



Temporary License to Enter Conrail Property Instructions

Following are the instructions and forms for applying for right of entry onto Conrail property. **Submit your application to Francine Monteleon at 330 Fellowship Road, 3rd Floor, Mount Laurel, New Jersey, 08054.**

1. You must submit a fully completed **Application Form**. Please be sure you provide the complete legal name of the applicant, are explicit in the proposed use of the property, describing the work to be performed and the anticipated duration of the work, and that you sign the application. Please send the original application to Conrail and retain a copy for your records.
2. Provide a map of sufficient scale and detail which clearly indicates the proposed work site and limits of work. Include drawings for the project that clearly show the location and design of the project site and access route that is on Conrail property, with Conrail property lines indicated.
3. Please read the CE-6 Specifications for Work on Conrail Property requirements, including insurance requirements.
4. Be sure to submit any attachments specifically called for with the application such as agreement copies, sketches of the property, or agreements with any Conrail departments or contractors to enter Conrail property.
5. If work on Conrail property involves any soil disturbance, an Excavated Material and Groundwater Management Plan (EMGMP) is required.

Processing of your application requires management review and approval and may involve several departments. Please allow 30 to 60 days.

The proposed site may not be used prior to the execution of a formal agreement with Conrail and verification that all insurance requirements have been met.

The Temporary License fee includes the cost of adding the work activity to Conrail's Railroad Protective Liability Policy for the period of actual construction.

Railroad valuation maps (valmaps) are available to assist with your project references. These maps provide the width of the Railroad Corridor and Conrail property lines. Please contact Mr. Tony Taylor at Anthony.taylor@conrail.com.

EMGMP (3)

CE-6

Application Form (autofill)