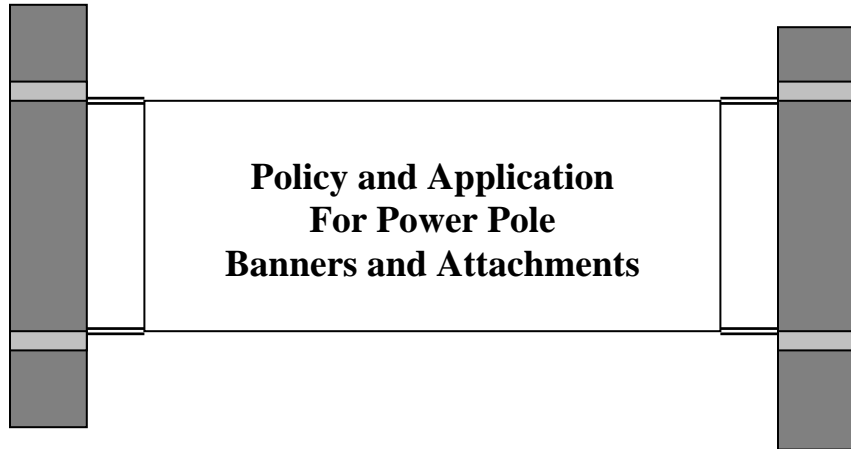


# PORTLAND GENERAL ELECTRIC



*Prepared by*

**Portland General Electric  
Utility Asset Management  
And  
Public Policy**

*Updated May 08, 2008*

## A Policy That Supports Your Community

Every year, Portland General Electric (PGE) receives numerous requests to install banners, floral baskets, holiday decorations and other attachments to PGE power poles. As a member of your community, PGE supports local non-profit activities that promote neighborhood beautification, cultural and historical events, community spirit and public involvement. We recognize that power pole attachments play an important role in such community activities, and we look forward to working with you to make these events a success. *However, PGE reserves the right to reject any application for use of its power poles for any reason or to change or withdraw or remove the approved attachments at any time after the installation.*

This booklet explains PGE's policy on approving these attachments on a "first come, first serve" basis. It outlines requirements needed for personal and public safety as well as protection of PGE property. The booklet includes an application form and indemnification agreement, which you must submit when requesting approval to install attachments to PGE power poles.

Please note the Oregon Revised Statute (listed below) pertaining to preferences and prejudices in the use of utility poles. **The Customer recognizes that banners or attachments that promote any measure, issue or candidate that is or may be brought before the electorate is prohibited under this agreement.**

If you have any questions or comments about PGE's policy on power pole attachments, please contact PGE Utility Asset Management at 503/672-5576.

**ORS 757.325** *Undue preferences and prejudices.*

- (1) No public utility shall make or give undue or unreasonable preference or advantage to any particular person or locality, or shall subject any particular person or locality to any undue or unreasonable prejudice or disadvantage in any respect.
- (2) Any public utility violating this section is guilty of unjust discrimination.

## Summary of Application Process

To receive permission to install attachments on PGE power poles, carefully follow the steps below.

- \_\_\_\_\_ Read this booklet and become familiar with the types of poles, attachments and hangers that are permitted; the procedures for notification, installation and removal; and the insurance and indemnification requirements.
- \_\_\_\_\_ **Submit this checklist and application at least four weeks prior to installation.**
- \_\_\_\_\_ Complete the enclosed Pole Attachment Application Form. Applicant is required to include the pole identification numbers and map numbers, a map indicating the location and cross streets of the poles, the number and type of attachment(s), and the type of hanger(s).
- \_\_\_\_\_ Complete and sign the enclosed Permit and Indemnification Agreement.
- \_\_\_\_\_ Provide a Certificate of Insurance naming PGE as an additional insured. See paragraph 3 of the Permit and Indemnification Agreement. Please note that PGE cannot modify these requirements for any reason.
- \_\_\_\_\_ Obtain appropriate permits from the government agencies (city, county, Oregon Department of Transportation) that have jurisdiction over the thoroughfares where the power poles are located.

