|  |
| --- |
| New or Modification Site Fee: $1,500/Node (Non-refundable ACH Payment Required with Application)  (PGE-owned poles Only)  Foreign-Owned Pole Replacements: $1,000 (Non-refundable ACH Payment Required with Application) (Only pertains to facilities on which PGE primary is attached and/or critical guy structures. Subject to approval by PGE Wireless group. Please contact UAMWireless@pgn.com)  Submit all application and other required payments via ACH, as referenced in the ACH Guidelines included with this Application. Please be sure to include your Remittance ID below.  Remittance ID: Date Received by PGE: |

|  |
| --- |
| Internal Use Only:  Reviewed by (Wireless PM): Date: |
| Accepted  Rejected  Rejection Reason: |
| Internal Records:  Returned to Wireless PM by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  M# J# |

This application pertains exclusively to the entity named in the application. If there is a change in the company and/or contractor after an initial application, the initial application fee will not be refunded, and submission of a new application and application fee will be required.

**APPLICATION DATE:**

**NEW SITE**  **MODIFY EXISTING SITE  FOREIGN-OWNED POLE REPLACEMENT**

|  |  |
| --- | --- |
| Carrier Name |  |
| Site Name & ID Number |  |
| Street Address of Site |  |
| Closest Cross Street |  |
| City, State, Zip Code |  |
| PGE Pole or Tower Number |  |
| Request Type and Class (Foreign-Owned Pole Replacements) |  |
| Pole Type | Wood  Metal |
| PGE Site Selection Contact |  |

**APPLICANT:**

|  |  |
| --- | --- |
| COMPANY/CONTRACTOR NAME |  |

**POINT OF CONTACT FOR APPLICATION:**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Office Phone Number |  |
| Cell Phone Number |  |
| Fax Number |  |
| E-Mail Address |  |

**POINT OF CONTACT AFTER EXECUTION OF LEASE:**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Phone Number |  |
| E-Mail Address |  |
| Accounts Payable Contact |  |
| Contract To Be Executed by |  |
| Company Name & Address as They Should Appear in Legal Documents |  |

**POINT OF CONTACT FOR BILLING RENT AND MAKE READY:**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Phone Number |  |
| E-Mail Address |  |
| Accounts Payable Contact |  |
| Company Name & Address as They Should Appear in Legal Documents |  |

**FCC SERVICE:**

|  |  |
| --- | --- |
| FCC 47 CFR Part |  |
| Transmit Frequencies |  |
| Receive Frequencies |  |
| FCC Call Sign |  |

**PROPOSED CONFIGURATION – WHAT WILL BE ON STRUCTURE WHEN CONSTRUCTION HAS BEEN COMPLETED.**

**(Foreign-owned poles will be replaced by PGE only when necessary. This includes facilities on which PGE primary is attached and/or critical guy structures. Please contact UAMWireless@pgn.com for further information)**

**Antennas:** *(Include manufacturer, model number, quantity, dimensions (i.e., HxWxD), weight(s) including mounts, height (i.e., A.G.L.), etc.)*

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Will antennas be enclosed by a canister assembly? Yes  No

Diameter Length Weight (*with mounting hardware)*

Top of Canister A.G.L.

**Cables:** *(Include number of cables per unit, type, diameter, length, weight/foot)*

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**Pole or Tower Mounted Equipment:** *(Other than Antennas, include manufacturer, model number, quantity, dimensions (i.e., HxWxD), weight(s) including mounts, height (i.e., A.G.L.), etc. This includes Antenna Mounting frames)*

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**Ground Space:**

Length Width Total Square Feet

**PLEASE DESCRIBE ANY OTHER EQUIPMENT TO BE MOUNTED “*ON”* THE STRUCTURE AND ANY SPECIAL REQUIREMENTS:**

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**Power Requirements:**

List total number of services Voltage required Amperage Average use in (kW) Kilo-watts

