



Whitewater Valley REMC
Pole Attachments
Procedures and
Guidelines

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1 Introduction

1.1 Definitions

- **“Anchor”**: means a device to reinforce the Pole to which it is attached by a guy wire.
- **“Applicant”**: means any person who applies to make an Attachment to a Pole.
- **“Application”**: means the application submitted by the Applicant to WWVREMC requesting permission to install an Attachment on a pole.
- **“Attachment”**: means any facilities not owned by WWVREMC that are affixed to a WWVREMC Pole.
- **“Communication System Worker Zone”**: is defined in the NESC, section 235C4..
- **“Emergency”**: means a situation that, if not remedied immediately, would result in a threat to public safety, a hazardous condition, damage to property or a service outage.
- **“Licensed Engineer”**: means an individual, who has fulfilled education and experience requirements and passed rigorous exams that, under State licensure laws, permits them to offer engineering services directly to the public in the State of Indiana.
- **“Make Ready”**: means all work that WWVREMC reasonably determines to be required to accommodate an Attachment consistent with all applicable design and safety standards. Such work may include, but is not limited to, administrative work, engineering work, rearrangement and/or transfer of WWVREMC facilities or existing Attachments, inspections, tree trimming (other than tree trimming performed for normal maintenance purposes), Pole replacement and construction, Make Ready does not include routine maintenance.
- **“Overlashing”**: means the practice whereby a service provider physically ties or otherwise attaches new wiring to wiring that already has been affixed to a distribution pole. Overlashing shall not be allowed without prior approval from WWVREMC.
- **“Plan View”**: Is a term used in Drafting that the view aimed toward the origin (0,0,0) from point axis. This results in a view of the XY plane.
- **“Pole”**: means any utility pole owned by WWVREMC that does not carry any electrical facilities having a voltage of 69 kV or higher.
- **“Tag”**: means the placement of permanent identifying markers on Attachments to make the nature of the Attachments and their ownership readily identifiable. The acceptable methods for identifying Attachments are defined in this document.

1.2 Overview

This WWVREMC Pole Attachment Procedures and Guidelines (“Procedures and Guidelines”) includes the processes, procedures, and guidelines necessary for cable and

telecommunication facility owners and operators (“Occupants”) to attach their facilities (“Attachments”) to overhead distribution facilities (“Poles”) owned by the Whitewater Valley REMC (“WWVREMC”). These processes, procedures, and guidelines will facilitate a timely completion of an Attachment project with minimal delays or conflicts. These procedures and guidelines shall at all times be subject to, and are not intended to supersede, amend or replace, the terms and conditions of the required Pole Attachment Agreement between WWVREMC and an Occupant. These procedures and guidelines do not apply to any Attachments to be made to WWVREMC structures carrying transmission lines of 69kV or higher. These procedures and guidelines also shall not apply to the attachment of 5G wireless facilities or any electric facilities.

For additional information regarding Attachments to Poles, please contact
WWVREMC at: Whitewater Valley REMC
Attn: Operations & Engineering Department / Pole
Attachments
PO BOX 349
Liberty, IN 47353
attachments@wwvremc.com
Website: <https://www.wwvremc.com/pole-attachments/>

1.3 Outline

WWVREMC has divided the Attachment process into four parts:

1. Pole Attachment Agreement
2. Attachment Permit Application Process
3. Make Ready & Approval Process
4. Post Construction Inspection Process

2 Pole Attachment Agreement

Prior to making any Attachment to a Pole, the Occupant and WWVREMC must each have executed a valid and binding Pole Attachment Agreement authorizing and establishing the terms and conditions applicable to such Attachments. Notwithstanding anything in these Procedures and Guidelines to the contrary, the terms and conditions set forth in the Pole Attachment Agreement shall be controlling. An Applicant may send an e-mail to attachments@wwvremc.com and request that WWVREMC provide a draft Pole Attachment Agreement.

Note that an Applicant is responsible for coordinating with any other third-party Occupant as may be needed to facilitate shared use of a Pole.

3 Attachment Permit Application Process

3.1 Attachment Permits Required

Following execution of a Pole Attachment Agreement, Applicant will be eligible to apply for a permit to make a new Attachment or to modify any of its existing Attachments. Except in the case of service drops or as otherwise expressly allowed by law, Occupant must obtain a permit from WWVREMC prior to initiating any Attachment project. This expressly includes a modification to an existing Attachment even if such Attachment has already been permitted by WWVREMC. This requirement also expressly includes any Overlashing to existing Attachments, except as may be expressly allowed by law. The failure to timely obtain a Permit as required will subject Occupant to sanctions under Indiana law.

