



EL PASO ELECTRIC COMPANY
POLE ATTACHMENT APPLICATION REQUIREMENTS
NON-ONE-TOUCH MAKE READY (NON-OTMR)



STAKEHOLDERS

INTERNAL

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MANAGEMENT

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POLE ATTACHMENT APPLICATION REQUIREMENTS

OVERVIEW

All pole permit applications are to be submitted via [SpidaMIN](#) using the login credentials provided to you from the EPE Joint Use team. All documents that compose the application package (e.g., Cover page, overview map, pole attachment details, map, etc.) are to be included as one (1) attachment in the files section of the SpidaMIN project.

Upon submittal, EPE will review the application for completeness within 10 business days based on the specified criteria in the following sections. If deemed incomplete, that will be communicated to the applicant through SpidaMIN. If deemed complete, EPE will document and proceed with a substantive application review, including a field survey and/or field inspection. EPE will provide a 3-day advanced notice to the existing licensees and the applicant prior to performing the field survey and/or field inspection. On or before the 45-day deadline, EPE will either approve the application granting a Pole Attachment Permit subject to the terms and conditions of the agreement between the parties; or deny the application for any safety, reliability, insufficient capacity and/or generally applicable engineering reasons. If EPE determines that power supply space make-ready will be necessary, EPE will provide the licensee with an estimated cost of such make-ready within 14 days thereafter. Upon receipt of the cost estimate for make-ready, the applicant will have the opportunity to re-design or accept the cost of the make-ready and provide payment of same.

GENERAL NOTES

To expedite each application, EPE requests no more than twenty-five (25) poles per application.

All dimensions and measurements included in the application package are to be those of the United States customary units (e.g., inch, feet, mile, pound, foot-pound, kip, etc.). Measurements that are not within one (1) inch of accuracy will not be accepted.

Screenshots from any imagery-based map service (e.g., Google Earth) with points and lines that represent a proposed wireline build will not be accepted.



APPLICATION PACKAGE

SpidaMIN Project

- Workflow: **Non-OTMR Pole Permit Application**
- Selected poles in the SpidaMIN project *shall* match the construction drawings submitted in the application package construction drawing and map.
- Application “Pole Permit Application Core Form” *shall* be completed properly without any missing information.

Cover Page

- Identifies the applicant, and a near-by address.
- Contact information (name, phone, number, email address)
 - o Project Manager
 - o Engineer
 - o Point of contact for permit submittals

Overview Map Page

- Provides general location information of the route which the applicant intends to build their facilities.

Material Characteristics Page (Table Format)

- Type of wireline
 - o Fiber, ADSS Fiber, COAX, Telephone
 - o Outside diameter
- Messenger / Support Strand
 - o Outside Diameter
 - o Type (e.g., EHS)
 - o Metal (e.g., Steel)
- Mounting hardware for the messenger / support strand
 - o Dimensions
- Overall Bundle Diameter
 - o Dimensions
- Areal Splice Cases / Splice Boxes
 - o Dimensions
- Slack-Loops
 - o Dimensions
 - o Specify the amount of wireline to be housed in the slack loop
- Riser(s)
 - o Outside Diameter
 - o Mounting hardware



Construction Drawings / Maps

- North Arrow
- Base map without imagery
 - o Roadways (Labeled)
 - o Curbs
 - o Parcels
- Anchor / guy placement and proper orientation
- Riser Locations
- Slack-Loop sites
- Splice Box / Splice Case sites
- Poles of which applicant intends to occupy
 - o Call-out boxes for each pole the applicant intends to occupy
 - Format provided below but shall include the following:
 - Indicate overlash and/or new attachment on each call-out box for each pole
 - Indicate the pole "Equipment ID" for each pole (available in SpidaMIN map)
 - Sequential numbering system from beginning pole to ending pole (e.g, Pole 1/3)
 - Existing lowest electrical conductor height at the pole. *Please use a safe method to determine height.*
 - **All** existing communication wireline attachment heights at the pole
 - **Proposed** attachment height at the pole the applicant intends to adhere to.
 - o Call-out boxes for each span
 - Format provided below



Example Pole Call-Out Box for Pole Permit Application

New Attachment			
Pole	1/3		
Equipment ID	E12005465		
Pole Owner	EPE		
Low Power:	25 Feet		
All Risers Present	2 (Count)		
Telco 1:	21 feet 6 inches		
CATV	20 feet 6 inches		
Proposed Fiber:	19 feet 6 inches		
Install Riser	1		
Install Anchor and Guy	1		

Example Span Call-Out Box for Pole Permit Application:

Pole	1/3		Pole	2/3
Equipment ID 1	E12005465		Equipment ID 2	E12005466
Pole Owner	EPE		Pole Owner	EPE
Low Power	21 feet			
Telco 1	17 feet 6 inches			
CATV	16 feet 6 inches			
Proposed Fiber	15 feet 6 inches			
Proposed Support Strand Tension	1500 pounds			