



Wireless Carrier Check List for Site Applications: New and Modifications

First contact with the PGE Wireless Team:

Email the PCD's to UAMWireless@pgn.com and CC Brian.Buswell@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 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 Brian.Buswell@pgn.com & UAM.Admin@pgn.com with the complete application package.

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

- ☐ Stamped FCDs (must include stamped Survey/1A & PGE map/grid/pole # on T-1)
- ☐ Application (please be sure to check the box to indicate for a NEW site or a MOD for a modification to an existing site)
- ☐ The applicable leasing document that will need to be utilized for this site (i.e. new FLA draft, Amendment draft)
- ☐ 1 ACH payment (see pages 7 & 8 of the PGE Site Lease Application for details):
 - For Small Cell: **\$2,350 [\$1500 application + \$850 structural analysis]**
 - For Foreign-Owned Pole Replacements: **\$1,850 [\$1,000 + \$850 structural analysis]**
 - For Macro: **\$2000 (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>

All hard copy documents:

- ☐ All hard copy application documents and confirmation of the ACH payment **MUST** be mailed **via a trackable delivery method** to:
PGE – UTILITY ASSET MANAGEMENT
2213 SW 153RD DRIVE
BEAVERTON, OR 97006

Electronic Files:

- ☐ Outline of an application email that contains all of the 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
 - Form Facilities Agreement or Amendment
 - Tracking information [please provide the mail carrier & the tracking # & expected delivery date]



Portland General Electric Company

2213 S.W. 153rd Drive • Beaverton, Oregon 97003

PGE process:

PGE recognizes the application package is 100% complete once we can verify receipt of the hard copies containing all required items and confirmation of the ACH payment via the tracking information provided.

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 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:

- ☐ Hard copy FCD's must be stamped and printed in full color/single-sided on 11 x 17 paper (must include stamped Survey/1A & 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 sent 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 volume for all equipment must be included on the FCD's

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, please make every effort to submit separate payments for each site
- ☐ Please send ACH Notification email to 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