Pole Attachment Application Guide

City of Georgetown | Electric Utility | 08-02-2023

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1. Introduction

This document is intended to provide guidance on applying for Pole Attachment Permits with the City of Georgetown. Attachments are considered Communications Facilities that are placed on City's Poles or Overlashed onto an existing Attachment. This includes attachments from a riser and/or service drop in addition to those attachments that are connecting from pole to pole.

1.1 Definitions

1. **Utility Make-Ready Work** is any work required on the Utility facilities or on the Pole, including but not limited to changing a Pole to a taller Pole, changing an existing Pole to a stronger Pole, or adding a new Pole mid-span. Utility Make-Ready Work is required if the PLA analysis and report discover any NESC violations when the Licensee attaches to the Utility Pole. Utility Make-Ready Work shall be based on the Utility's current construction and engineering standards. For example, a wooden Pole may not be replaced by another wooden Pole if the Utility does not currently use wooden Poles.
2. **Licensee Make-Ready Work** is any work required on the existing foreign attachments on the Pole in order for the Licensee to attach to the Utility Pole. This work includes, but is not limited to, moving the existing foreign attachments up or down on the Pole. Licensee Make-Ready Work is required if the PLA analysis and report discover an NESC clearance violation either existing or as a result of the new Licensee contact.
3. **Applicable Standards:** means all applicable engineering and safety standards governing the installation, maintenance and operation of facilities and the performance of all work in or around electric City Facilities and includes the most current versions of the National Electric Safety Code ("NESC"), the National Electrical Code ("NEC"), the Texas Health and Safety Code, Chapter 752, the rules and regulations of the Occupational Safety and Health Act ("OSHA") and any lawful rules, requirements or orders now in effect. Applicable Standards may also include updated or revised laws, rules, and regulations hereafter issued by City or other authority having jurisdiction.
4. **Licensee:** means the entity which is authorized to submit applications. Licensees have an active Pole Attachment Agreement and are able to submit applications or have the ability to contract an entity to submit applications on behalf of the Licensee to the City of Georgetown.
5. **Post-Construction Inspection**: means the inspection required by City to determine and verify that the Attachments have been made in accordance with Applicable Standards
6. **Pre-Permit Survey:** means all work or operations required by Applicable Standards or the City to determine the Make-Ready Work necessary to accommodate Licensee's Communications Facilities on a Pole. Such work includes, but is not limited to, field inspection, loading calculations and administrative processing. The Pre-Permit Survey shall be coordinated with City and include Licensee's professional engineer.

1.2. Pole Attachment Agreement

Licensee must execute the Pole Attachment Agreement with the City of Georgetown before an application can be submitted. You can find the City's current standard Pole Attachment Agreement here.

1.3. NESC Clearances

All attachments must adhere to current NESC guidelines for approval. Please use the link below as a reference when compiling your application.

Application Guide for 2023 NESC

2. Pole Attachment Application Process

2.1. Overview of Permitting Process

1. Applicant must have a Licensing Agreement in place with City of Georgetown.
2. Applicant submits a permit application along with the required fee and a Pre-Permit Survey application form.
3. Completion of Pole Loading Analysis (PLA) and payment of required fee.
4. Review of PLA by Utility; identification of any Make-Ready Work.
5. If no Make-Ready Work is required, Permit is approved. If Utility Make-Ready Work is required, Licensee requests Utility to proceed with non-refundable Make-Ready engineering and pays the required fee.
6. Upon receipt of Make-Ready Engineering fee from Licensee, Utility provides estimate of Make-Ready Construction Costs, which include labor, material for installing, retiring, disposal, and any permitting costs.
7. When Make-Ready Construction Cost estimate is paid in full by Licensee, Utility procures required materials and schedule the construction activities.
8. Upon completion of Make-Ready Work, Licensee may install the Attachments and pay required inspection fee.
9. When installation of the Attachments is complete, Utility performs a Post Construction Inspection before the final approval of Licensee's Attachments

2.2. PRE-PERMIT SURVEY AND APPLICATION

1. A comprehensive G.I.S. map of the Licensee's requested route that is easily identified. On the map, the Utility poles on which the Licensee requests authority to place an Attachment shall be clearly marked with each Utility pole number noted.

2. The following data for each Pole proposed for Attachments:

i. Utility Pole ID number;
ii. A digital photo of each Pole;
iii. Pole brand information (height, class, year);
iv. Span lengths on either side of the Pole and the Pole's line angle;
v. A height measurement at the Pole relative to the grade of existing foreign attachments, the existing Utility neutral, the existing Utility equipment, and the existing Pole top;
vi. A height measurement of existing wires mid-span relative to existing grade; and
vii. Proposed attachment heights relative to existing grade for the new Licensee communication line on each pole and the resulting mid-span clearances for the new Licensee communication line.

3. Proposed construction standards for all cables to be attached to the Utility's Poles, including wire characteristics and wire tensions.

4. If applicable, detailed design information for the Network Node and all associated equipment proposed to be installed on, or adjacent to, the Pole, including dimensions and weight.

