



Pole Attachment Application GUIDESHEET

The following is intended to be a short, user-friendly summary to help orient prospective Pole Attachment applicants regarding the application process and review procedure. In the event of a conflict between content in this guidance sheet and the PUD/District's Joint Use Rules and Regulations and/or Pole Attachment License Agreement, the terms of the Joint Use Rules and Regulations and/or Pole Attachment License Agreement shall prevail.

Application Requirements Checklist:

An Application for Pole Attachment ("Application" / "Permit Application") must contain the following items, in addition to any other unique submittal requirements reasonably identified by the District. All items with a "☐" designation must be submitted before the application will be determined Complete.

- Application Form** – The Application for Pole Attachment form completed and signed by the applicant.
- Written Narrative and Photographs** – Brief written explanation of work proposed, supported by photographs in the event photographs assist in describing the work proposed.
- Vicinity Map** – Map overview of general project location.
- Plans** – Plans in sufficient detail and with general scaling and format as discussed and agreed with District to enable District review of the Application. For example: Detail of all existing attachment heights to include secondary drip loop, luminary support, top of riser and proposed new attachment height (12" spacing); detail of existing mid-span heights to include neutral and secondary.
- Pole Loading Analysis** (for primary poles only) – Loading analysis for work involving primary poles. The District at its option may require preparation and stamped by a Professional Engineer (P.E.).
- Pre-Construction Meeting** – If requested by either party, schedule Pre-Construction Meeting either prior to Application submittal or to be held within forty (40) days measured from date of original Application submittal (to enable District to make final Completeness determination within forty-five (45) days from date of original Application submittal).

Process to Submit Application & Supplemental Content:

The Application for Pole Attachment and all associated submittal content must be submitted electronically as follows:

- 1) Acceptable electronic file types include: pdf; or other file type if pre-approved by District
- 2) Via e-mail transmittal to: jointuse@mason-pud1.org
- 3) Via delivery of flash or similar device if pre-approved by District.

Rates & Fees:

Rates and Fees can be found on the District's Joint Use Rate/Fee Schedule which is Exhibit A of the Joint Use Rules and Regulations which are periodically updated through official action of the District's Commission. Unless otherwise provided, payments are due within thirty (30) calendar days of the date of the invoice. There is no application fee, however each application may have unique circumstances requiring payment due at time work is performed. See Exhibit A of the Joint Use Rules and Regulations for a full listing of Rates and Fees.

Approval Criteria:

Following receipt of a completed Application for Pole Attachment, the District may approve the application when, in the District's sole judgment (which shall not be unreasonably withheld) a finding is made that:

- a) **Sufficient Capacity** – the District has sufficient Capacity to accommodate the requested Attachment(s), and
- b) **Safety & Reliability** – permitting the Attachment(s) is consistent with safety and reliability considerations (see Applicable Standards), and



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- c) **Meets Standards/Practices** – the application meets all generally applicable engineering standards and practices.

Timeline & Procedures:

Determination of Completeness – within (45) days from receipt of Application

Upon receipt of an Attachment Application, the District will review and within forty-five (45) days, issue a Determination of Completeness, or a Determination of Incompleteness. To ensure that the District is able to accomplish the “completeness” review within the forty-five (45) day window, applicants need to ensure that all content is received by the District as soon as possible, and in no event more than forty (40) days from the original date of Application submittal.

or

Determination of Incompleteness – within (45) days from receipt of Application

If the District reviews the initial application and determines that it is missing required information, the District will issue a written Notice of Incompleteness. This will include a statement of what information/action is needed to make the Application complete. The applicant should promptly (no more than forty (40) days from the original date of Application submittal) submit any missing information and complete any requirement detailed in any Determination of Incompleteness, to enable the District to make a final Completeness determination within forty-five (45) days of the original date of Application submittal. Should the applicant fail to achieve Complete status within forty-five (45) days from the original date of Application submittal, the Application may be deemed “expired” and may be denied on that basis.

