



Portland General Electric

121 SW Salmon Street • Portland, OR 97204
portlandgeneral.com

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>

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:

PLEASE KEEP ALL CORRESPONDENCE RELATED TO A SITE ON THE ORIGINAL EMAIL CHAIN.

Replace the "PCD Review" in the subject line of the email with "COMPLETE App Pkg" and send to all those listed on the PCD approval email.

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

- Stamped FCDs (must include stamped Survey/1A, Final Tower Equipment Inventory Table, the total **displacement** volume for all equipment, 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) & ensure 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: **\$3,400 [\$2,400 application + \$1,000 Structural Analysis]**
 - For Foreign-Owned Pole Replacements: **\$2,800 [\$1,800 application + \$1,000 Structural Analysis]**
 - For Macro: **\$3,200 (application only; Structural Analysis fees to be assessed later)**



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Please make sure that the body of the email is formatted like the below:

Please find attached for [Site Name]:

- **Stamped FCDs**
- **Application**
- **DRAFT Facilities Lease Agreement (FLA) or DRAFT Amendment to the FLA (approved templates available; please request the latest approved template)**
- **ACH notification information**

PGE process:

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

- 1) The application email containing all required items including stamped FCD's, draft FLA, and completed application.
- 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:

- a. Field visit
- b. Structural Analysis (SA) (PGE will perform the SA on all PGE-owned wood poles, and will contract with a 3rd party vendor for all other SA's)
- c. Notification of make-ready/no make-ready work required (if a site is deemed to be a self-perform site, no money for construction costs will be requested)
- d. Issuance of the construction cost estimate or pole change construction estimate (if required)
- e. Request for an Effective Lease Date (Note: ELD must be on the 1st day of the month and not to exceed 12 months from the date of the request)
- f. Processing of FLA or Amendment drafts; PGE will issue the executable documents
- g. Issuance of a formal "Notice to Proceed" with construction (NTP). Carriers may **NOT** move forward with any construction or make-ready until the NTP has been issued. This applies to both carrier self-perform sites and PGE-assisted sites.



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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)
 - 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. Additionally, the total **displacement** volume for all equipment must be included on the FCDs.

ACH Requirements Guide for Utility Asset Management Transactions

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

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