Generator? Yes No

Battery Backup? Yes No

**Attachments (Required): *Items 1-3 Shall be incorporated into the Construction Drawings Set***

1. Site plan sketch *(Show all ground and facility-mounted equipment)*
2. Site elevation sketch
3. Profiles of structure with locations and elevations of proposed antennas, equipment boxes, cabinets and cables *(Existing and proposed)*
4. FCC license
5. For foreign-owned pole replacements **ONLY**: Foreign-Owned Pole Replacement Authorization Letter
   * Authorization letter must include a list of all existing 3rd party pole attachments

**PGE Small/Macro Cell Application Checklist**

**Initial Pole Selection: Visit our webpage at** <https://www.portlandgeneral.com/construction/services-for-wireless-carriers>

* 1) Review Pole-Top/Comm Space selection criteria document provided by PGE and located on the above webpage. This document provides images and explanations of what constitutes a ‘good vs. bad’ pole.
* 2) Vet poles through PGE database to verify ownership. *(Note: If pole has no tag or is unreadable, obtain number of adjacent pole and indicate relative bearing from candidate pole prior to contacting PGE)*
* 3) After vetting poles though the above processes**, if carrier/site acquisition group still has questions**, **contact the PGE Wireless Project Management group prior to submitting formal applications** and construction drawings at UAM.Wireless@pgn.com.

**Construction Drawings/Applications and Fees**

***(Note: PGE will retain application fees on rejected applications, resubmissions will require a new application fee)***

* 1) Submit Construction Drawings, Applications, and Application Fees to UAM.   
  Fees associated with the application are outlined below:
  + For Small Cell: **$2,350 [$1500 application + $850 structural analysis]**
  + For Foreign-Owned Pole Replacements: **$1,850 [$1,000** + **$850 structural analysis]** 
    - **Foreign-Owned Pole Replacements must include a pole owner Authorization Letter.**

Construction Drawings and Applications must be submitted in hard copy AND electronically. Please submit all application and applicable structural fees via ACH ONLY. All hard copies of required application documents must be submitted to the following address:

**ATTN: WIRELESS**

**PGE - UTILITY ASSET MANAGEMENT**

**2213 SW 153RD Drive**

**BEAVERTON OR, 97006**

***Note: Failure to submit payment via ACH will result in extensive delays in application processing.***

* 2) Each site requires individual ACH payment with all required information as per the included ACH Guidelines.
  + Please email [UAM.Billing@pgn.com](mailto:UAM.Billing@pgn.com) with your ACH notification to insure timely processing
* 3) Submitted Construction Drawings must include:
* Project name and pole ID
* Closest Physical Address to site
* Equipment specs
* ROW/Survey Information
* Dimensional/elevational drawings with existing and proposed pole attachments
* Final owner of the site
* 4) Foreign-Owned Pole Replacement Authorization Letter (if applicable), which must include:
  + Pole Owner Company Letterhead
  + PGE Map and Pole Grid
  + Requested pole height and class
  + List of all existing 3rd party pole attachments
  + Pole owner representative contact information

**Other payments PGE may request:**

* Structural Analysis Fee
* Pro-Rated Rent
  + Small Cell Pole-Top mount: Pro-Rated rent based on effective date of FLA
  + Small Cell Comm space mount: Full annual payment, regardless of Effective Date
* Make-Ready Construction Costs
* Line Extension Agreement

**ACH Requirements Guide for Utility Asset Management Transactions**

* ACH payments should not aggregate payments for multiple sites, please make every effort to submit separate payments for each site
* Please send ACH Notification email to [UAM.Billing@pgn.com](mailto:UAM.Billing@pgn.com) in advance of ACH submittal indicating payment details:
  + PGE Site Name
  + What the payment is for, i.e. Application, Structural Analysis, Rent, Construction
  + Invoice number if applicable
  + Remittance ID, also please include associated Remittance ID for application fees on the associated “Site Lease or Modification Application” form
* For ACH questions, please contact us:
  + By email: [ACCOUNTS.PAYABLE@PGN.COM](mailto:ACCOUNTS.PAYABLE@PGN.COM)
  + By US Mail:

Portland General Electric

ATTN: Accounts Payable 1WTC0511

121 SW Salmon St.

Portland, OR 97204

* By FAX: (503) 464-7006 ATTN: Accounts Payable