

This document defines requirements for submitting a complete application for pole attachment to a FirstEnergy operating company (FEOC). All attaching companies are required to submit a complete application. Incomplete applications will be returned to the applicant for correction and resubmittal. Mandatory rules in this document are those that identify actions that are specifically required and are characterized by the term "shall."

Prior to submitting a complete application, attaching company shall execute a Pole Attachment Agreement with the applicable FEOC. To establish a Pole Attachment Agreement, contact FirstEnergy Corporate Joint Use at corpjointuse@firstenergycorp.com.

Separate applications, requirements and processes shall be required for [OTMR Attachment requests](#) and Overlash Notifications. Separate applications shall be required for Wireless Attachments and Transmission Pole Attachment requests.

Mid-size projects require at least 15-day notice, and large projects at least 60-day notice. Notice shall be given by completing the project survey: [Future Joint Use Attachment Projects in FirstEnergy \(FE\) Territory](#).

- **Mid-size projects:** Over 300 poles (MD, OH, PA)
- **Large projects:** Over 300 poles (NJ, WV) ; Over 3,000 poles (MD, OH, PA)

A Complete Application for pole attachment requests shall include:

- 1) FEOC's electronic permitting system (i.e., SPANS) shall be used to submit Application to the respective FEOC.
- 2) SPANS Proposal Page shall require:
 - a. Initiating Company Name and Responsible User
 - b. State
 - c. County
 - d. City, Village, Township (All poles within the proposal shall reside in the same City, Village, Township)
 - e. Responding Company
 - f. Location Description
 - i. Address or coordinates of first pole on the application
 - g. Proposal Number
 - i. If requesting to attach to a Transmission structure, refer to Transmission requirements 7(b) below
 - h. Project Summary, Attachment Type and Reason for Work
 - i. FirstEnergy Contract Number
 - j. FirstEnergy Policy and Safety Message Acceptance
 - k. Attaching Company Approval and Date
- 3) SPANS Poles Page shall require:
 - a. Maximum 25 poles per application for wireline attachments
 - b. Pole/structure number from SPANS
 - i. If there is no tag use NT and enter coordinates in the Reference Location field
 - c. Telephone Company (i.e. ILEC) pole number (where tagged in the field)
 - d. Street name
 - e. Pole type: Distribution or Transmission
 - f. Proposed Action
 - g. Pole Profile(s) (see Figure 1) shall be submitted separately for each pole and require:
 - i. SPANS pole numbers
 1. If there is no SPANS pole number use the pole tag number
 - a) Provide GPS coordinates

2. If there is no pole tag number use NT + SPANS Entry Order number (e.g. NT1, NT2, NT3)
 - a) Provide GPS coordinates
- ii. Street Location
- iii. Date Obtained Field Data (data should be no more than 30 days old)
- iv. Pole Data Collector Name
- v. Attachment Type
- vi. Field Class
- vii. Field Height
- viii. Transformer Device on Pole (Dropdown: Yes or No)
- ix. Lamp on Pole (Dropdown: Yes or No)
- x. Guying Required for Angle, Corner or Tap Pole Construction (Dropdown: Yes or No)
- xi. Conduit Riser (Dropdown: Yes or No)
- xii. First Down Guy (Dropdown: Yes or No)
- xiii. Second Down Guy (Dropdown: Yes or No)
- xiv. Pole to Pole Guying Required (Dropdown: Yes or No)
- xv. Sidewalk Guy (Dropdown: Yes or No)
- xvi. Brace Pole (Dropdown: Yes or No)
- xvii. Slack Span (Dropdown: Yes or No)
- xviii. Pole Number from SPANS: Before and After
- xix. Span Length: Before and After
- xx. Lowest Power Supply (Checkbox)
- xxi. Lowest Power Attachment Side, Height and Mid-span Height on Pole Before Being Requested and/or After (as observed)
- xxii. Misc Equipment (Checkbox- If Applicable)
- xxiii. Proposed Attachment Side, Height and Mid-span Height on Pole Before Being Requested and/or After (as designed for worst case)
- xxiv. Existing communications line owner identification, side, height and midspan height
 1. If owner's name is unknown select Unknown
 2. Please note: If owner name(s) of all attachers are not provided or unknown and make ready work is needed, then a field visit will be required to determine the unspecified attachers on the pole(s) and an hourly rate will be charged as part of the make ready engineering.
- xxv. Span crosses over/under (check all that apply)
- xxvi. Notes:
 1. Pole observations (broken guys, conductors, disconnected attachment and other appropriate field observations)
 2. 2-Pole Condition (Clean or Occupied). If Occupied and a transfer is required, include which attacher needs to transfer and their current attachment heights
 3. Provide notations of any non-communications attachments observed
 4. Span length and pole numbers for all adjacent spans as part of the attachment
 5. Lamp arm length

xxvii. Make Ready:

