



Wireless Carrier Instructions & Check List for Site Applications: New and Modifications

First contact with the PGE Wireless Team:

Email the 90% PCD's to UAMWireless@pgn.com and CC Scott.Ziska@pgn.com, and request an initial review of the project

- The subject line should use the format: [Carrier]_PCD Review Request_[Site Name]_MOD or NEW_Submittal Date (Example: VZW_PCD Review Request_POR Redbird 5_MOD_02.27.20)

Expect a reply within 7 business days advising you to either:

- A) Move forward with FCD's (with no changes to the PCD's or with the incorporation of minor comments) and submittal of the complete e-mail application package, or
- B) You will receive questions/comments with instructions to send updated PCD's for a 2nd review

Second contact with the PGE Wireless Team:

Send an email to UAMWireless@pgn.com and CC Scott.Ziska@pgn.com, UAM.Admin@pgn.com with the complete application package.

The complete electronic package must include the following, or it will not be deemed complete:

- Stamped FCDs (must include stamped Survey/1A, Final Tower Equipment Inventory Table, PGE map/grid/pole # on T-1 & picture of the pole/tower showing any current attachments)
- Application (please be sure to check the box to indicate for a NEW site or a MOD for a modification to an existing site) & insure that if an exact site address isn't available, use the closest physical address to the pole on all documents
- The applicable leasing document that will need to be utilized for this site (i.e. new FLA draft, Amendment draft)
- 1 ACH payment (see last 2 pages of the PGE Site Lease Applications for details):
 - For Small Cell: **\$3,250 [\$2,400 application + \$850 structural analysis]**
 - For Foreign-Owned Pole Replacements: **\$2,650 [\$1,800 application + \$850 structural analysis]**
 - For Macro: **\$3,200 (application only; Structural Analysis fees to be assessed later)**

All application forms, PGE's Pole Search database, and pole selection criteria can be found here: <https://www.portlandgeneral.com/construction/services-for-wireless-carriers>

Electronic Files:

- Outline of an application email that contains all required information:
Subject: [Carrier Name] Application_[Site Name]_MOD or NEW_PGE Pole #
Body of the email: Please find attached for [Site Name]:
 - Stamped FCD's
 - Application
 - Facilities Lease Agreement (FLA) or FLA Amendment draft (template available; please request if needed)
 - ACH notification/information

NOTE: The 15-day timeline for review to approve or deny the project will begin once the application email with required documents attached has been submitted to UAMWireless@pgn.com and UAM Billing confirms all required ACH payment(s) have been received.



PGE process:

PGE recognizes the application package as 100% complete upon receipt of the following:

- 1) The application email containing all required items including attachments
- 2) Confirmation that the ACH payment has been received by UAM.Billing@pgn.com

Once all documents have been verified and all internal reviews are complete, the carrier & SAQ vendor will receive an email reply with a formal acceptance/approval date.

Once the formal approval has been issued, PGE will move forward with the following:

- Field visit
- Structural analysis
- Notification of make-ready/no make-ready work required
- Issuance of the construction cost estimate or pole change construction estimate (if required)
- Request for an Effective Lease Date (Note: ELD must be on the 1st day of the month and not to exceed 6 months from the date of the request)
- Processing of FLA or Amendment drafts

General Requirements:

- The FCD's must be stamped (must include stamped Survey/1A, Final Tower Equipment Inventory Table, PGE map/grid/pole # on T-1 as well as a current picture of the pole/tower showing any current attachments)
- ACH payments must comply with the ACH Requirements Guide for Utility Asset Management Transactions listed on page 3 of this document, or they can't be processed
- Separate ACH payments are required for each node for billing & tracking purposes
- Application packages received via e-mail without all required documents will be rejected and the review/approval timeline will restart once the required documents are received
- PGE cannot process any FLA or Amendment for execution until all required jurisdictional permits have been obtained and a copy provided to PGE (PGE's Contract Administration group will provide instructions on this process once the FLA/Amendment draft is issued)
- It is imperative all equipment information matches exactly on the FCD's, application and FLA/Amendment document
 - The **displacement** volume for all equipment must be included on the FCDs

Please reach out to us at UAMWireless@pgn.com with any questions or comments.

ACH Requirements Guide for Utility Asset Management Transactions

- ACH payments should not aggregate payments for multiple sites. One ACH payment per site is required.
- Please send ACH Notification email to UAM.Billing@pgn.com in advance of ACH submittal indicating payment details:
 - ***** Carrier Site Name***** **(Very important)**
 - 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