



Wireless carrier checklist for site applications: New and modified

Step 1: Contact us with your request

Email your Preliminary Construction Drawings (PCDs) to UAMWireless@pgn.com and CC Brian.Buswell@pgn.com to request an initial review of the project

- Please use this format for the subject line: [Carrier]_PCD Review Request_[Site Name]_MOD or NEW_Submittal Date
(Example: VZW_PCD Review Request_POR Redbird 5_MOD_02.27.20)

Within 7 business days we will get back to you and advise on next steps:

- Either moving forward with the Final Construction Drawings (FCDs) – with no changes to the PCDs or with the incorporation of minor comments – and submitting the complete application package, or
- Requesting additional information with instructions to send updated PCDs for a second review

Step 2: Submit your application

We ask that you submit your application both electronically and in hard copy.

You'll find all application forms, PGE's Pole Search database, and pole selection criteria here: <https://www.portlandgeneral.com/construction/services-for-wireless-carriers>

For your hard copy submission:

Your hard copy application must include the following to be complete:

- Stamped FCDs in full color/single-sided on 11x17 paper (must include stamped Survey/1A & PGE map/grid/pole # on T-1)
- Application (please be sure to check the box to indicate for a NEW site or a MOD for a modification to an existing site)
- The applicable leasing document that will need to be utilized for this site (i.e. new FLA draft, Amendment draft)
- Two separate checks (separate checks are required for each node for billing & tracking purposes):
 - Check #1 – application fee **with site information printed on the check**
 - Check #2 – Structural fee (for PGE-owned wood poles only, metal poles or other structures will be quoted separately) **Print site information on check**



All hard copy checks and application documents must be mailed **via a trackable delivery method** to:

PGE – UTILITY ASSET MANAGEMENT
2213 SW 153RD DRIVE
BEAVERTON, OR 97006

For your electronic submission:

Send an email to UAMWireless@pgn.com and CC Brian.Buswell@pgn.com & UAM.Admin@pgn.com with the completed application package.

Please include the following in your email:

Subject: [Carrier Name] Application_[Site Name]_MOD or NEW_PGE Pole #

Body of the email: Please find attached for [Site Name]:

- Stamped FCDs
- Application
- Form Facilities Agreement or Amendment
- Tracking information [please provide the mail carrier & the tracking # and expected delivery date]

PGE process:

Your application package is 100% complete once we can verify receipt of the hard copies containing all required items and checks via the tracking information provided. As soon as all documents have been verified and all internal reviews are complete, the carrier & SAQ vendor will receive an email reply with a formal acceptance date.

Once the formal approval has been issued, we will move forward with the following:

- Field visit
- Structural analysis
- Notification of make-ready/no make-ready work required
- Issuance of the construction cost estimate or pole change construction estimate (if required)
- Request for an Effective Lease Date (Note: ELD must be on the 1st day of the month and not to exceed 6 months from the date of the request)
- Processing of FLA or Amendment drafts

General Requirements:

- Application packages sent without all required documents cannot be accepted and the review/approval timeline will restart once the required documents are received



Portland General Electric
2213 S.W. 153rd Drive • Beaverton, Oregon 97003

- PGE cannot process any FLA or Amendment for execution until all required jurisdictional permits have been obtained and a copy provided to PGE (PGE's Contract Administration group will provide instructions on this process once the FLA/Amendment draft is issued)
- It is essential that all equipment information matches exactly on the FCDs, application and FLA/Amendment document.
 - The volume for all equipment must be included on the FCDs

Please reach out to us at UAMWireless@pgn.com with any questions.