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## PIPELINE AND UNDERGROUND/AERIAL WIRELINE OCCUPANCY APPLICATION CANCELLATION PROCEDURE (FORM NCRR 240)

North Carolina Railroad Company has retained HNTB North Carolina, P.C. (HNTB) to process applications and perform technical reviews pertaining to pipeline and wire/conduit/cable occupancies on NCRR's Corridor. All correspondence and requests for information pertaining to this process shall be directed to HNTB. Described below are the occupancy agreement cancellation process procedures and requirements.

### Definitions

NCRR	- North Carolina Railroad Company
Engineering Representative	- Person or persons designated by NCRR to review and approve plans and applications for occupancies of its Corridor. Currently, HNTB North Carolina, P.C.
Owner (Applicant)	- Individual, corporation or municipality desiring occupancy of NCRR Corridor.

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### Application Cancellation Procedure

If an application has had no activity within six (6) months, the application will be canceled automatically. Activity will only be defined as completion of steps on the engineering portal. Email correspondence shall not be considered activity.

The Engineering Representative will notify the Owner via the portal that their application has had no activity for five (5) months and will have one (1) month to complete their pending step. If the application continues to be idle for the next month, the application will be permanently removed from the engineering portal.

An Applicant will not have the ability to reinstate a canceled utility application past the deadline given. A new application will be required to be submitted through the engineering portal.

The original engineering review fee and application fee are nonrefundable.

### Additional Information

For any applications submitted prior to the launch of NCRR's engineering portal and has since been canceled due to inactivity, the applicant will be required to submit a new utility application through this platform: <https://engineering.ncrr.com/>.

For additional information or assistance with the application process, please contact the following:

Manager of NCRR Pipe and Wire Occupancy Agreement Process, email: [NCRR\\_Uilities@HNTB.com](mailto:NCRR_Uilities@HNTB.com)

HNTB's general office telephone number is (919) 546-8997 and the fax number is (919) 546-9421. The HNTB website is [www.hntb.com](http://www.hntb.com) and the North Carolina Railroad website is [www.ncrr.com](http://www.ncrr.com).