

PIPELINE OCCUPANCY APPLICATION (NCCR FORM 220)

This form is to be used when submitting a utility occupancy application for an underground pipeline. Use NCCR Form 210 for wire, conduit or cable occupancy applications.

Submit a cover letter, including a project description, and the completed application, application fee and one (1) copy of the project plans to:

HNTB North Carolina, P.C.
Attn: Manager, NCCR Pipes and Wires
Occupancy Agreement Process
343 E. Six Forks Rd, Suite 200
Raleigh, North Carolina 27609

For NCCR / HNTB use only File No. _____ NCCR ID #: _____
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Plans for proposed installations are to be submitted to, and shall meet the approval of, North Carolina Railroad Company (NCR). Applicant shall enter into an occupancy agreement with NCCR before any construction activities commence on-site. Materials and installation are to be in strict accordance with specifications of the American Railway Engineering and Maintenance-of-Way Association (AREMA), North Carolina Railroad Company, and the Operating Railroads (Norfolk Southern Corporation and/or CSX Transportation as appropriate). The information submitted with this signed application and the required number of copies shall be per the Pipeline and Underground/Aerial Occupancy Application Instructions (NCCR Form 230). The engineering and application fees to be submitted with this application are as stated in the current engineering fee schedule (HN-02).

PROJECT OWNER/APPLICANT INFORMATION

1. Owner's Legal Name*: _____

***Please ensure that the exact legal name is provided with no abbreviations.**

2. Owner's Street Address: _____
 City: _____ State: ____ Zip: _____

3. Owner's Mailing Address (if different): _____
 Street Address\P.O. Box: _____
 City: _____ State: ____ Zip: _____

4. Name of Owner's Representative: _____
 Title: _____
 Street Address: _____
 City: _____ State: ____ Zip: _____
 Email: _____
 Telephone Number: (____) _____ Ext. _____

5. Name of Owner's Contact for Billing Purposes: _____
 Title: _____
 Street Address: _____
 City: _____ State: ____ Zip: _____
 Email: _____
 Telephone Number: (____) _____ Ext. _____

6. Billing: Owner prefers yearly or one-time non-assignable payment of occupancy fee.
7. Owner is a:
- Corporation – State of formation: _____
 - Limited Partnership – State of formation: _____
 - Limited Liability Company – State of formation: _____
 - General Partnership – State of formation: _____
 - Sole Proprietorship – State of formation: _____
 - Individual – State of formation: _____
 - Government Entity – State of formation: _____
 - Other – State of formation: _____

Name and address of the owner’s engineer or consultant (i.e. the party that will coordinate the project – leave blank if none or same as applicant)

8. Company Name: _____
9. Contact Person Name: _____
- Title: _____
- Street Address: _____
- City: _____ State: ____ Zip: _____
- Email: _____
- Telephone Number: (____) _____ Ext. _____

PROJECT INFORMATION

- | | |
|---|--------------------------------------|
| 10. Proposed work involves (check all that apply) | Existing Agreement for Installation? |
| <input type="checkbox"/> Installation of a new facility | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Revision to existing facility* | <input type="checkbox"/> No |
| <input type="checkbox"/> Upgrade to existing facility* | <input type="checkbox"/> Unknown |

***Please include with the application a copy of the existing agreement between the applicant and North Carolina Railroad and/or Norfolk Southern Railway (or predecessors).**

11. Location of Installation:
- Nearest Street: _____ Nearest Town: _____
- County _____ State: _____
- Latitude: _____
- Longitude: _____

12. Railroad Milepost Reference*:MP _____ + _____ Feet

***Use the next lowest whole milepost adjacent to the project location + feet in the direction of increasing milepost to the project location. Applies to all milepost references in this application.**

Mainline – Increasing milepost from Greensboro (MP 284) to Charlotte (MP 375)
H-Line – Increasing milepost from Greensboro (MP H-0) to Goldsboro (MP H-130)
EC-Line – Increasing milepost from Goldsboro (MP EC-0) to Morehead City (MP EC-94)

13. Orientation of proposed pipeline installation:
- Transverse crossing only – fill in #14 below
 - Longitudinal (parallel to tracks) only– fill in #15 below
 - Longitudinal and transverse crossing – fill in #16 below