3.2 Submit Proposed Design Package with Applicable Fee

Occupant may download the Design Package from www.wwvremc.com/Pole-Attachments. The Design Package will include instructions and a fee schedule. The Proposed Design Package submitted by the Applicant must include the Spreadsheet described in Section 4 below. The Proposed Design Package and fee can be sent to WWVREMC's office located at:

Whitewater Valley REMC
Attn: Operations & Engineering Department / Pole Attachments
PO BOX 349
Liberty, IN 47353

3.2.1 Design Package Review Fee

Along with the Proposed Design Package, the Applicant must also pay a non-refundable Design Package review fee per Attachment requested (see Addendum 1). This fee will cover the initial review and processing of the Proposed Design Package.

3.2.2 Proposed Design Package Review Time

WWVREMC requires at least sixty (60) business days to review each Proposed Design Package. If the Proposed Design Packages applies to more than one hundred (100) Attachments, however, then WWVREMC may require additional review time. If the Proposed Design Package submitted by the Applicant is complete and complies with WWVREMC requirements, then Applicant will be contacted by WWVREMC Operations & Engineering Department. If the Proposed Design Package is incomplete or otherwise not in compliance with WWVREMC's requirements, the WWVREMC will notify Applicant in writing and Applicant may choose to modify or update its Proposed Design Package.

3.2.3 Rejection of Attachment Permit Applications

WWVREMC may reject or condition its approval of any Attachment Permit application for non-compliance with the terms of a Pole Attachment Agreement, the NESC, any applicable law, regulation, or code provision or for any other reason allowed by law.

3.2.4 Attachment Permit Fees

WWVREMC's attachment fee schedules will be available and kept current. The fee schedule, Addendum 1, may be updated from time to time by WWVREMC within its sole but reasonable discretion.

4 Design Package Requirements

Any Proposed Design Package submitted by an Applicant must include all of the following information:

- A Plan View drawing in PDF format and Attachment weight requirements.
- Calculated clearances at the attachment point on the Pole and at the mid-spans meeting minimum National Electric Safety Code ("NESC"), local, state, and federal rules and regulations. This drawing should also note other Attachments already existing on the Pole and any special requirements necessary to accommodate such other Attachments.
- A completed survey spreadsheet.
- Identification of the nature and location on the Pole of any other Attachments that would be affected by Applicants proposed Attachments. To the maximum extent possible, this should include the identity of the person responsible for making or maintaining such affected Attachments.

4.1 WWVREMC Pole Attachment Spreadsheet

The Pole Attachment Spreadsheet consists of data necessary for WWVREMC to track Attachments. All Applicants shall use the Spreadsheet shown in Section 15 of this document. The spreadsheet can be downloaded from WWVREMC website.

5 Attachment Requirements

5.1.1 Power Supply Equipment

- Occupant may not attach power supplies and equipment on any of WWVREMC Poles and structures except as expressly allowed by an approved Attachment permit.
- Should Occupant require a power supply for any Attachment that is located within WWVREMC's service territory, such power supply must be provided by WWVREMC. Requests for electrical service shall be made to the WWVREMC Operations Department and shall meet WWVREMC electrical service requirements.

5.1.2 Operations and Maintenance

- Any generation backup must meet all NESC and NEC safety requirements. The generator shall comply with NEC article 700 for emergency generator systems.

5.1.3 Grounding and Bonding

- Insulation shielding of cable and joints shall be effectively grounded.
- Cable sheaths or shields that are connected to ground at a manhole shall be bonded or connected to a common ground.
- Bonding and grounding leads shall be of a corrosion-resistant material suitable for the environment or suitably protected.

5.1.4 Easements and Permits

Occupant shall be solely responsible for obtaining any easements, franchises or other permission that may be necessary for Occupant to make and maintain an Attachment to a Pole located on private property or in the public rights of way based upon current Indiana laws. WWVREMC shall not be responsible for obtaining any easements or franchises that benefit or allow Occupant's Attachments.

