

IMPORTANT NOTICE REGARDING TEMPORARY ENTRY

Persons seeking access to railroad property for any reason are required to contact the Operations Department prior to entering the property. **It is railroad policy to treat anyone found on railroad property without written authorization as a trespasser.**

If an easement or other legally binding document grants entry onto railroad property, a copy of the document must be submitted along with the request to enter.

A non-refundable application fee of \$950.00 must accompany your fully completed application form. Incomplete forms may result in delay or rejection of your request.

The normal turnaround time for processing applications is approximately 30 days. Please allow sufficient time for the handling of your request. Please do not call within the initial 30 days of receipt of your request for the status of your application. Time in answering your phone calls only delays the processing of your request as well as all other requests from other applicants.

If you require a Railroad right-of-way map to locate your right-of-way use location, such a map may be obtained (a fee is required) from the Operations Department.

Before entering the Railroad right-of-way, the following must be completed:

1. Letter stating the reason for the entry, including any legal documents to substantiate the granted entry by other previous land owners. Application (with fee) must be submitted.
2. A Projected Scope of Work form must be submitted. Failure to include this form with the initial application will result in rejection of the request.
3. All agreements must be executed by the applicant and the Railroad.
4. A fully executed copy of the agreement must be in the applicant's possession before entering the Railroad right-of-way. Verbal authorizations WILL NOT BE PERMITTED OR GRANTED
5. License fees and insurance certificates must be submitted at the time you execute and return the agreement.
6. Arrangements must have been made with the Railroad's Operations Department for flagging protection. These fees must also be paid prior to entry. Please read Procedure for Requesting Inspectors on Railroad Property.
7. If your project requires work within 25 ft. of the track or if it could be considered hazardous, you will be required to obtain Protective Liability Insurance. This may be purchased from an insurance agent of your choice.
8. The terms of the Railroad's standard agreements are NON-NEGOTIABLE.
9. Please do not attempt to make any changes to the agreement or request alteration to any of the terms and/or provisions to the agreement.

The Operations Department is the initial contact for all right of entry requests. Applications and payments should be submitted by US Mail or Express Mail to:

Pennsylvania Northeastern Railroad
Operations Department
301B West Main Street
Lansdale | Pennsylvania | 19446