List what permits are required: \_\_\_\_\_

*PGE reserves the right to reject any application for use of its power poles for any reason or to change or withdraw or remove the approved attachments at any time after the installation.*

## PGE Pole Attachment Application Form

Please pick one:  First time application  
 Some change(s) from previous application dated \_\_\_\_\_  
 Same as previous application dated \_\_\_\_\_

Name of requesting organization: \_\_\_\_\_

Is your organization a non-profit?  yes  no

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing address for electricity use (if different from above): \_\_\_\_\_

If you are applying to hang a banner on PGE poles, what will the banner say? You may attach a sample diagram or write out below.

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*(PGE will not permit for banners of political or religious nature)*

Who will hang the banner for your organization? \_\_\_\_\_

Type and number of attachments:

Single-pole, flag style banners  Single top/bottom hanger banners

Floral baskets  Single top hanger banners

Holiday decorations  Cross street banner

Total number of poles affected: \_\_\_\_\_

Will attachments be electrified?  Yes  No

If electrified, will decorations be on photocell or on 24 hours/day? \_\_\_\_\_

Please indicate wattage to be used per attachment \_\_\_\_\_

Please list the pole identification number and map number of all affected poles:

*(The pole number and map number appears on a metal plate that is located four to eight feet above the ground.)*

Please list the streets (across & nearest) of all affected poles (attach a simple map to help explain the location):

## PORTLAND GENERAL ELECTRIC COMPANY PERMIT AND INDEMNIFICATION AGREEMENT

This is an agreement between \_\_\_\_\_ (“Customer”) and Portland General Electric, an Oregon Corporation (“PGE”).

In consideration of their mutual promises, the parties agree that:

1. PGE permits Customer to install, maintain and remove only: holiday decorations, banners, floral baskets (**circle one**) on the following poles (map):

List Pole #'s/Map #'s in the space provided on the application form.

See attached on how to locate Map and Pole numbers.

2. Customer's equipment and attachments shall be installed and maintained in accordance with the specifications and clearances required by the **National Electrical Safety Code** and PGE's **Electrical Service Requirements Book**. A review by PGE engineering/field personnel may be required and specific conditions may be necessary.

Equipment/attachments shall be satisfactory to PGE in design, construction and safety. If, in the sole opinion of PGE, the equipment/attachments present a hazard, PGE may remove, without notice, or request the Customer to remove, equipment/attachments until design, construction and safety are satisfactory to PGE. Any and all costs and expenses for both installation and removal or repair of equipment/attachments shall be borne by the Customer. Under no circumstances shall PGE be responsible for any costs or liabilities associated with installation, maintenance and removal of Customer's equipment/attachments. Should it become necessary for PGE to relocate its poles, wires or hardware, the Customer shall be responsible for the removal or relocation of its equipment/attachments and all costs associated with the removal or relocation. If Customer's equipment/attachments interfere with PGE's equipment, PGE, in its sole discretion, may take steps to eliminate such interference.

3. Customer recognizes the potential hazards to the Customer, the Customer's employees or agents and to others arising from work in the vicinity of PGE's electric power lines or equipment. Customer shall not touch or interfere with PGE's lines or equipment. Customer agrees to accept responsibility for adequately protecting against such hazards. Customer further agrees, to the extent authorized by law, to indemnify and hold PGE harmless against all loss or damage to persons or property that arises from or is connected with the installation, existence, maintenance or removal of said equipment/attachments (including injury or death to the Customer, employees or agents of the Customer, employees of the Electric Company or third parties).

Prior to the installation of equipment/attachments, the Customer shall obtain a commercial general liability insurance policy, naming PGE as an additional insured. Minimum coverage shall be combined single limit of \$2,000,000 per occurrence and \$2,000,000 aggregate. Prior to installation, appropriate evidence of such insurance shall be deposited with PGE, as well as a provision for 30 days' written notice of cancellation. Notice of cancellation of the Customer's insurance policy shall constitute a breach of contract by the Customer.

4. The Customer agrees to obtain any and all state, county and municipal permits and licenses necessary for the installation, maintenance or removal of equipment/attachments.