1. Enter suggested make ready construction in the communication space and in the power space (e.g., Pole Replacement, Trim Drip Loop) and Save and Close to return to Poles Page
 - a) Provide any known pre-arranged make ready moves for existing attachments in the Communications Space
2. If there is no suggested make ready construction, please leave blank or enter "No Make Ready" and Save and Close to return to Poles Page
- h. Number of attachments, attachment type, attachment height, attachment weight, attachment diameter, attachment tension
- i. Suggested make ready construction

4) Site Map shall be submitted and requires:

- a. Map should include only poles in the application
- b. SPANS Entry Order Number (the number at the top of the Poles Page representing each pole entry)
- c. North arrow
- d. Labeled cross streets
- e. Streets labeled with type of highway designation (e.g., State/County Highway, Municipal, Private, etc.)
- f. SPANS pole numbers
 - i. If there is no SPANS pole number use the pole tag number
 1. Provide GPS coordinates
 - ii. If there is no pole tag number use NT + SPANS Entry Order number (e.g. NT1, NT2, NT3)
 1. Provide GPS coordinates
- g. Critical crossings labeled (e.g., Railroads, Waterways, Highways/Interstates, Transmission/Transmission right of way)
- h. Proposed Attacher and/or FirstEnergy guying request and riser placement details
- i. Span lengths

5) Pole photo(s) shall be submitted and require:

- a. Photos shall be no more than 30 days old and only of the poles in the application
- b. High resolution (Minimum 8 MP) photos (ability to zoom)
- c. Position of photos include, as shown in Exhibits 1-4:
 - ✓ Facing away from the route (Hallway Shot)
 - ✓ Facing the pole head on – an annotated photo is preferred
 - ✓ Facing the direction of the route (Hallway Shot)
 - ✓ Facing all midspans attached to pole; Two or more photos unless a dead-end pole – an annotated photo is preferred
- d. To support a reduced clearance, please provide direct photos of street lights showing they are effectively bonded

6) Wireless Attachments shall have additional requirements and be submitted on a separate application:

- a. Maximum 10 poles per square mile per application for wireless attachments
 - i. If a metered power supply is required for attachment, max of 1 pole per application
- b. Exhibit D (Found in Pole Attachment Agreement) – Wireless Attachment and Associated Equipment Description and Approval

- c. MPE (Maximum Permissible Exposure) Report
- d. Manufacturer's equipment specifications for antenna and bracket
- e. RF warning signage
- f. If attachment(s) requires power, include SAP Notification Order number provided by the Customer Contact Center.

7) Transmission structures shall have additional requirements and be submitted on a separate application:

- a. Must have distribution under-build
- b. Application must have the same Proposal Number as the corresponding Distribution application, with the Transmission application ending in the suffix TX
- c. Steel poles / structures are ineligible for attachment
- d. Guying application (applicable to angle structures and/or imbalanced loading conditions such as underground to overhead)
- e. The Transmission organization review and release of Complete Application is required before FEOC begins survey / engineering

Rest of page intentionally left blank, Figure and Exhibits are on the following pages

