



# POLE ATTACHMENT PERMIT EXTERNAL PROCEDURE

Policy Relation: EO-20-02

Date Posted: 03/12/20

Implementation Date: 12/01/20

**Procedure #: OP-EO-10-30-0x**

**Standard Reference(s): OS-EO-10-30-001**

**Responsible Department/Title: Locating & Mapping/Locating & Mapping Supervisor**

**Purpose: To ensure pole attachments are processed and billed in a consistent fashion.**

Before any permits for pole attachments will be considered, the applicant must first have an executed attachment agreement with Huntsville Utilities (HU). The purpose of the permit is to ensure that pole attachments must meet all standards set by HU and the National Electric Safety Code, as well as any city, state, or federal standards and are documented for maintenance and invoicing purposes. The minimum height of attachment varies based on what is underneath the line, therefore line sag must be considered when determining the height of the attachment. Communication lines shall be below electric lines and equipment. HU fiber lines are placed in the highest communication position available on the pole, with AT&T communications lines having the lowest communication position on the pole.

## **Process for pole attachments:**

1. **Permit Request:** complete a Permit/Make Ready Application (in Figure 1) and send it to HU with the applicable permit fee as set forth in the pole attachment agreement. This form must be completed for each pole and include construction plans and drawings, which will at a minimum, contain the information specified on the Permit/Make Ready Application. The Permit/Make Ready Application(s), once received by HU, will be verified against the actual pole(s) in the field to ensure the attachment heights are accurate.
2. **Professional Engineer:** Licensee must use a licensed Professional Engineer with a valid Alabama professional engineering license in good standing to undertake and complete the pole loading analysis calculations, requested attachment heights, and RF analysis required in completing the permit application. An Engineer shall include engineering employees or contractors with a valid state of Alabama professional engineering license in good standing. The Engineer shall submit a certification letter stating all the information provided in the application and supporting documents are true, accurate, and meet code and standards, and shall also submit copies of engineering licenses with this certification letter.
3. **Attachment Location:** The submitted permit application shall indicate any relocation of existing facilities necessary to provide necessary clearances for the proposed attachments, as well as indicating the proposed height of the proposed facilities. Any new wireline attachments shall be above any other communications wireline attachments, with the exception of HU.
4. **Pole Stress Limits:** Huntsville Utilities reserves the right to request an engineering pole load analysis report. If requested:
  - a. Pole load analysis calculations and details shall be submitted with the permit application.
  - b. HU reserves the right to append or modify the third-party submitted analysis.
  - c. Licensee shall provide detailed characteristics of the wirelines and associated equipment being permitted. This includes, but is not limited to, size, weight, and material.



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- d. HU will require any pole that exceeds 80% of the pole load capacity to be changed out.
5. **RF Analysis:** Cellular equipment or other radio equipment applications must include a detailed RF analysis and RF emissions map showing % Occupational MPE at each installation. The full equipment specifications, including physical characteristics, power requirements, and output must be submitted with the application.
6. **Pole Replacements:** As part of the make-ready process, an existing pole may be replaced with a taller or stronger pole to accommodate an attachment. In all cases, the associated materials and equipment, including but not limited to cross arms, cut-outs, insulators, and minor materials such as nuts, bolts, washers, etc., will be replaced and considered part of the pole replacement, and you must pay for all the costs, moreover, HU retains ownership of pole and associated material and equipment.
7. **State and Local Permits and Insurance:** All applicants must obtain approvals for any applicable local and state permits, such as a ROW permit or building permit depending on what kind of construction is being undertaken and submit evidence of these approvals with the attachment application, along with proof of insurance.
8. **Inaccurate or Incomplete Permit:** A field review of the Permit/Make Ready Application will be conducted to ensure accuracy and completeness of initial measurements and permit information provided by Licensee. If the Permit/Make Ready Application information is incorrect, the Pole Attachment Coordinator will notify Licensee of discrepancies and will elect to either i) collect correct field measurements at Licensee's expense according to Exhibit B or ii) request that the Permit/Make Ready Application be resubmitted with an additional permit fee.
9. **Communications Make Ready:** If existing third-party attachments must be relocated on the pole to accommodate Licensee's proposed attachments, Licensee is responsible for notifying and coordinating all communications make ready work. Licensee shall notify HU upon completion of communications make ready work.
10. **Permit Approval:** Once the permit information is accurate and has been reviewed, the Pole Attachment Coordinator will notify Licensee of any required make ready construction costs. If make ready construction is not required, the Pole Attachment Coordinator will approve the application and notify the Licensee of approval. If make ready construction is required, the Pole Attachment Coordinator will approve the application and notify the Licensee of approval only after make ready construction is complete.
11. **Denial of Permit:** HU may refuse or postpone a permit application that negatively affects its customers or if required make ready negatively affects its customers or otherwise causes disruptive construction. In most cases, attachments to steel or fiberglass poles will not be allowed.
12. **Make Ready Construction:** Make Ready Construction is any addition to a pole, pole replacement, or rearrangement of existing facilities that are done to prepare an existing pole line or pole for use or to maintain a pole in compliance with the agreement. You will be notified of any make ready engineering, and estimated make ready construction charges, if applicable. You must pay for all costs associated with the field review, make ready engineering, and construction.



