variances from Specifications – 30 to 60 days
 - viii. Expedited Application with no variances from Specifications – Less than 30
 - d. Engineering Approval (Proof of Public ROW or License Agreement needed for approval)
 - e. Issuing of Permits
 - f. Construction or Task Performed (Site Inspection may be required)
 - g. Closing (Final Inspection and Site Approval)