5. A Radio Frequency Safety Compliance Certification report, or similar, for each proposed Network Node installation, that also identifies operating frequencies.

2.3 POLE LOADING ANALYSIS AND ASSESSMENT

1. Utility requires a Pole Loading Analysis (PLA) on all Utility Poles proposed for attachment. The PLA shall be performed by a professional engineer engaged by Licensee or the Utility.

2. The PLA design criteria includes the following:

a. Utility's construction standards require that the Licensee use the following Loading District and Construction Grades to obtain PLA engineering results:

i. NESC Grade C construction with medium wind and ice loading requirements;
ii. Poles that cross over controlled access highways or railroads shall use NESC Grade B construction with medium wind and ice loading requirements.

b. Utility's construction standards require that the electrical wire tensions will be set per NESC Section 261.H1.b at 35% of the rated breaking strength of the conductor (Maximum Design Tension), unless otherwise required for reduced tension spans.

c. Utility's construction standards require that the total usage of the Pole based on the available ground line moment capacity of the Pole shall not be greater than 90% after all loadings have been applied to the existing or new Utility Pole. Any Pole exceeding 90% capacity shall be replaced with a Pole that will pass the 90% usage capacity requirement.

3. The PLA data required for each Pole attached to by the Licensee shall include an engineering analysis and report concerning the NESC strength and clearances of each Pole (PLA report). Each PLA report shall have a statement signed off by a Professional Engineer licensed in the State of Texas verifying the adequacy with the new foreign attachment.
4. Utility will review the PLA submitted by the Licensee and return any questions or comments that Utility may have concerning the PLA, or will give its approval with no comments. The Licensee shall adequately answer all questions and concerns Utility has prior to Utility giving final approval. Should Utility not approve of the responses by the Licensee, additional reviews shall be required.
5. Once the PLA is performed, Utility shall provide the Licensee with a complete project listing of Poles (by pole number) that require Make-Ready Work. Make-Ready Work identified by Utility may include work to be completed by the Licensee.

2.4 APPLICATION CORRECTIONS

1. The instances in which you might be required to resubmit an application include, but are not limited to:
   - **a.** A lack of application-related information;
   - **b.** Lack of pole loading analysis in relation to application;
   - **c.** Map lacking sufficient identification of applied poles;
   - **d.** Lack of photos/images of the poles in reference to the application;
   - **e.** missing PE stamp on the PLA packet
2. In the event that any of this information is missing, the application will be sent back to the applicant for further corrections.
3. In the event that the application is sufficient, but the pole loading analysis is not modeled correctly in accordance to the standard set for the in the Agreement and based of Applicable Standards, the applicant is responsible for additional review fees based on the additional review of such corrections submitted.

2.5 MAKE-READY ENGINEERING AND CONSTRUCTION

2.5.1 UTILITY MAKE-READY DESIGN AND CONSTRUCTION

Once the Pre-Permit Survey Application and PLA have been completed and approved and all appropriate fees have been paid, Utility will undertake the Make-Ready Engineering task. Make-Ready Engineering is only required if the PLA so indicates. The following steps are required of the Licensee and Utility in order to undertake the Make-Ready Engineering task:

1. Based on the PLA report, the Utility will develop a Pole-by-Pole spreadsheet indicating the recommended make-ready actions required by Utility at each Pole. Licensee pays non-refundable Make-Ready Engineering Fee. Once the fees are paid, the Utility will provide a cost estimate of the Utility Make-Ready Work.
2. Based on the Make-Ready Engineering analysis, the Utility shall determine the Utility Make-Ready Construction Cost estimate for labor and material costs, including the cost of ultimate removal and disposal of the old Poles and any permitting costs (such as TxDOT and Railroad Commission permits), as required, and provide this information to the Licensee.
3. Upon approval by the Licensee, and payment of Make-Ready Construction Costs identified in the cost estimate, Utility shall begin ordering materials and schedule construction for the Utility Make-Ready Work.
4. Utility will inform the Licensee once the construction is complete.
5. If actual Make-Ready Construction Costs exceed the estimate by 100% or more, Utility will invoice the Licensee for such additional costs incurred by Utility.

2.5.2 Licensee Make Ready Work

Once the Utility has notified the Licensee that the PLA has been approved and has completed any required Utility Make-Ready Work, the Licensee can begin its Make-Ready Work as required. The Licensee is responsible for supplying the make-ready engineering, materials, and labor in order to relocate existing attachments (other than Utility electric) on the existing Poles or place them on the new Poles based on the PLA report.

The following steps are required of the Licensee and Utility in order to perform the Licensee make-ready design:

1. The Licensee shall prepare a pole-by-pole spreadsheet indicating actions required by each existing foreign utility (telephone, CATV, and other incumbent attachments) at each Pole, as required for the Licensee Make-Ready based on the PLA report.
2. The Licensee shall relocate or reattach the existing contacts (other than Utility electric) by using its own contractor. If the Licensee does not have an agreement with the foreign utility attached to the existing pole, the Licensee shall coordinate with the foreign utility in order to move their contacts on the existing pole or reattach their contacts to a new pole(s).
3. The Licensee will oversee the construction of its contractor.
4. The Licensee shall prepare and submit any required TxDOT and Railroad Commission permits. The Licensee shall be responsible for the actual cost of the fees required by TxDOT or the Railroad Commission.
5. Utility will inspect all work performed on Utility Poles.

