



## Track Lease Application Form

### Instructions

In order to apply for lease of track(s) owned or operated by The Maryland and Delaware Railroad Company (MDDE) you must meet the following requirements:

1. Email a fully completed Track Lease Application Form (attached hereto) to MDDE at: [cathrin.odonnell@mdde.com](mailto:cathrin.odonnell@mdde.com)
  - a. If access onto MDDE property is required to obtain necessary information for the application then a Temporary Entry Permit must first be obtained. For more information please see:  
[http://www.mdde.com/RealEstate\\_Access.html](http://www.mdde.com/RealEstate_Access.html)
  - b. The applicant must provide an exhibit/sketch of the track(s) in question, with dimensions, with all applications. Planned improvements on the track(s) must also be depicted, with as many details or landmarks as possible to identify the premises.
  - c. Provide a general location map of the track(s), with the proposed lease track(s) highlighted. For map suggestions and MDDE Google Earth KML file, please visit:  
[http://www.mdde.com/RealEstate\\_Applications.html](http://www.mdde.com/RealEstate_Applications.html)

2. Mail a non-refundable processing fee of \$1,000.00 to MDDE at:

The Maryland and Delaware Railroad Company  
Attn: Cathrin B. O'Donnell – Vice President and General Counsel  
106 Railroad Avenue  
Federsburg, MD 21632

Please make checks payable to: **The Maryland and Delaware Railroad Company**

Applicants are **strongly encouraged** to review the required insurance standards for track leases, which can be found in our standard agreement at the following address:

[http://www.mdde.com/RealEstate\\_Documents.html](http://www.mdde.com/RealEstate_Documents.html)

**NO** variance in these standards will be accepted.



## Track Lease Application Form

### Applicant Information

\_\_\_\_\_  
Legal Name of Applicant

\_\_\_\_\_  
Tax ID #

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name of Contact (if different from applicant)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Billing Contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Applicant is a (please provide state of formation where applicable):

- Corporation (State: \_\_\_\_\_)
- Limited Partnership (State: \_\_\_\_\_)
- General Partnership (State: \_\_\_\_\_)
- Sole Proprietorship (State: \_\_\_\_\_)
- Non-Profit
- Individual
- Government Entity (State: \_\_\_\_\_ / Department: \_\_\_\_\_)
- Other (Specify) \_\_\_\_\_



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## Track Information

\_\_\_\_\_  
Municipality/Township

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Name of Nearest Road Crossing

\_\_\_\_\_  
Latitude / Longitude

\_\_\_\_\_  
Railroad Branch Name

\_\_\_\_\_  
Railroad Milepost

\_\_\_\_\_  
Track Name(s) (if known)

## Occupation Information

Category of Applicant's intended use of track(s) (check all that apply):

- Loading/unloading railcars containing non-hazardous materials
- Loading/unloading railcars containing **hazardous** materials
- Storage of loaded railcars containing non-hazardous materials
- Storage of loaded railcars containing **hazardous** materials
- Storage of empty railcars last containing non-hazardous materials
- Storage of empty railcars last containing **hazardous** materials
- Other

Description of Applicant's intended use of the track(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate total length of track(s) to be leased: \_\_\_\_\_ track feet

Will there be any improvements to the existing track(s)?

- Yes – Please specify \_\_\_\_\_
- No



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\* \* \*

*I / We understand that the proposed track may not be used prior to the execution of a separate formal agreement with The Maryland and Delaware Railroad Company and verification that all required fees have been paid and that all insurance requirements have been met.*

*I / We understand that exact fees and insurance requirements will be forwarded after the application has been reviewed and approved.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone