



HOUSE / STRUCTURE MOVE PROCESS INSTRUCTIONS

Licensing Process:

1. Once the application package is received by Jones Lang LaSalle Brokerage, Inc. (JLL), the application and drawing will be forwarded to the engineering firm to prepare the Exhibit "A" drawings for the contract. **This process takes approximately 10 to 15 working days.**
2. When the Exhibit "A" is completed, information will be forwarded to BNSF's local Roadmaster and the Signal Supervisor for approval. **This process takes approximately 20 working days.**
3. Once approvals have been received, a contract will be prepared and two (2) copies will be forwarded to you for an original signature. A letter will be sent to you that will provide directions regarding insurance and any additional fees.
4. Return the signed contracts (2 contracts with original signatures), along with the appropriate **payment** to JLL's Permits Department.
5. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.
6. Once the contract is executed, one original will be returned to you for your files.
7. The cover letter and the executed contract will list the Roadmaster's name and phone number. **You will need to contact the Roadmaster ten (10) days prior to beginning work.**

Process Time:

Please be advised that the average time period for completion of this process is **approximately 30 days** from the time that the application is received. Any missing information, changes made by the applicant or necessary railroad device relocation estimates could cause an additional delay. Every effort will be made to complete this process in a timely manner.

Insurance Requirements for the following Agreement:

Commercial General Liability Insurance	Contractual Liability with a combined single limit of a minimum of \$2,000,000 each occurrence and an aggregate limit of at least \$4,000,000.
Business Automobile Insurance	Combined single limit of at least \$1,000,000 per occurrence.
Workers Compensation and Employers Liability Insurance	Employers' Liability with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.
Severability of interest and naming Licensor and JLL as additional insured's shall be indicated on the certificate of insurance above (excluding Workers Compensation).	
Please note: These limits are subject to change without notice. An Agreement will be provided to you, which contains details concerning insurance requirements.	

Please send the following so we may process your License request:

1. **Completed Application.**
2. **\$800 non-refundable processing fee.** Check should be made payable to BNSF Railway Company. Please ensure all information is accurate, as each change will add an additional \$800 to the processing fee.
3. **One set of drawings** (no larger than 11 x 17) for the area to be occupied. (Include: streets, distance from tracks and streets, mileposts if available and any distinguishing land marks.)

Forward to:

Jones Lang LaSalle Brokerage, Inc.

Attn: Permit Services-House/Structure Moves

4200 Buckingham Dr.

Suite 110

Ft. Worth, TX 76155



APPLICATION FOR HOUSE / STRUCTURE MOVE AGREEMENT

Jones Lang LaSalle Brokerage, Inc.
ATTN: Permit Services-House/Structure Moves
4200 Buckingham Dr.
Suite 110
Fort Worth, Texas 76155

We submit for your approval the following application for a House / Structure move on, over or across **BNSF RAILWAY COMPANY'S** right-of-way, as shown on the enclosed location plan and detailed sketch.

Applicant understands he or she will be requested to sign a standard House / Structure Moving Agreement which will require Applicant to:

1. furnish insurance as requested by BNSF Railway Company, and
2. reimburse BNSF Railway Company for expenses incurred in connection with the move.

Legal Name to be shown on permit: _____
 If a corporation, State in which incorporated: _____ (If not incorporated, please attach name(s) of owners or partners.)
 Mailing Address: _____
 Daytime Phone: _____ FAX: _____
 Contact Name: _____ Email Address: _____

Crossing Location:
 City _____ County _____ State _____
 Highway Name / Number _____ Crossing is located at RR Milepost _____ DOT # _____
 _____ 1/4 Section _____ Township _____ Range _____
 Latitude _____ Longitude _____
 Are there other private crossings in the vicinity? Yes No
 If yes, give distance and direction from the crossing. _____
 What is the distance of the closest public crossing in either direction: _____
 Type of crossing: plank concrete other Describe: _____
 Crossing Width _____

Type of User Vehicle
 Auto Pickup Van Industrial If Industrial, type: _____
 Total number of vehicles crossing per day: _____

Structure to be moved _____
 Dimensions of Structure: Height: _____ Width: _____ Length: _____ Approximate Weight: _____
 Specify time period crossing will be required: _____ days.

Date: _____ Signed: _____
 Print Name: _____
 Title: _____
 Phone #: _____ FAX: _____

If you require additional assistance, please contact Holley Anthony at (817) 230-2633 or Holley.Anthony@am.jll.com