2.6 Post Make-Ready and Licensee Construction

Once all make-ready construction is completed, Utility will issue a Notice to Proceed to the Licensee to begin work as approved by Utility.

2.7 Post Construction Inspection and Close-Out

The following steps are required of the Licensee and Utility once the Licensee notifies Utility that the Attachment work has been completed:

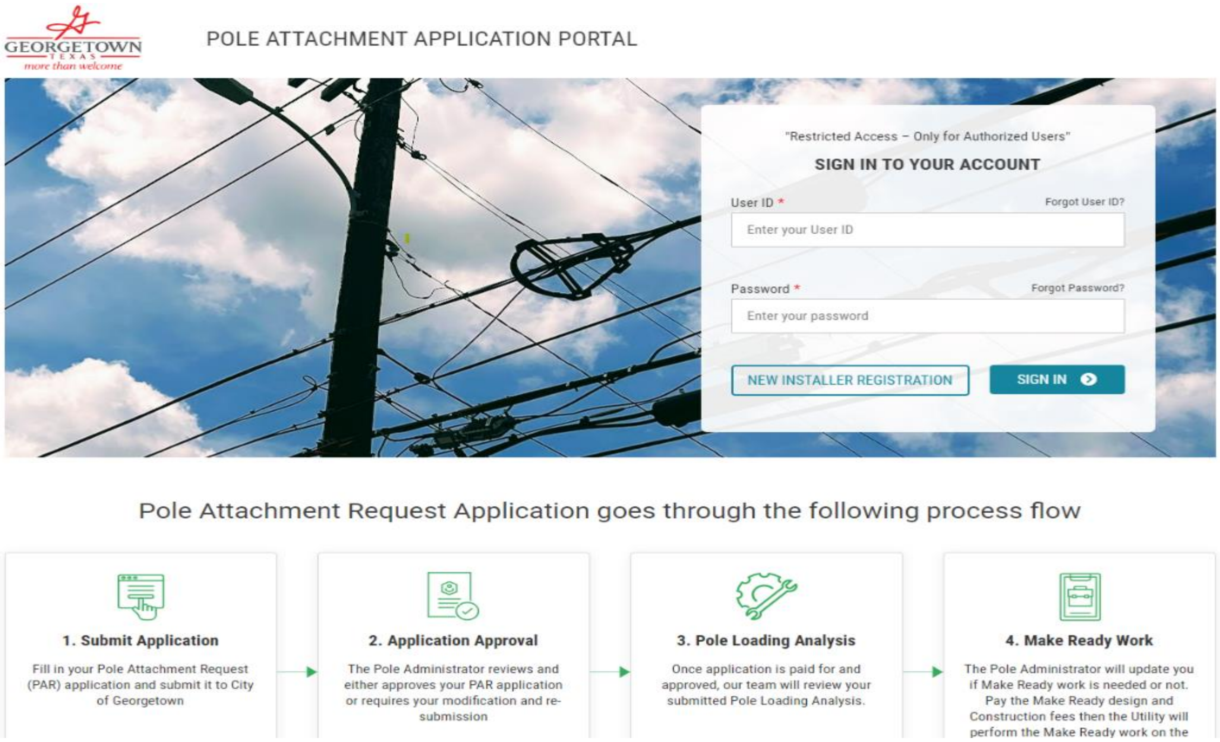
1. Utility will perform a Post-Construction Inspection on all Poles within 10 days using the design specifications provided by the Licensee.
2. Utility will provide the punch list to the Licensee. The Licensee will have 30 days to make any necessary corrections to the items listed on the punch list. Any work performed by the Licensee or its contractor that deviates from the construction specifications shall be corrected by the Licensee at the Licensee's expense.
3. Once the Licensee states the punch list has been completed, a final inspection will be performed by Utility. If all items on the punch list have been corrected, Utility will sign off on the completed project.
4. If the punch list is not completed within 30 days, Utility will make the corrections listed on the punch list and invoice the Licensee for all of the labor, materials, and administrative tasks used for this work.
5. Utility will maintain a master file on all applications that includes make-ready spreadsheets, inspection reports, and field data per company by application.
6. Utility will document an inspection of the Licensee's work, which will capture all of the pole contacts. Utility will maintain a master data set and provide documentation to the Utility's Electric Engineering Department for annual invoice processing for Attachments.