5. PGE agrees to supply the electric current to the Customer for the illumination of attachments. Customer agrees to pay PGE for supplying electricity. Billing for electrical services follows a flat rate schedule and is based on the number of hours in a day and total number of days attachments are electrified (in accordance with the terms of the tariffs of PGE).

6. The Customer recognizes that banners or attachments that promote any measure, issue or candidate that is or may be brought before the electorate is prohibited under this agreement. PGE reserves the right to review and reject any language contained on any banner proposed for attachment for any and all reasons and, at its discretion, may terminate this agreement and require removal of any banner or attachment deemed political in nature.

7. Customer's rights hereunder shall commence on \_\_\_\_\_ (date) and shall terminate on \_\_\_\_\_ (date). On or before \_\_\_\_\_ (date) the Customer agrees to remove their equipment/attachments. Under no circumstances are these permits approved for permanent attachments to PGE poles. Attachment(s) shall be removed by the date specified above.

*Please print the name of your organization and sign this Permit and Indemnification Agreement. After signing, send to the address below. After approval, PGE will sign and return the Agreement to the address that you indicate below.*

**Your permit will not be considered valid until Certificate of Insurance has been received by PGE.**

Permit approved: yes \_\_\_\_\_ no \_\_\_\_\_

For: \_\_\_\_\_  
(Organization Applying for Attachment Permit)

For: PORTLAND GENERAL ELECTRIC

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Return this agreement, application form and insurance certificate to:**

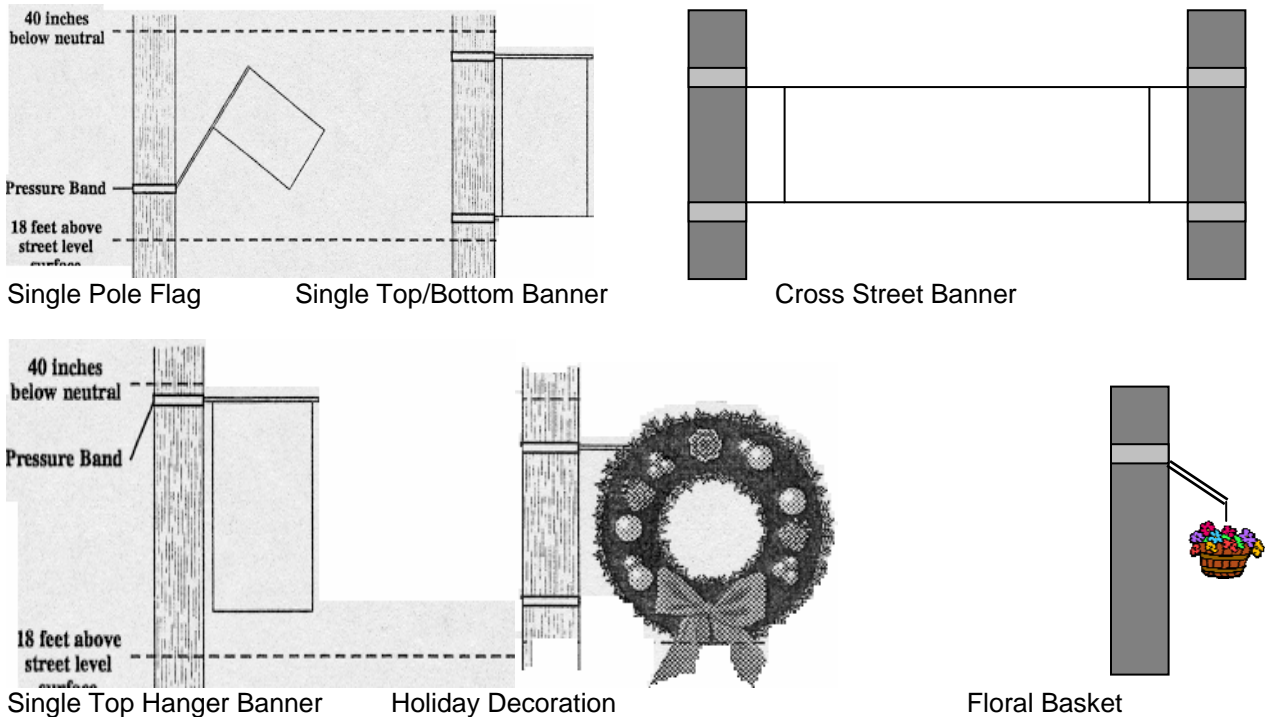
**PGE Utility Asset Management  
Attention: Banner Coordinator  
2213 SW 153<sup>rd</sup> Drive  
Beaverton, OR 97006**

