1. An executed pole attachment agreement / contract is required, including but not limited to the following:
   a. Insurance certificates
   b. License preparation and administration fee of $1,000.00
   c. Applicable certificates / licenses / permits (e.g., local, state, etc.)
2. A complete and accurate pole attachment proposal is required before engineering survey will begin.
   The attachment proposal shall include, but is not limited to the following:
   a. Proposal number and date
   b. Pole/structure number and location, including complete address, county, GPS coordinates
   c. Contract number or pole attachment agreement ID (if applicable)
   d. Applicant company name, key contacts, and approval signature
   e. Pole profile sheet indicating height of all attachments including\(^1\): all secondary/neutral, streetlights, proposed attaching location, proposed make-ready construction, and existing mid-span height for each attachment.
   f. Telephone Company (i.e., ILEC) pole number (if available).
   g. Description of any other work such as anchor attachments, vertical runs, etc.
   h. Route map, FE Region approved, displaying street names along with FEOC pole numbers and ILEC pole numbers (if available).
   i. Pole photographs including street view and adjacent spans, preferably annotated with all attachment heights. Preferred file format is a digital file such as GE Mapsight™ “true size”, Osmose Digital Measurement Technology™ (DMT™) or equivalent with a reference height stick of known dimension in view (sometimes referred to as a “Calibrated Visual Target”). See “Figure 1.”
   j. Wireless Attachment requests will include the additional requirements:
      i. Exhibit D – Wireless Attachment and Associated Equipment Description and Approval
      ii. MPE (Maximum Permissible Exposure) Report
      iii. Manufacturer’s equipment specifications for antenna and bracket
      iv. Example of RF warning signage
      v. Non-FEOC antenna attachments are prohibited in the power space of any FE Operating Company pole with conductors of 600 V or greater.
   k. Transmission and sub-transmission structure attachments (NOTE: only with distribution underbuild) will include the additional requirements:
      i. Number and size of cable being attached
      ii. Max tension of cable and assumed conditions (e.g. NESC loading district)
      iii. Guying proposal (applicable to angle structures and/or imbalanced loading conditions such as underground to overhead)
   l. Attachment proposals shall be limited to \(\leq 50\) poles (\(\leq 25\) poles for WPP, MP, and PE due to system limitations). Wireless Attachment requests shall be limited to \(\leq 10\) poles within a square mile or a single pole per proposal.
   m. Use of FE’s electronic permitting system is required (where available)
   n. Submit complete attachment proposal / application to the respective regional Joint Use Contact
   o. Incomplete and inaccurate proposals will be returned to the applicant for correction and completion
3. For Joint Use poles, attachment proposals shall be submitted to both FEOC and the ILEC. Please note that CEI, PP, WPP, and MP have jointly owned pole areas.
4. Any ride-outs are at the sole expense of the attaching party.
5. Engineering expenses are billable (e.g., review proposed routes, field attachment proposals, and post inspections), whether or not make-ready estimate is accepted with additional fees associated with reviewing requests for transmission sub-transmission structure attachments (NOTE: only with distribution underbuild).
6. Outage/emergency events, including storm restoration, may delay scheduled work.
7. It may be necessary to refuse pole replacements.
8. The attaching party will be billed separately by both FEOC and the ILEC for all make-ready work.
10. Additional equipment is not permitted on the pole (e.g. control boxes, meter bases, continuous power supply).
11. The National Electrical Safety Code (NESC), regulations (i.e., local, state, federal), and FE policy and FE T&D Construction Standards shall be adhered to at all times.
12. The attaching party is responsible for obtaining their own right-of-way (ROW) where attaching installations involve city, county and/or state rights-of-way, or private property owned by others.

\(^1\) 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.

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Figure 1

FIELD REFERENCE GUIDE LINE JOINT USE – FirstEnergy Operating Company (FEOC) Joint Use Pole Attachment Guidelines

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This document is provided for informational purposes and is subject to change at any time.

This version supersedes and replaces all prior versions.