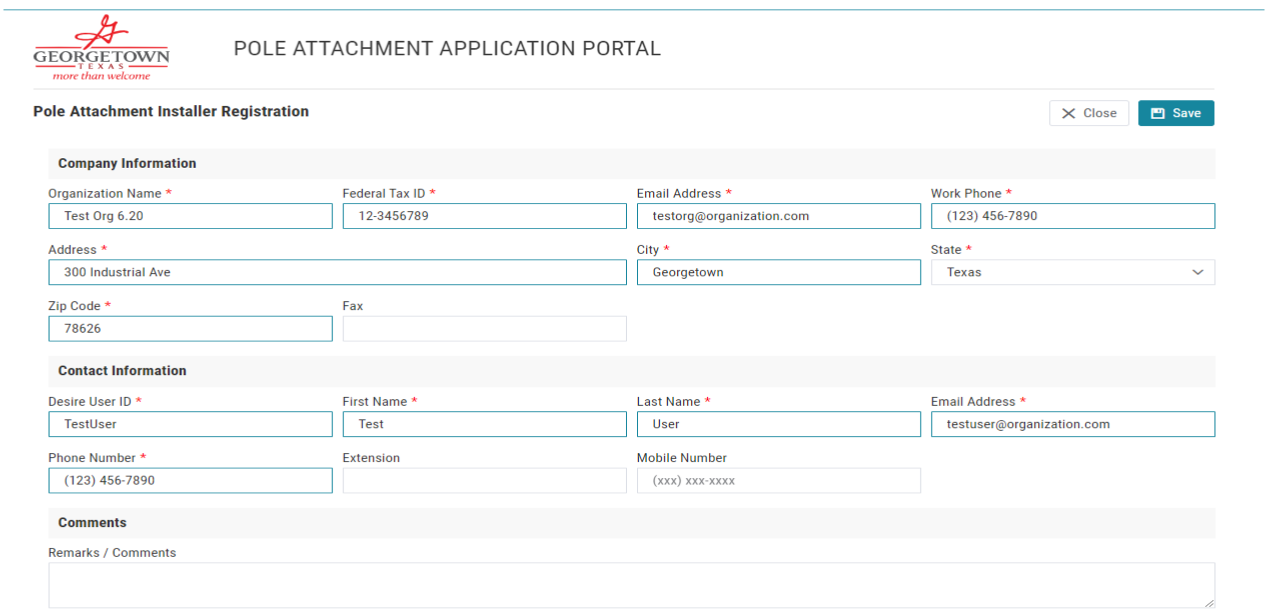
3. ANB eTrack+ Pole Attachment Application Guide

3.1. New Installer Registration

1. Navigate to the following page: https://plus.anbetrack.com/cogserviceportal/#/pole-attachment.

2. Select "New Installer Registration" and fill out the requested information. Click "Save". Your registration will be submitted to the Pole Attachment team for review. This is accepted within 1 or 2 days.