**FAX: 503/672-5555**

**Email: [Utility.Asset.Management@pgn.com](mailto:Utility.Asset.Management@pgn.com)**

## Types of Attachments Permitted

PGE allows a variety of attachments to be suspended from its power poles, including:



PGE must approve all attachments and their configurations before they are installed. The attachments must have the following characteristics:

- Use only metal pressure bands to attach brackets. The drilling of holes and use of bolts is not allowed.
- Cross Street Banners must be tethered by ropes from pole to pole. The use of metallic cables is not allowed.
- Install wind slits to allow wind to pass through @ the ratio of one slit per 4 square feet (applies to banners only).
- Total size of cross street banners shall not exceed 36" tall X 30 ft long.
- If electrified, all equipment must meet the requirements as outlined in the section titled **Electrification of Attachments.**

\*Attachments are also subject to specific criteria on the types of poles and hangers and the location and installation of attachments.

## Type of Poles Permitted

For safety reasons, PGE's **wood poles** are the only type of pole from which banners, flower baskets, holiday decorations and other attachments may be suspended. Attachments are not permitted on wood laminate, fiberglass, aluminum or steel poles.

## Location of Attachments and Hangers

Attachments and their supports must be located at least 40 inches from any electrical conductor (wire), including neutrals<sup>1</sup>. If the attachment hangs over the street area, the lowest point must be

<sup>1</sup> A neutral is the lowest electrical wire on a pole or system. Although a neutral is normally not hot, it can become energized if there is a system overload. *Never touch a neutral.*

at least 18 feet above the street surface. Attachments made to the sidewalk side of the pole may be at a lower elevation, as approved by PGE.

### **Types of Hangers Permitted**

Drilling is not permitted on PGE power poles. Therefore, **pressure band hangers** are the only type of hanger approved for use. Attachments may be installed using a single (top) hanger or dual (top and bottom) hangers.

### **Installation Requirements**

The requesting organization is responsible for installing the attachments. Non-conductive ladders and mechanical hoists are the only approved methods of installation (never use a metal ladder). **Climbing power poles is prohibited.**

PGE requires that all attachments be installed according to National Electric Safety Code. The installation activities must also meet Occupational Safety and Hazard Administration (OSHA) requirements. Electrical Attachments must also meet the additional criteria described below.

All attachments are installed at the applicant's expense.

### **Electrification of Attachments**

For lighted holiday decorations and other electrified attachments, the requesting organization is responsible for ensuring that:

- All attachments are installed according to National Electric Safety Code.
- A licensed electrician handles the wiring and installation of electrified attachments.
- Junction boxes and electrical connections are all-weather type (minimum NEMA 3R), with built-in circuit breakers and electronic light sensors (photo cells).
- The upper most part of junction boxes shall be installed at least 40 inches below any PGE conductors, including drip loop and neutrals.
- Wires from the junction box to be connected to a PGE secondary conductor are contained in conduit not to exceed 1 inch diameter, terminate at least 12 inches below the lowest secondary conductor and have 18-inch minimum tails for connection to the secondary.

PGE supplies the electric current needed to illuminate the attachments and sends an invoice to the requesting organization. PGE's billing for electrical services follows a flat rate schedule and is calculated based on the name plate rating of electrified attachments and equipment (provided by requesting organization), number of hours a day and total number of days the attachments are electrified.

