**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](mailto:UAMWireless@pgn.com) and CC [Scott.Ziska@pgn.com](mailto: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](mailto:UAMWireless@pgn.com) and CC [Scott.Ziska@pgn.com](mailto:Scott.Ziska@pgn.com), [UAM.Admin@pgn.com](mailto: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 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 application** + **$850 structural analysis]**     - For Macro: **$2000 (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](mailto: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](mailto: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](mailto: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