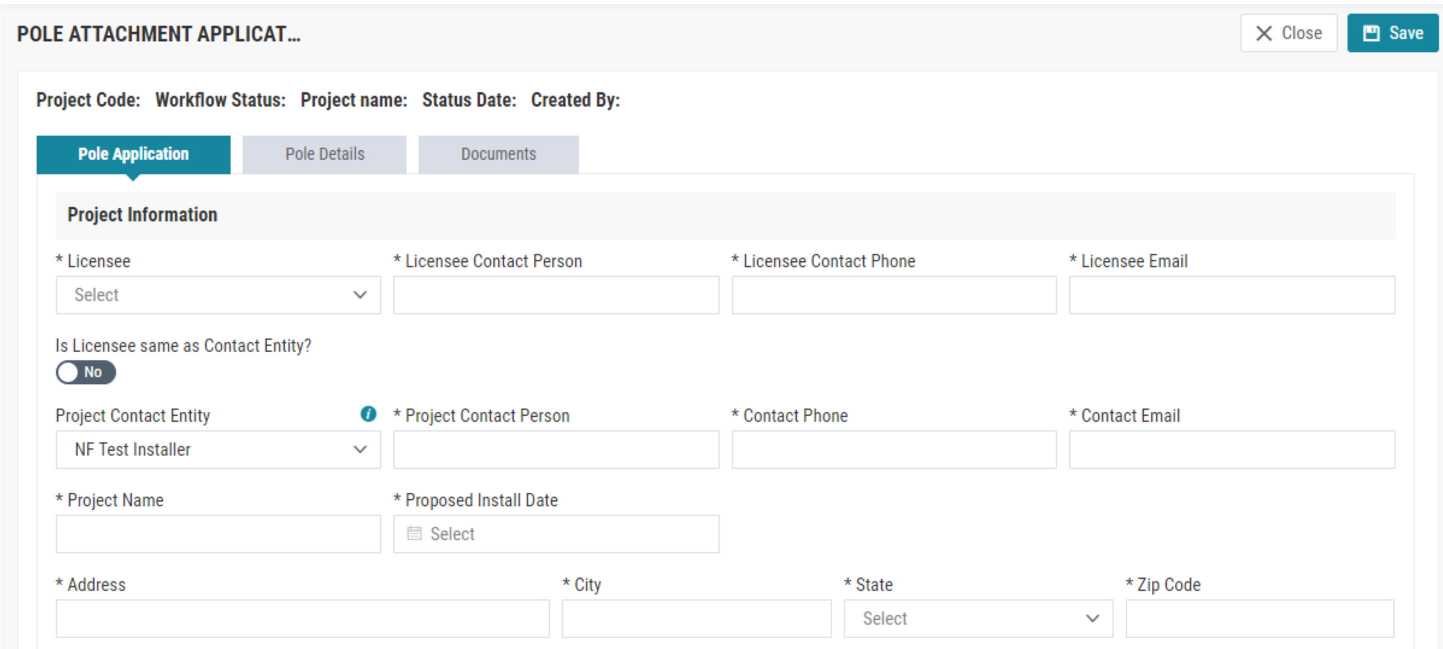


3. Once your registration has been approved, you will begin to receive notifications from noreply@anbetrack.com notifying you of registration acceptance. You will then receive an email requesting you to reset your password. Once this has been performed, you can begin submitting pole attachment application to the City of Georgetown

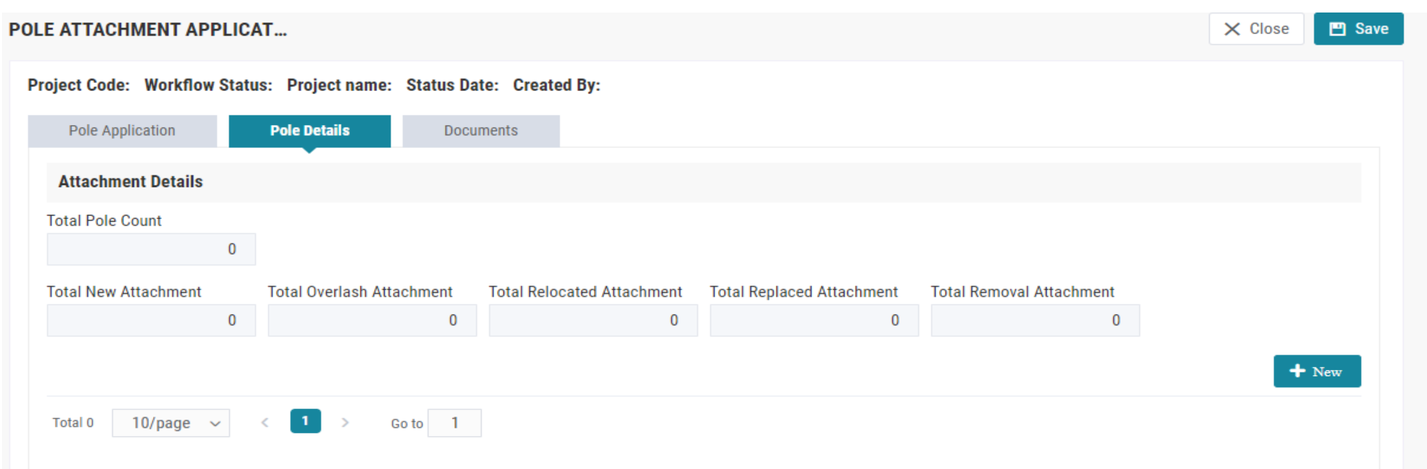
3.2. Creating and Managing Applications

1. Click the "**+**" icon to begin a new application.

2. Fill out all required fields within **Project Information.** Ensure that you have provided a **Project Name** and a **Proposed Install Date**. Click **Save**.