Standard Joint-Use Process

Complete Application Requirements

Figure 1: Pole Profile Sheet

First Energy Pole Profile Sheet						
Pole Profile Sheet Form No. x-4650 (rev.04-22)		First Energy				
Attachment Data to be Completed for Each Pole.						
Power Company Pole No. Required!		Telephone Company Pole No.				
Name of Attacher		Street Location				
City/Boro/Township	Date	Pole Data Collector Name				
Attachment Type						
Field Class	Field Height	Transformer Device On Pole	Lamp on Pole	Lamp Bracket Height		
Guying Required For Angle, Corner, or Tap Pole Construction						
Conduit Riser						
Anchors & Guys	First Down Guy		Second Down Guy			
	Pole To Pole Guying Required		Pole No	Side Walk Guy	Brace Pole	Slack Span
	Pole No-->	Before Span Length (ft)	After Span Length (ft)	Underground Riser Height		
Lowest Power Attachment	If more than one box or Other is selected, explanation required <input type="checkbox"/> Primary <input type="checkbox"/> Drip Loop Street Light <input type="checkbox"/> Underground Riser <input type="checkbox"/> Secondary <input type="checkbox"/> Drip Loop Transformer <input type="checkbox"/> Other <input type="checkbox"/> Neutral <input type="checkbox"/> Drip Loop Secondary			Explanation		
Pole Drawing	Lowest Power Attachment		Mid-Span Before	Side	Attach Ht.	Mid-Span After
	Comm Worker Safety Zone		Misc Equipment ...	Misc Equipment Note	Street Light Drip ...	Lowest Drip Loop...
	<input type="checkbox"/> Misc Eq					
	Company Name	New/Existing	Mid-Span Before	Side	Attach Ht.	Mid-Span After
					O	
					O	
					O	
					O	
					O	
					O	
Span	Span crosses over/under(check all that apply)					
	<input type="checkbox"/> Railroad(Specify RR in Notes below)	<input type="checkbox"/> Turnpike/Interstate	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Body of Water(Specify acreage/use in Notes below)		
	<input type="checkbox"/> Building	<input type="checkbox"/> State Route	<input type="checkbox"/> Field	<input type="checkbox"/> Swimming Pool		
	<input type="checkbox"/> Transmission	<input type="checkbox"/> Street	<input type="checkbox"/> Yard			
	<input type="checkbox"/> Other(Explain in Notes)	<input type="checkbox"/> Driveway	<input type="checkbox"/> Pedestrian Only			
Notes						
Make Ready						

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Exhibit 1: Facing away from the route (Hallway Shot)

Exhibits are for example purposes only



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Standard Joint-Use Process

Complete Application Requirements



Distribution Engineering
and Planning

Exhibit 2: Facing the pole head on (Annotated- preferred)

