|  |
| --- |
| New or Modification Site Fee: $2,000 (Non-refundable ACH Payment Required with Application)  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: |

|  |
| --- |
| Internal Use Only:  Reviewed by (Wireless PM): Date: |
| Accepted  Rejected  Rejection Reason: |
| Internal Records:  Returned to Wireless PM by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  M# J# |

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**

|  |  |
| --- | --- |
| Carrier Name |  |
| Site Name & ID Number |  |
| Street Address of Site |  |
| Closest Cross Street |  |
| City, State, Zip Code |  |
| PGE Pole or Tower Number |  |
| 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 |  |
| Fax Number |  |
| E-Mail Address |  |

**POINT OF CONTACT AFTER EXECTUTION OF LEASE:**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Phone Number |  |
| E-Mail Address |  |
| Contract To Be Executed by |  |
| Accounts Payable Contact |  |
| Company Name & Address as They Should Appear in Legal Documents |  |

**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:**

|  |  |
| --- | --- |
| Transmit Frequencies |  |
| Receive Frequencies |  |
| FCC Call Sign |  |

**PROPOSED CONFIGURATION – WHAT WILL BE ON PGE’S STRUCTURE WHEN CONSTRUCTION HAS BEEN COMPLETED.**

**Antennas:** *(Include Manufacturer, model number, type, quantity, dimensions HxWxD, weight including mounting hardware, height A.G.L.)*

|  |
| --- |
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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)*

|  |
| --- |
|  |
|  |
|  |
|  |

**Pole or Tower Mounted Equipment: (***Other than Antennas, Include manufacturer, model number, quantity, dimensions HxWxD, weight(s) including mounts, height A.G.L This includes Antenna Mounting frames and Conduits)*

|  |
| --- |
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**Ground Space:**Length Width \_ \_\_Total Square Feet

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

|  |
| --- |
|  |
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**Access Rights:**

1. Is the PGE structure on private property?   Yes  No
2. If the answer to question 1 is “yes”, please complete the following questions:
   1. Who is the underlying landowner?

|  |  |
| --- | --- |
| Name |  |
| Mailing Address |  |
| Phone Number |  |
| Email Address |  |

* 1. Do you have an existing right of access to the property, either through a ground lease, easement, license or other agreement? Yes  No
  2. If you answered "No" to question b above, are you in the process of securing a right of access with the underlying landowner?   
     Yes  No

**DISCLAIMER:  PLEASE NOTE THAT FOR EXISTING OR PROPOSED WIRELESS SITES ON PRIVATE PROPERTY, PGE WILL BE UNWILLING TO SIGN ANY LEASE OR LEASE AMENDMENT RELATED TO THIS APPLICATION UNLESS AND UNTIL THE APPLICANT PROVIDES PROOF TO PGE THAT THE APPLICANT HAS SECURED RIGHTS OF ACCESS TO THE PRIVATE PROPERTY FROM THE UNDERLYING LANDOWNER.**

**Power Requirements:**

List total number of services Voltage required Amperage Average use in (kW) Kilowatts

Generator? Yes No

Battery Backup? Yes  No

* Please reach out to PM for Request for Services Form

**Attachments (Required): *Items 1-3 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)*

**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) Submit Construction Drawings, Applications, and Application Fees (Macro: **$2000 + variable Structural Analysis fees**) to UAM. Construction Drawings and Applications must be submitted in hard copy AND electronically. Please submit all application and applicable structural fees via **ACH ONLY.** All hard copies of required application documents must be submitted to the following address:

**ATTN: WIRELESS**

**PGE - UTILITY ASSET MANAGEMENT**

**2213 SW 153RD Drive**

**BEAVERTON OR, 97006**

* 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

**Other payments PGE may request:**

* Pro-Rated Rent
  + Macro: Pro-Rated rent based on effective date of FLA
* Make-Ready Construction Costs
* Line Extension Agreement
* Structural Fee
  + $850.00 if the proposed Macro site is on a PGE-owned wood pole
  + Varying fee based on a not-to-exceed quote provided by a 3rd party for all non-wood poles

**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)
  + By US Mail:

Portland General Electric

ATTN: Accounts Payable 1WTC0511

121 SW Salmon St.

Portland, OR 97204

* By FAX: (503) 464-7006 ATTN: Accounts Payable