3.3. Entering Pole Details

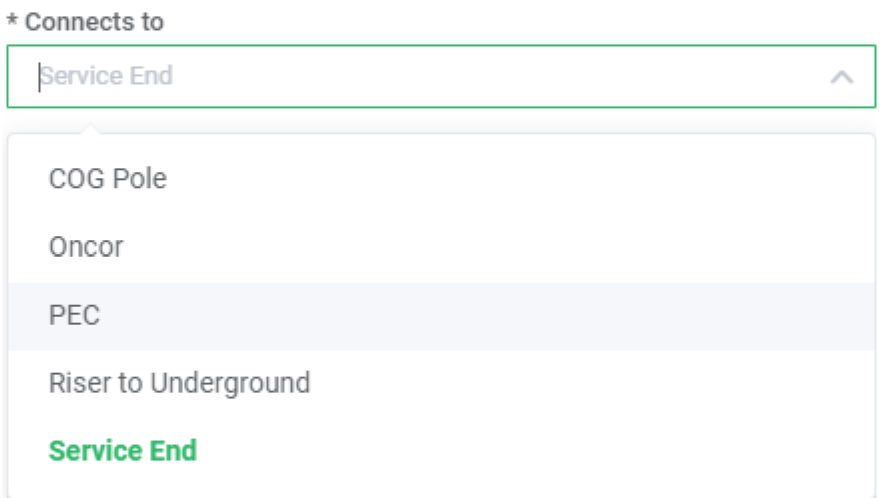


1. Select the "**Pole Details**" tab. ***NOTE: All critical attachment data is located within this tab***

2. To begin adding data, select "**New**".

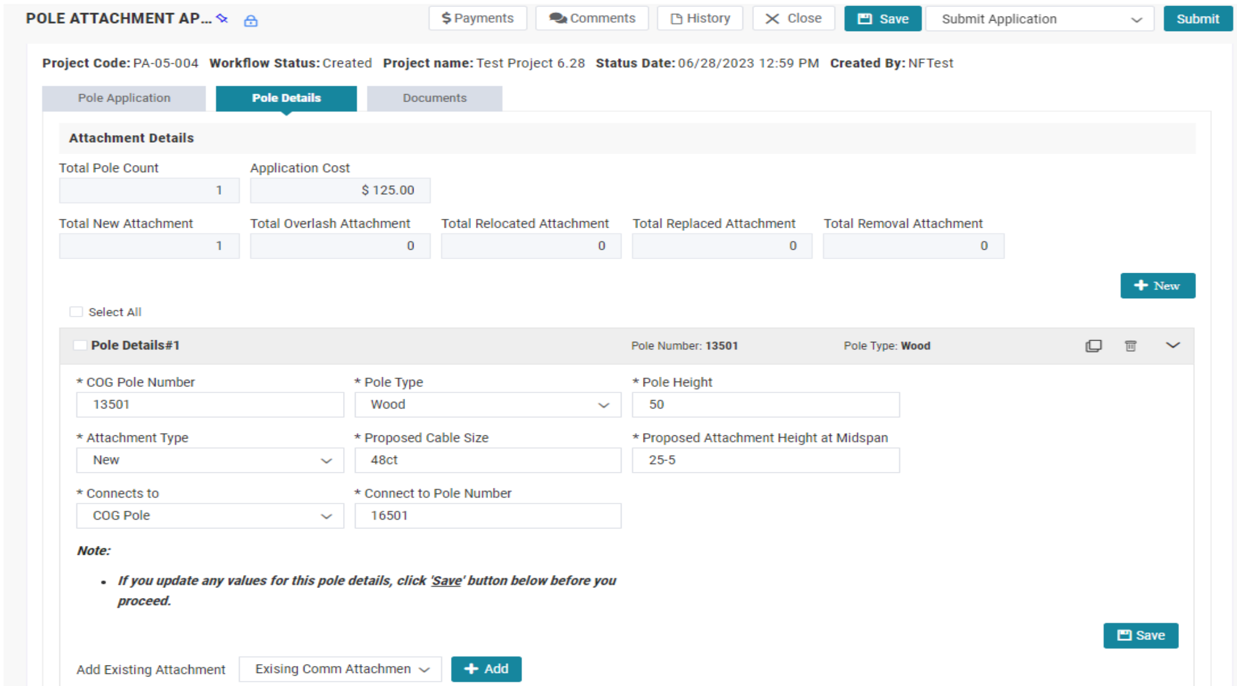
3. Starting with the first pole in the proposed route, enter the Pole Number as it appears in the field. This field will only accept current pole numbers within the City's pole system. When performing field data gathering or filling out the application, and you are unsure of the correct pole number- please reach out to poleattachments@georgetown.org to gain identity for the pole number if it does belong to the City. Ensure selections are made for each required field.

4. If the next pole in the proposed route is a City Pole: select "**COG Pole"** under "**Connects To"**, and provide that Pole Number in the next field. If the next pole in the route does not belong to the City, please indicate as such: other options are Oncor, PEC, Riser to Underground, and Service End.



5. **Once you finish entering the pole details please click "Save" on right-hand side of the page before adding a new pole. If you do not do this, your progress will be lost.**

6. **After you finish entering pole information for the entire application. Please click on "Save" in the top right hand corner of the page to save the entire worksheet. If this is not done, and you leave the page, progress will be lost.**



3.4. Entering Existing Attachment Detail

1. **To help ensure your application is accurate, provide all existing attachments for each pole in the route, (e.g., other attaching entities, COG equipment, etc.)**

2. Select "**Add**"

3. Starting with the lowest *existing* attachment on the pole, select the appropriate item and enter the height measurement on the Pole. Repeat for Midspan if the attachment connects to the next pole.

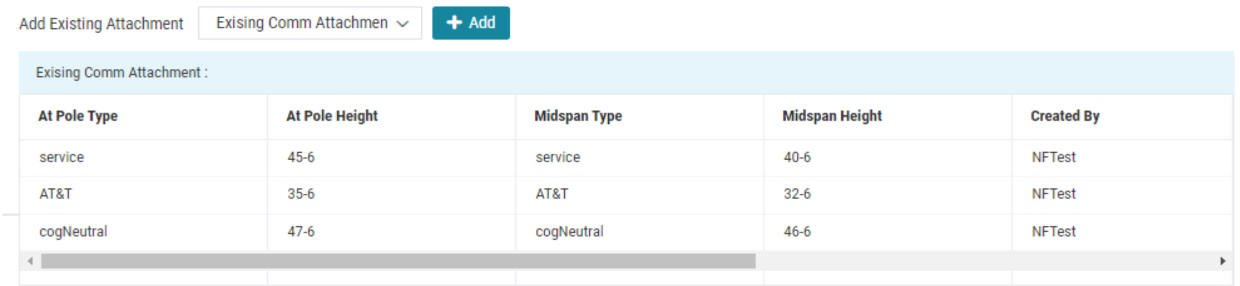
4. Click "**Save**". Add as many existing attachments as necessary. Please make note that a midspan height and pole height are not necessary heights.