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13. **Make Ready Work Schedule:** If applicable, after receiving the make ready construction fee, HU will proceed with make ready construction work as a part of its normal work schedule (on a nondiscriminatory basis). The Pole Attachment Coordinator will facilitate the work order process so that the work order is delivered to Operations. Operations will determine if the work will be done internally or with available contractors.
14. **Notification:** When the make ready construction is complete or if none is necessary, HU will notify you that you have the right to make the specified attachments or modifications in accordance with the approved permit. All attachments must be completed in such a manner as not to interfere with the core utility service of HU or others who are attached to HU poles.
15. **Permit Termination:** Upon approval of the permit, HU will reserve the approved position on the pole for one hundred twenty (120) calendar days. Such timeframe may be extended by HU, provided a written request is made for such extension and work is being diligently pursued. HU may terminate its permit if the attachments are not completed with the 120 days or the extended timeframe. At this point, Licensee has no further right to place an attachment on the approved poles without restarting the process, including additional permit fees.
16. **Adherence to Pole Attachment Specifications:** All work and completed construction shall be in compliance with HU's Pole Attachment Specifications current at the time of construction.
17. **Completion of Attachment:** After completion of attachment(s) or modification(s), you must notify HU, and HU will perform a post inspection. If the attachment(s) or modification(s) is found to be non-compliant, you will have twenty (20) business days after notification of non-compliance to make corrections. If after twenty (20) business days the necessary post-inspection corrections or modifications have not been made, HU reserves the right to make the necessary corrections or remove the facilities. Licensee will be required to reimburse HU for all post-inspection costs including correction of non-compliant attachment(s) or modification(s).
18. **Questions:** If you have questions about your permits or attachments please contact the Pole Attachment Coordinator.



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**Figure 1: Permit/Make Ready Request From**

**HUNTSVILLE UTILITIES PERMIT/MAKE READY APPLICATION**

**Wireline Attachments**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  New Attachment(s)  Overlapping  Modification (Explain) \_\_\_\_\_

Applicant - Company Name (Licensee): \_\_\_\_\_

- Contact Person (Licensee) Name: \_\_\_\_\_

- Contact Person (Licensee) Phone: \_\_\_\_\_

- Contact Person (Licensee) Email: \_\_\_\_\_

Project Title: \_\_\_\_\_ Project No.: \_\_\_\_\_

Total Number of Poles requested for attachments : \_\_\_\_\_

Pole Location (include map): \_\_\_\_\_

Drawing Page No : \_\_\_\_\_ of \_\_\_\_\_ Customer Assigned Pole Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Facility Owner (Actual Owner)	Existing Height:	Proposed Height:	Change

Explanation or Requests By HU: \_\_\_\_\_

- Notes:**
- 1 - complete form for each pole for which an attachment is requested
  - 2 - **Any Make Ready MUST be complete prior to any attachment or lashing.**
  - 3 - **Any crew doing work in-house or contractor MUST have a copy of permit on hand.**
  - 4 - for batches of poles, a single map may be included numbering each pole to correspond with each Attachment form.
  - 5 - for batches of poles, with multiple page maps the map page number and the customer assigned pole number must correspond on each Attachment form.
  - 6 - indicate distance to power facilities on the pole (N/A if facility is not on the pole)
  - 7 - if overlapping provide description (**material and diameter**) of added and removed cables and route

Huntsville Utilities Use Only:      Make Ready Work Order Number: \_\_\_\_\_

Make Ready Completed:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant notified to proceed:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Final Installation Inspected or verified:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Attachment added to GIS:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Attachment added to billing:      \_\_\_\_/\_\_\_\_/\_\_\_\_

Action by Applicant: \_\_\_\_/\_\_\_\_/\_\_\_\_

selected alternate route     TELCOM make ready and/or     HU make ready

**Original Issue Date:** xx/xx/xx

**Revision Dates:** xx/xx/x