

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.

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. Current Company Name and Responsible Users
 - b. State, County and Location Description (must include complete address)
 - i. City, Village, Township (Enter data from 1st pole on poles page)
 - c. Proposal Number
 - d. Project Summary, Attachment Type and Reason for Work
 - e. FirstEnergy Contract Number
 - f. FirstEnergy Policy and Safety Message Acceptance
 - g. Attaching Company Approval and Date
 - h. Billing Address and Contact Information (Enter in Comment Section)
- 3) SPANS Open Poles Page shall require:
 - a. Maximum 25 poles per application for wireline attachments
 - b. Pole/structure number (if there is no tag use NT and provide GPS coordinates in the comments for the specific pole)
 - c. Telephone Company (e.g. 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. Pole Number
 - ii. Street Location
 - iii. Date Obtained Field Data
 - 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 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 list Telephone, Cable TV, Fiber, Antenna, etc.
 - 2. Please note: If owner name(s) of all attachers are not provided 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 environment (Checkbox)
- xxvi. Notes:
 - 1. Pole observations (broken guys, conductors, disconnected attachment and other appropriate field observations)
 - 2. Double wood poles (Idle or Transfer Required). If Transfer Required, include who 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. Streetlight arm length
- xxvii. Make Ready:
 - 1. Enter suggested make ready construction (e.g., Pole Replacement, Trim Drip Loop, Communications Space Make Ready) and Save and Close to return to Open 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 Open 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 overall route
 - b. Connectivity of overall route
 - c. SPANS Entry Order Number
 - d. North arrow
 - e. Labeled cross streets
 - f. Streets labeled with type of highway designation (e.g., State/County Highway, Municipal, Private, etc.)
 - g. Pole numbers (if there is no tag use NT + SPANS Entry Order number, provide GPS coordinates)
 - h. Critical crossings labeled (e.g., Railroads, Waterways, Highways/Interstates, Transmission/Transmission right of way)
 - i. Proposed Attacher and/or FirstEnergy guying request and riser placement details
 - j. Span lengths
- 5) Pole photo(s) shall be submitted and require:
 - a. Photos shall be no more than 30 days old
 - b. High resolution (Minimum 8 MP) photos from multiple angles (e.g., full pole, zoomed in comm/secondary photo, fore/back span photos with environments visible)
 - c. Position of photos include:
 - ✓ Facing the direction of the route
 - ✓ Facing the pole head on
 - ✓ Facing away from the route
 - ✓ Facing all midspans attached to pole
 - b. To support a reduced clearance, please provide direct photos of street lights showing they are effectively bonded
- 6) Wireless Attachments shall have additional requirements:
 - 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 – 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 requirements²:
 - a. Must have distribution under-build
 - b. Steel poles / structures are ineligible for attachment
 - c. Guying application (applicable to angle structures and/or imbalanced loading conditions such as underground to overhead)

¹ Any breach of OSHA’s minimum approach distance (including measurement) of electric facilities must be conducted by a qualified electrical worker and in accordance with good safety practices and OSHA guidelines.

² Transmission organization review and release of Complete Application is required before FEOC begins survey / engineering.

First Energy Pole Profile Sheet x

Pole Profile Sheet First Energy
Form No. x-4650 (rev.04-22)

Attachment Data to be Completed for Each Pole.

Power Company Pole No. <input type="text"/> Required!		Telephone Company Pole No. <input type="text"/>	
Name of Attacher <input type="text"/>		Street Location <input type="text"/>	
City/Boro/Township <input type="text"/>	Date <input type="text"/>	Pole Data Collector Name <input type="text"/>	
Attachment Type <input type="text"/>			
Field Class <input type="text"/>	Field Height <input type="text"/>	Transformer Device On Pole <input type="text"/>	Lamp on Pole <input type="text"/>
Guying Required For Angle, Corner, or Tap Pole Construction <input type="text"/>		Lamp Bracket Height <input type="text"/>	
Conduit Riser <input type="text"/>		Conduit Riser <input type="text"/>	
Anchors & Guys	First Down Guy <input type="text"/>	Second Down Guy <input type="text"/>	
	Pole To Pole Guying Required <input type="text"/>	Pole No. <input type="text"/>	Side Walk Guy <input type="text"/>
	Brace Pole <input type="text"/>	Slack Span <input type="text"/>	
Pole Drawing	Pole No--> <input type="text"/>	Before Span Length (ft) <input type="text"/>	After Span Length (ft) <input type="text"/>
	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	
	Lowest Power Attachment	Mid-Span Before <input type="text"/>	Side <input type="text"/>
	Comm Worker Safety Zone <input type="checkbox"/> Misc Eq	Misc Equipment ... <input type="text"/>	Misc Equipment Note <input type="text"/>
	Company Name <input type="text"/>	New/Existing <input type="text"/>	Mid-Span Before <input type="text"/>
		Side <input type="text"/>	Attach Ht. <input type="text"/>
			Mid-Span After <input type="text"/>
			Street Light Drip ... <input type="text"/>
			Lowest Drip Loop ... <input type="text"/>
			Ground Line (GL) <input type="text"/>
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"/> <input type="checkbox"/> Other(Explain in Notes) <input type="checkbox"/> Driveway <input type="checkbox"/> Pedestrian Only		
Notes	<input type="text"/>		
Make Ready	<input type="text"/>		

FIGURE 1

1 Any breach of OSHA's minimum approach distance (including measurement) of electric facilities must be conducted by a qualified electrical worker and in accordance with good safety practices and OSHA guidelines.
2 Transmission organization review and release of Complete Application is required before FEOC begins survey / engineering.