

# **Pole Attachment Operating Process**

## **Application Phase**

- Applicant sends Licensor:
  - Application fee
  - Exhibit A pole list from License Agreement

## **Survey & Estimating Phase**

- Licensor determines ownership of poles
- Licensor determines occupants on poles
- Applicant supplies:
  - 2 signed License Agreements
  - insurance certificates (see page 4 of License Agreement)
  - pre & post walk fees (Exhibit B)
  - tagging samples (see page 2 of License Agreement)
- Applicant sets up a pre-survey to be conducted in field with all pole occupants
- Licensor sends back an original License Agreement to Applicant

## **Notification & Make-Ready Approval Phase**

- Make-ready work is determined in field via pre-survey
- Licensor designs and prices out make-ready work accordingly
- Licensor sends correspondence detailing make-ready work required and associated costs

## **Make-Ready Phase**

- Applicant submits full payment
- Licensor releases the make-ready work requests
- Applicant is notified that License Agreement has been endorsed, authorizing attachments to be installed

## **Applicant Installation Phase**

- Applicant notifies pole owners that attachments have been installed as per the pre-survey notes

## **Post-Construction Phase**

- Applicant sets up a post-survey to be held in field for pole occupants
- Applicant or existing occupants correct any work that needs to be done
- Secondary post-survey for the poles in question is held in field if necessary

## **Completion Phase**

- Applicant has submitted all paperwork, fees, tagging and insurance requirements
- Applicant's attachments are completely installed as per the pre-survey notes
- Post-survey and any work associated with post-survey completed
- Licensor to start annual attachment billing either in Jan. or July covering all of applicant's attachments