

**SANTA PAULA BRANCH LINE RIGHT OF ENTRY AGREEMENT EXECUTION REQUIREMENTS  
CHECKLIST**

1. This Requirements Checklist shall be included as the cover page on all Right of Entry Agreements (ROE) on the Santa Paula Branch Line (SPBL).
2. Prior to executing any ROE on the SPBL, Sierra Northern Railroad (“Sierra Northern”) must adhere to the requirements outlined in this document and must submit the required documentation to Ventura County Transportation Commission (VCTC). Sierra Northern shall not execute any ROE until VCTC has approved the ROE package and signed this form indicating that the ROE package contains all required elements and has been approved by VCTC.
3. All authorized rights-of-entry on the SPBL must be memorialized on the ROE template agreement approved by VCTC Commission. Any proposed changes to the ROE template must be highlighted and pre-approved by VCTC staff.
4. All ROE packages must include the following elements (Sierra Northern to check boxes to confirm that each element is included in this submittal):
  - a. Certificates of Insurance (COI) consistent with the ROE template \_\_\_\_\_
  - b. Map/Diagram showing the location and size of the ROE area \_\_\_\_\_
  - c. Documentation of Payment of Applicable Fees \_\_\_\_\_
  - d. ROE template indemnification language or written approval from VCTC for alternative indemnification language \_\_\_\_\_

This ROE package was submitted to VCTC for review on \_\_\_\_\_ day of \_\_\_\_\_. VCTC shall review complete ROE packages and provide determinations to Sierra Northern within three (3) business days from receipt.

**SIERRA NORTHERN RAILROAD**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**By signing below, VCTC has reviewed and confirmed that all required elements have been included in the ROE package and the ROE is ready for signature.**

**VENTURA COUNTY TRANSPORTATION COMMISSION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Its: \_\_\_\_\_