Exhibits are for example purposes only

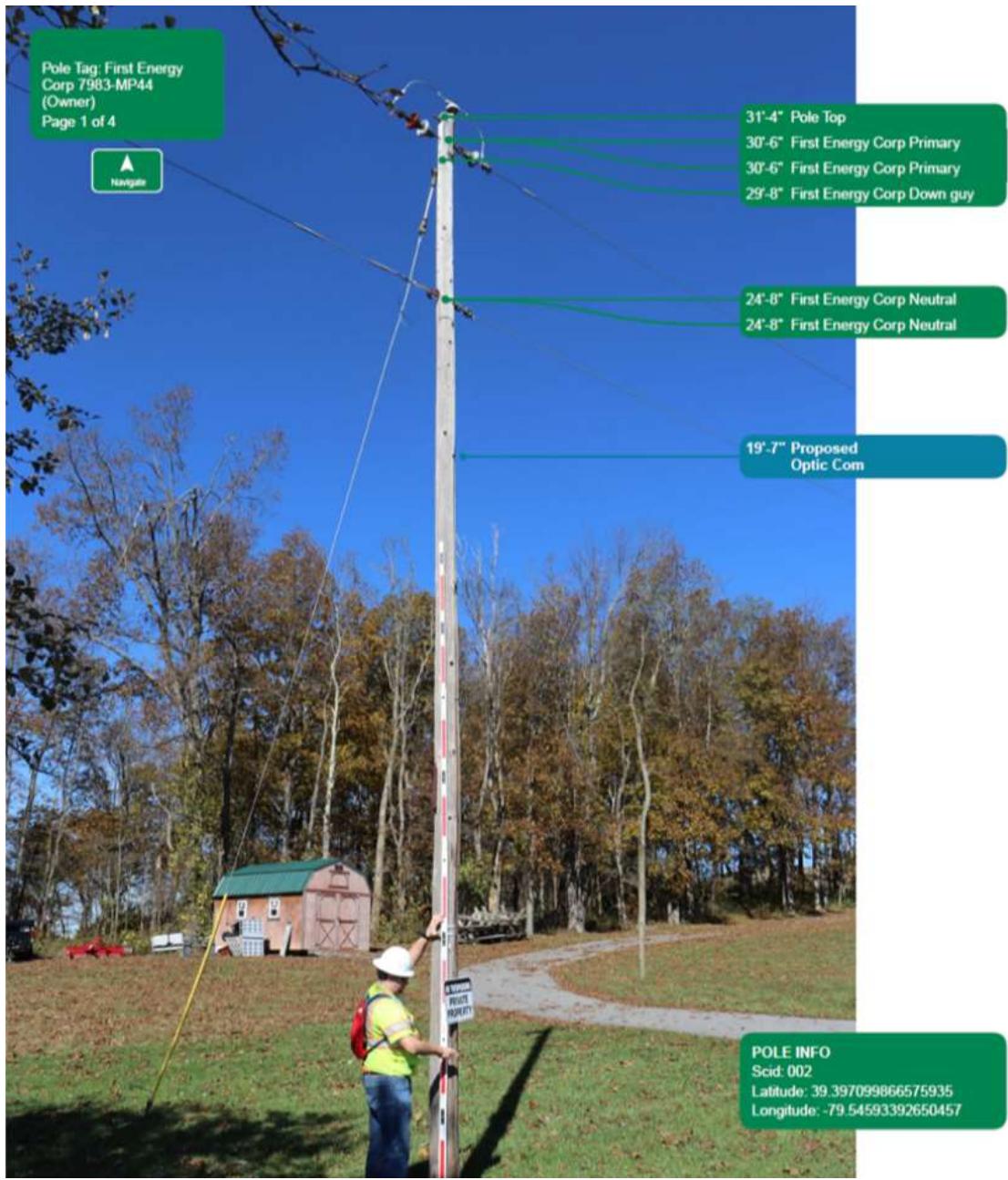


Exhibit 2: Facing the pole head on (Non-Annotated)

Exhibits are for example purposes only



Exhibit 3: Facing the direction of the route (Hallway Shot)

Exhibits are for example purposes only



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Exhibit 4: Facing all midspans attached to pole (Annotated- preferred)

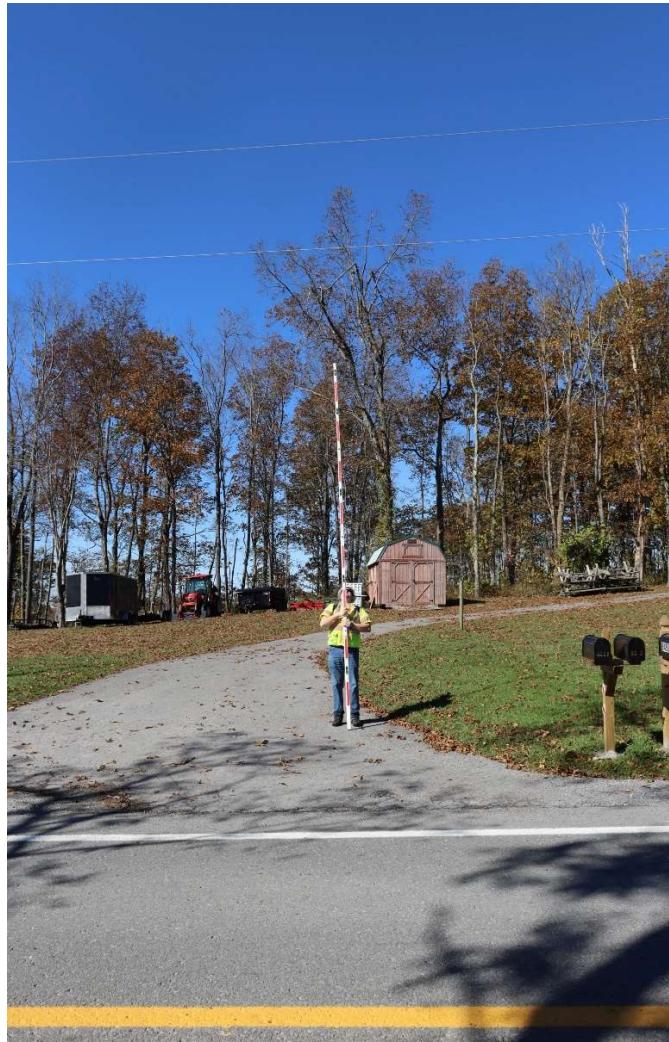
Exhibits are for example purposes only



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Exhibit 4: Facing all midspans attached to pole (Non-Annotated)

Exhibits are for example purposes only



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