   Ex. Neutral attachment will have a measured height at the pole as well as the midspan. A drip loop will not have a midspan height, but a pole height. See image below:

Existing Attachments :

At Pole Type	At Pole Height	Midspan Type	Midspan Height
COG Neutral	20'	COG Neutral	20'
Streetlight Drip Loop	18'6"		

5. **Ensure that you are clicking "Save" after any changes are made.**

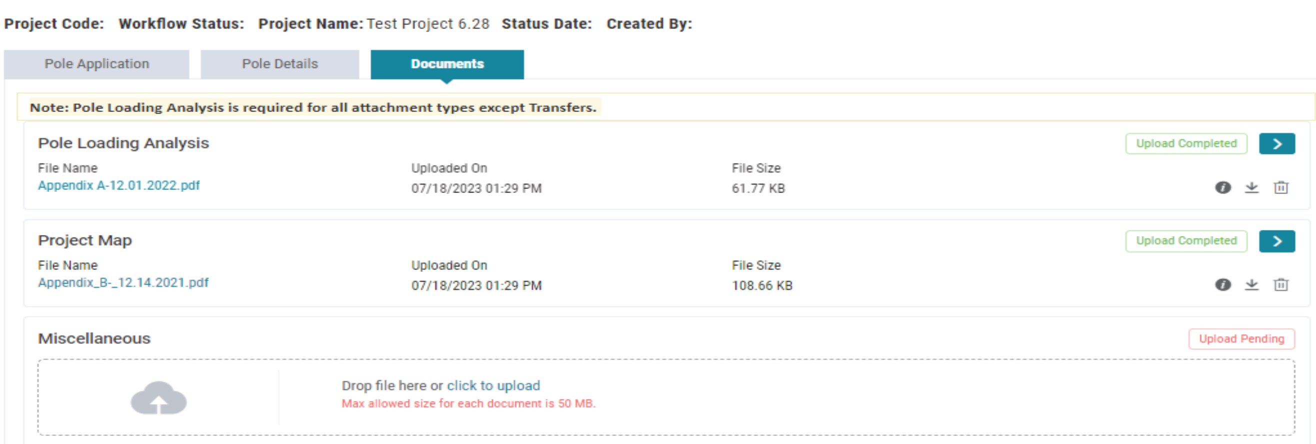


3.5. Required Documents

1. Before your application can be submitted, a Pole Loading Analysis and a Project Map must be uploaded to the Application Portal.

2. Select the "**Documents**" tab and upload the documents into the corresponding drop boxes.

3. Any supporting documentation can be uploaded into "**Miscellaneous**"



3.6. Submitting Your Application

1. Once all of the required data and documentation has been input, click "**Save**" in the top right corner.

2. After a moment, the option to Submit Application will be available.

3. Select "**Submit**".

4. If there are any missing fields or documents, you will receive an error and the appropriate corrections will need to be made before submitting. You will not be allowed to proceed until such corrections are made.

5. Upon application submission, you will receive a confirmation email that your application is under review.

6. Upon approval of the application, and no correction is necessary, you will be prompted to pay the application fees to proceed to the next step in the process.

3.7. Application Corrections

1. In the event that your application is sent back, you will receive an email informing you that corrections need to be made.
2. The email will provide a summary of changes that need to be made, and which poles to review. Based on that information, review the pole details tab and reference each pole line detail mentioned in the previous email. In the comments provided on each line detail, you will need to make the corrections based on the comments provided. If you need further help with determining the work necessary, please contact the Pole Attachments Team.

3. Upon resubmittal, your application will return to the review process assuming no further correction is necessary.

3.8. PLA Review and Review Feedback

1. Once an application is paid, the application will then be placed in the queue for PLA review.

2. After review of the application, you will receive a Review Feedback document that will become available in the "Documents" tab. If any correction is required, it will be detailed here. This can also be found within the comments on the Pole Detail tab.

3. If the PLA is determined invalid, you will need to make appropriate corrections based upon the comments and Review Feedback document, resubmit any necessary documentation if necessary, and provide additional review payment to reinitiate the review process.

4. If the pole, per the PLA, fails in which it has been determined that the Pole in its current state cannot allow additional attachment, the application will require make-ready work by the Utility.

