|  |
| --- |
| * 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: |

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 (or closest physical address) |  |
| Closest Cross Street |  |
| City, State, Zip Code |  |
| PGE Map/Grid and 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 |  |
| 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 MONTHLY POWER BILLING:**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Phone Number |  |
| E-Mail Address |  |
| Contract or Account # with PGE (if applicable) |  |
| Accounts Payable Contact |  |

**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 (if applicable):**

Length Width Total Square Feet

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

|  |
| --- |
|  |
|  |

**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 1-4 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. Final Tower Equipment Inventory Table
5. FCC license
6. 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) Follow the 2-phase PGE application process as outlined in the PGE Wireless Carrier Instructions & Check List file supplied on our webpage. Submit all Construction Drawings, Applications & FLA draft documents via email to [UAMWireless@pgn.com](mailto:UAMWireless@pgn.com).   
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 electronically. Please submit all application and applicable structural fees via **ACH ONLY**.

***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
* Picture of the subject pole/tower showing any current attachments
* 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)