14. For a transverse crossing under the tracks:
Number of tracks to be crossed: _____
Angle of crossing: _____
Total Length of Crossing on the NCRR Corridor: _____ Feet
15. For a longitudinal occupancy only:
Begin at Railroad Milepost: MP _____ + _____ Feet
End at Railroad Milepost: MP _____ + _____ Feet
Total Length of Crossing on the NCRR Corridor: _____ Feet
Min. distance from centerline of nearest track of longitudinal portion: _____ Feet
16. For a longitudinal and transverse crossing:
Begin at Railroad Milepost: MP _____ + _____ Feet
End at Railroad Milepost: MP _____ + _____ Feet
Length Parallel: _____ Feet Length Crossing: _____ Feet
Min. distance from centerline of nearest track of longitudinal portion: _____ Feet
17. Will pipeline be located entirely within the confines of a public street? Yes No
18. Will the installation connect to an existing facility within the NCRR Corridor? Yes No
If yes, identify owner: _____
19. Method of proposed installation:
 Bore and Jack Jacking Tunneling (tunnel liner plate)
 Direction boring/Horizontal Direction drilling Open Cut
 Other (please specify) _____
20. Are there any wires, poles or obstructions to be relocated? Yes No
If yes, Type of facility: _____
Owner: _____
To be relocated by: _____
21. Will temporary track support or rip rapping be required? Yes No
If yes, provide details: _____
22. Shut-off valves: Yes No
If yes, location: _____
23. Vents: Yes No
If yes, location: _____
Number: _____ Size: _____
Height above ground: _____
24. Seals: Yes No
If yes, Both ends: _____ One end: _____
25. Any existing facilities to be abandoned or removed: Yes No
If yes, explain: _____
26. Character of subsurface material: _____
27. Approximate ground water level: _____
28. Source of information on subsurface information: _____
29. Proposed construction:
Start Date: _____ Duration: _____
Name of contractor: _____
Define any special specifications of the installation: _____

Underground Facilities

30. Total buried length on the NCRR Corridor: _____ Feet
31. Bury depth:
 From base of rail to top of casing: _____ Feet
 Minimum depth on the NCRR Corridor but not beneath tracks: _____ Feet
 Below ditches: _____ Feet

Aerial Facilities

32. Total aerial length on the NCRR Corridor _____ Feet
33. Number of pole lines crossed: _____
34. Type of pipe supports: _____
35. Minimum height of pipe and supports above top of rail: _____ Feet
36. Minimum height of pipe above wirelines: _____ Feet
37. Horizontal distance of pipe supports from centerline of nearest track: _____ Feet

Pipe Data

38. Material to be conveyed: _____
 Flammable: Yes No Temperature: _____
39. Maximum working pressure: _____ (psi) Field test pressure: _____ (psi)
 Type of test: _____
40. Pipe data (Still include Form NCR 102 Plate I):

	<u>CARRIER PIPE</u>	<u>CASING PIPE</u>
Material	_____	_____
Process of Manufacture	_____	_____
Material Specifications	_____	_____
Material Grade	_____	_____
Minimum Yield Strength (psi) of Material	_____	_____
Mill Test Pressure (psi)	_____	_____
Nominal Diameter	_____	_____
Inside Diameter	_____	_____
Outside Diameter	_____	_____
Weight per Foot	_____	_____
Wall Thickness	_____	_____
Type of Seam	_____	_____
Laying Lengths	_____	_____
Type of Joints	_____	_____
Type of Coating	_____	_____
Cathodic Protection Details	_____	_____
Protective Coating Details	_____	_____

Applicant's Checklist

The following is a checklist of items that shall be completed when submitting this application for a proposed Pipeline Occupancy of the NCRR Corridor. Please place a check by all items listed below once they are included with the application package. For more detailed descriptions of the requirements below see Form NCR 102 "Specifications for Pipeline Occupancy of North Carolina Railroad Company Property."

Application Package to Include:

- One (1) copy of completed Pipeline Occupancy Application (Form NCRR 220)
- One (1) copy (no larger than half-size, preferably 11"x17") of the design and construction plans including plan view and profile view of the proposed facility
 - Plans clearly show the extent of proposed work affecting the NCRR Corridor
 - Plans drawn and printed to scale (ensure no unintended scaling occurs during printing)
 - Plans sealed by a Professional Engineer licensed in the State of North Carolina (no crimped seals)
 - No aerial background shown on plans
- One (1) copy of all specifications and computations for the proposed occupancy
 - Sealed by a Professional Engineer licensed in the State of North Carolina (no crimped seals)
- Non-refundable Underground Facility Engineering Review Fee (including aerial pipeline) (see Utility Engineering Fee Schedule)
- Pipe Data Sheet in accordance with Form NCR 102 Plate I
- Soil borings in accordance with Form NCR 102 Section 3.1
- Calculations for internal and external loads on all pipes, manholes and other facilities to be installed on NCRR's Corridor
- Deflection calculations for flexible casing pipe
- One hundred (100) year storm drainage calculations for all pipes, ditches and other structures carrying surface drainage on NCRR Corridor and/or under NCRR track(s)
- Hydraulic analysis of any existing ditch and/or structure impacted by the proposed improvements
- Design calculations for overhead pipe bridges and their foundations
- Sheeting design calculations

Plan and Profile Submittal Requirements

- All applicable requirements set forth in Form NCR 102 for all pipeline occupancy applications
- Additionally, all applicable requirements set forth in Form NCR 101 if any portion of the pipeline occupancy application is aerial

General Plan View Requirements

- All existing and proposed railroad tracks shown and labelled
- North arrow
- Scale
- 'To' labels for the next town, city or station in either direction along the railroad
- Name of the town and county in which the proposed facility is located
- Angle of crossing relative to railroad track(s)
- Distance (in feet) to lowest milepost (see application)
- Show and label the NCRR Corridor boundary as "NCRR Corridor" and non-operating NCRR property lines as "NCRR Property" (Remove all other Right-of-Way or Property boundaries within the NCRR Corridor)

- Show dimensions from the NCRR Corridor boundary to the centerline of the NCRR Corridor, centerline of the nearest track, and the overall width of the NCRR Corridor
- Dimension distance from the crossing to any turnouts
- Indicate any facilities to be abandoned (Add note in accordance with NCR 102 Section 2.6)
- If occupancy is within or adjacent to a roadway at-grade crossing:
 - Show roadway edges of pavement, dimension width and roadway name
 - Show edges of pavement with dimensions from edge of road to centerline of proposed pipeline
- Show existing warning devices (flashers, gates, etc.) and clearances from devices to proposed pipelines
- On pipelines having valves, the distance in feet along the pipeline from the crossing to the nearest valve and/or control stations
- Location of vents, if any, and height above ground
- Location of markers and an example of text on the proposed markers
- Location of existing above and below ground utilities
- Note indicating method of installation
- Size and material of the casing pipe
- Length of the casing pipe on NCRR Corridor
- Size and material of the carrier pipe
- Show launching and receiving pits that are within the NCRR Corridor. Dimension from the pits to the nearest centerline of track. Dimension the length, width and depth of the pits.
- Details of any excavation or sheeting necessary to install the pipeline in accordance with NCR 102 Section 5.9.1.C
- A cross section of the pipeline showing the carrier pipe, casing pipe and any supports
- Note in accordance with NCR 102 Section 1.6.1.C.10 regarding NCRR Specifications

Additional Plan View Requirements for Underground Longitudinal Occupancies

- Indicate the overall length of the occupancy on each page
- Dimension the distance from centerline of closest track to centerline of pipeline

General Profile View Requirements

- Scale
- Indicate which direction the section is looking
- All existing and proposed railroad tracks shown
- Show and label NCRR Corridor boundary
- Profile above the centerline of the pipe showing the relationship of the pipeline and/or casing pipe to the ground levels, tracks and other facilities
- Note in accordance with NCR 102 Section 1.6.1.C.10 regarding NCRR Specifications

Additional Profile View Requirements for Underground Transverse Crossings

- Show theoretical embankment lines for all existing and proposed tracks per NCR 102 Section 4.3.1.F.5.
- Show launching and receiving pits that are within the NCRR Corridor. Dimension from the pits to the nearest centerline of track. Dimension the length, width and depth of the pits.
- Show depth of pipeline under existing ground where it enters and exits the NCRR Corridor

Additional Profile View Requirements for Underground Longitudinal Occupancies

- Show the top of rail profile of the nearest track



If application is approved, applicant agrees to reimburse the North Carolina Railroad Company and the Operating Railroads for any cost incurred by the North Carolina Railroad Company and the Operating Railroads incident to installation, maintenance, and/or supervision necessitated by this pipeline installation, and further agrees to assume all liability for accidents or injuries which arise as a result of this installation.

_____ (Date) _____ (Signature and Title of Officer Signing Application)

Please Type or Print: _____ (____) _____
Name Title Telephone Number