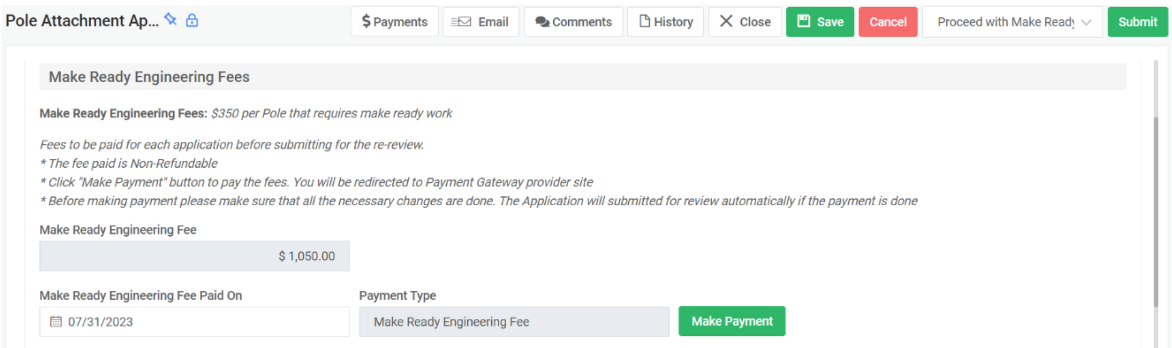
5. If the pole passes PLA review, you will receive a confirmation via email, and then be prompted to schedule your attachment installation. (see step 3.10)

3.9. Make-Ready Work

1. In the event that a pole or poles fails, this will require make-ready work to be performed by the Utility to commence with your project.

2. You will be prompted to confirm the make ready work if you wish to proceed with your application at this point. You always have the option to cancel the project. Click the "Submit" button to proceed to the next step.

3. Upon confirmation, based upon the number of poles require make ready work, you will be charged a Make Ready Engineering Fee. Proceed to the payment tab, enter in the payment detail, and click Sumit to proceed to the next step once finished. If you wish to mail a check, the City will move your application forward to the next step upon receipt of payment.



4. Upon receipt of payment, your project will move to Make Ready Design in Progress. In this step, the Utility is designing the make ready work, and determining the cost for the work. Once this is determined, you will receive email notification of the project update.

5. Within the documents tab, you will be provided the Construction Estimate. This will be the cost needed by the applicant to pay for the construction of the project. A simpler breakdown of the cost will be available in the "Make Ready Construction" tab.

6. You will be prompted to Acknowledge Receipt of the Estimate to proceed with the project. Click "Submit" to proceed. This will move your project to "Awaiting Make Ready Construction Fee". Again, you may cancel the application at this or any point of the process if you wish to not proceed with the project.

7. Next, you will confirm to proceed with Make Ready Construction in which you will be prompted to select the Submit button once again.
8. You must send a check to City of Georgetown to the provided address to proceed with your project. Upon receipt by the City, the City will commence acquiring material, schedule, and perform the make-ready work necessary for your project. You will be notified via email once this process has been initiated.

9. Upon completion of the Make Ready Construction, you will be notified via email to schedule a Post Construction Inspection.

3.10. Post-Construction Inspection

1. Upon completion of any make ready work or approval of provided PLA (s), it is the applicant's responsibility to then schedule a post-construction inspection. You will be prompted via email to return to the eTrack portal and schedule your attachment. You will perform this action on the "Inspection Schedule" tab and click "Submit". Upon submittal, you will receive a Notice to Proceed document via email that allows you to construct your attachment onto the pole(s).

2. This must be scheduled within 90 days of the day of approved review. Based upon the date provided the City will inspect the installation of the construction of your attachment onto the poles. Within this time, the construction of your attachment must take place. If it is your intention to construct this after 90 days or if you believe construction will not be completed by the provided inspection date, please contact the Pole Attachments group so arrangements can be made.

3. The City will then commence the Post Construction Inspection. If the City finds that no corrections are necessary, your project will be considered acceptable and will be closed. This will be followed by notification via email.

4. If any of the inspections fail, you will be contacted via email to make corrections immediately. A document will be provided to you within the Documents tab and will be labeled "Inspection Feedback". You must make the appropriate correction based on the document, pay the additional inspection fee, and reschedule an inspection.

5. This process will continue until the attachment is deemed acceptable.

6. Your application is complete.

3.11. Managing Your Applications

1. As you submit applications on behalf of your organization, you will be able to view your applications and have the ability to filter and toggle through your applications on the first page of your home dashboard.
2. The "Workflow Status" column will determine the current status of your application as your application moves through the approval steps. Additionally, you will receive emails informing you of the updated status.
3. You have the ability to filter and move this page in however you deem fit.

Project Code	Licensee Name	Licensee Contact Person	Project Contact Person	Project Name	Workflow Status	Status Date
PA-01-064	AT&T	test	test	asdf	Created	07/31/2023 11:13 PM
PA-01-063	AT&T	test	test	test	Awaiting PLA Review	07/26/2023 08:48 AM
PA-04-005	Fiberlight	zion	zion	zion	Construction Approved	07/20/2023 08:06 AM
PA-01-062	AT&T	test	test	test	Construction Inspection Inprogress	07/19/2023 06:52 AM
PA-08-016	Cebridge	testing	test	testing	Awaiting Inspection Schedule Date	07/19/2023 05:23 AM

If you have any further questions, reach out to the Pole Attachment Team at
PoleAttachments@georgetown.org