### **Permits from Other Governmental Agencies**

Cities, counties, the Oregon Department of Transportation or other government agencies may have jurisdiction over the thoroughfares where power poles are located. The requesting organization should obtain all applicable permits from these agencies at least four weeks before the attachments are installed. **These permits should be submitted with the completed application to PGE.**

### **PGE Inspections**

PGE may conduct an inspection prior to granting approval to see if PGE considers the installation to be safe and feasible. PGE may also inspect the attachments either during or after installation. If PGE determines that the attachments are not in compliance with this policy or are likely to create a hazardous condition, the applicant has five days to correct the installation or PGE may remove the attachment at the applicant's expense. PGE is not liable for damaged or lost attachments.

## Removal of Attachments

Approval for these attachments is only on a temporary basis and the requesting organization is responsible for removing the attachments by the date specified on the Permit and Indemnification Agreement. After one week, PGE may remove the attachments at the applicant's expense. PGE is not liable for damage or lost attachments.

## PGE Right of Refusal

PGE reserves the right to reject any applications for use of its power poles or to change or withdraw or remove the approved attachments at any time after the installation. Should PGE have to work on or remove a pole with attachments, PGE is not liable for damaged or lost attachments.

## Requirements for Application

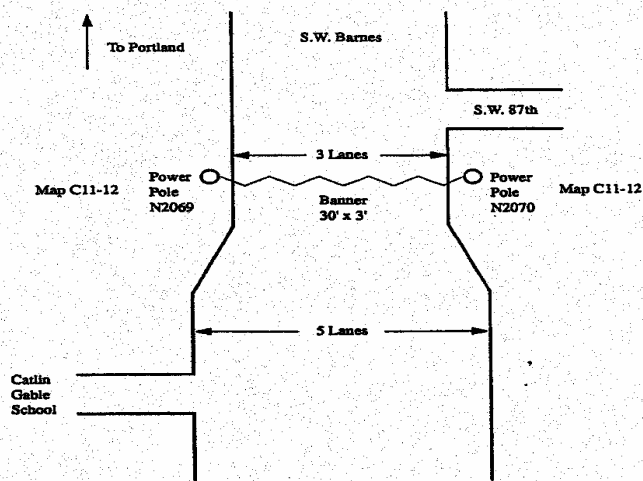
**At least four weeks prior to installation, the requesting organization must submit the following to PGE's Utility Asset Management office:**

### Summary of Application Process & Pole Attachment Application Form

The requesting organization must complete and return the Summary of Application Process (checklist) and the Pole Attachment Application Form to PGE Utility Asset Management. In addition to providing information about the requesting organization, this form asks for details on the:

- Type(s) and number of attachments

### Sample Map\* of Power Pole Locations



**\*Your map may be hand drawn**

- Type(s) of hangers
- Location of poles including a map to show position and cross streets
- Pole identification numbers and map numbers (every pole has its own identification number and map number which can be found on a metal plate located four to eight feet above the ground). Suggestion -- create a list with: Pole #'s, Map #'s, Address/Location

## **Permit and Indemnification Agreement**

The requesting organization is required to submit a PGE Permit and Indemnification Agreement. The following information must be included with the Permit and Indemnification Agreement:

- Applicant's name, address, telephone number and contact person
- Date when attachments will be installed and removed
- Application with a map indicating the location of the poles (cross streets) and their pole identification and map numbers
- Certificate of Insurance

The Permit Indemnification Agreement shall be signed by an authorized representative of the requesting organization and sent along with the summary and application forms to PGE Utility Asset Management. After reviewing and approving the application, PGE will sign the Permit and Indemnification Agreement and send a signed copy to you.

### Proof of General Liability Insurance

The applicant is required to provide proof of its General Liability Insurance by submitting a Certificate of Insurance. This insurance certificate must be specifically endorsed to include PGE as an additional insured. Minimum required coverage is a combined single limit of \$2,000,000 per occurrence and \$2,000,000 aggregate. Insurance coverages and carriers must be acceptable to PGE.

### Where to Send and Receive Information

All forms, correspondence and questions should be directed to:

Attn: Banner Coordinator  
Portland General Electric  
Utility Asset Management  
2213 SW 153<sup>rd</sup> Drive  
Beaverton, OR 97006

Phone: 503/672-5576  
FAX: 503/672-5555

Email: [Utility.Asset.Management@pgn.com](mailto:Utility.Asset.Management@pgn.com)

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