Pre-Construction Meeting (if requested) – within (40) days from Original Application submittal

A Pre-Construction Survey means all work or operations required by Applicable Standards and/or the District to determine the potential Make-Ready Work necessary to accommodate requested Attachments on a Pole. The Pre-Construction Survey shall be coordinated with the District and include Licensee’s representative. The Pre-Construction Survey must be completed within forty (40) days from the original date of Application submittal, to enable the District to make a timely Completeness determination.

Application Review and Permit Issuance – within (60) days from Determination of Completeness

Application Review Period. Following a Determination of Completeness, the District will review the Application, and may discuss any issues with the Applicant, for example, Make-Ready Work requirements. Within sixty (60) days from the date a Determination of Completeness is issued, the District will issue an Approval/Acceptance in the form of an Issued Permit:

- a) without Make-Ready Work required and with no conditions;
- b) without Make-Ready Work required but with conditions (for example, trench past pole number; attach at specified height, etc.);
- c) with Make-Ready Work required and conditions;

Or will issue a Denial. A Denial shall include written reasons for denial, which must be nondiscriminatory, based on a finding of insufficient capacity, or based on reasons of safety, reliability, or inability to meet generally acceptable engineering standards and practices. In extraordinary circumstances, and with approval of the Applicant, the District may extend the applicable timeframes detailed above. The District’s acceptance of the submitted design documents does not relieve Applicant of full responsibility for any errors and/or omissions in the engineering analysis.

Permit as Authorization to Attach – “Permit Issuance”. Upon completion of review and finding that the application satisfies review criteria, and after receipt of payment for any necessary Make-Ready Work (if applicable), the District will sign and return the Permit Application (“Permit Issuance”), which shall serve as authorization for Licensee to make its Attachment(s) after the District has completed all Make-Ready Work (if applicable).

Make-Ready Work – (if required):

Make-Ready Work – Scheduled per Pole Attachment License Agreement & Applicable Standards

Make-Ready Work means all work, as reasonably determined by District, required to accommodate Licensee’s application and/or to comply with all Applicable Standards pursuant to the Pole Attachment Agreement. As determined by the Pre-Construction Meeting such work includes, but is not limited to, rearrangement and/or transfer of Licensor Facilities or existing Attachments,



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inspections, engineering analysis and work, permitting work, tree trimming (other than tree trimming performed for normal maintenance purposes), or pole replacement and construction.

Make-Ready work is coordinated in the manner detailed in the Application Review Timeline & Procedures visual guidesheet and in the applicable Attachment License Agreement, and applicable standards.

Construction and Final Permit Approval:

Timing of Construction / Improvements – within (90) days from date of Permit Issuance or Make Ready Completion

Licensee must complete all work/improvements authorized by the issued Permit as follows:

- a) Within 90 days from Permit approval/issuance date (in event no Make-Ready Work is required); and/or
- b) Within 90 days from date Make-Ready Work is completed (in event Make-Ready Work is required); or
- c) any mutually agreed extension date.

In the event Licensee fails to complete work/improvements within this timeline, the District may rescind/cancel the issued Permit, and issue notice requiring Licensee to remove any and all partially completed work/improvements.

Timing of As-Built Documentation Submittal and Final Permit Approval – within (105) days from date of Permit Issuance

Licensee must submit as-builts and all other required inspections and documentation in order to receive a Final Permit Approval as follows:

- a) Within 105 days of Permit Issuance when Make-Ready work is not required (90 days to complete work from date of Permit Issuance, plus 15 days to complete and submit as-builts and all other required inspections/documentations); and/or
- b) Within 105 days of completion of Make-Ready work (90 days to complete work from date Make-Ready work completed, plus 15 days to complete and submit as-builts and all other required inspections/documentation), or
- c) any mutually agreed extension date.

In the event Licensee fails to submit as-builts and all other required documentation within this timeline, the District at its option may pursue all remedies detailed in its Pole Attachment License Agreement and the Applicable Standards. Upon satisfying all requirements and approval of submitted as-built, the District will issue a Final Permit Approval.