5.1.5 Attachment Identification

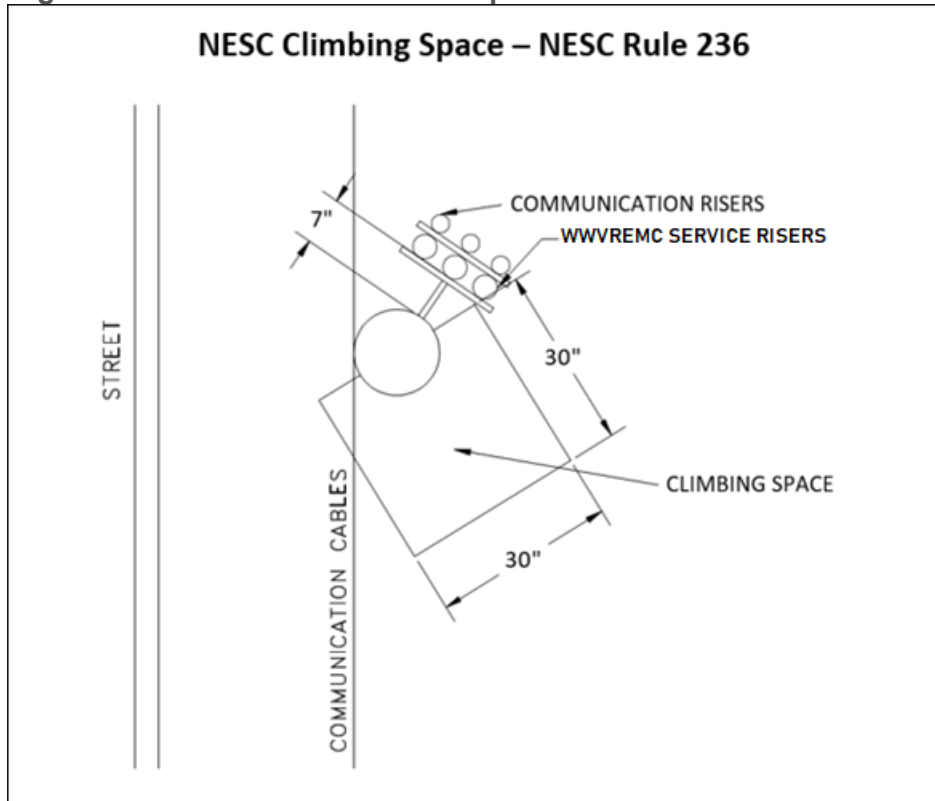
Occupant shall place and maintain permanent identification markers on each of its Attachments prior to affixing it to WWVREMC distribution poles. All identification markers must be located at or near the point where such Attachments are affixed to each distribution pole and must:

- Be non-metallic;
- Be of a distinctive and uniform design;
- Be legible, clearly visible and recognizable from the ground by a person having normal vision; and
- Not show Occupant's name or insignia on WWVREMC poles, unless prior consent of WWVREMC is obtained and it is made clear the Occupant is not the owner of the pole.

Occupant shall be responsible for periodically inspecting its Attachments to ensure they have permanent identification markers. Should WWVREMC encounter any Occupant's Attachments without permanent identification markers, WWVREMC may notify Occupant provided that WWVREMC can identify the Attachments as belonging to the Occupant. Occupant shall have thirty (30) days from the date of notice to place such permanent identification markers on those Attachments. If the markers are not placed within thirty (30) days, then WWVREMC may remove such Attachments without incurring any liability to the Occupant, and Occupant shall reimburse WWVREMC for the cost of removal.

6 Clearance Requirements

Figure 1 Communication Riser Requirements



- Conduits attached to WWVREMC's structures shall not exceed 2" unless specified otherwise in the NEC due to cable size.
- A maximum of 3 risers on a single bracket will be allowed on any WWVREMC's structures. The first cable attaching to the structure shall supply a bracket to accommodate 3 risers in the future.

Table 1 Minimum Clearance Requirements for Communication Attachments

From NESC Tables 232-1 and 242-1

Application	Mid span Vertical Clearance (Feet)	Grade of Construction	Note
Railroads	23.5	B	Railroad Company May Require Greater Clearance
Truck Over Eight (8) ft	15.5	B Or C	DOT May Require Greater Clearance
Water (No Sailboats)	14.0	B	When Crossing Permit Is Required
Field, Orchards, Forest	15.5	C	Based on Horse Back Riding and Vehicles Over 8' Tall
Pedestrians Only	9.5	C	No Vehicle Traffic
Oversize Vehicles Greater Than 14' In Height	X+1.5	C	X=Known Height of Oversize Vehicle

Table 2 Communication Worker Safety Zone

Application	Mid span Vertical Clearance (Inches)
Communication to Top lowest Duct, Primary, or Secondary Electrical Cables on Structures (i.e. lowest power cable/equipment, including drip loop, secondary duct, transformer, etc.)	40.0
Communication to Neutral on Structures	40.0
Communication to Neutral in Mid Span	12.0
Communication to Communication on Structure	12.0
Communication to Communication in Mid Span	4.0
Communication to Grounded Guy	6.0
Communication to Drip Loop Serving Street Light	12.0
Communication to Effectively Grounded Street Light Arm	4.0

7 Make Ready & Approval Process

If the Occupant's Attachment Permit Application has been approved subject to completion of Make-Ready, WWVREMC will provide Applicant a written estimate of the time and cost of such Make-Ready. If Occupant authorizes WWVREMC to complete the Make-Ready work, then Occupant shall prepay the entire cost estimate. The estimated Make-Ready work costs shall be true-up to actual costs following completion of the work. WWVREMC will notify the applicant that the Make-Ready is complete, and the Pole is ready for the Attachment. Payment for true-up is required prior to Attachments being installed.

8 Construction Guidelines

8.1.1 General Requirement

Prior to proceeding with physical installations on WWVREMC Pole, Occupant shall ensure that its workers (whether employees or contractors) are qualified to work near electrical lines.

8.1.2 Installation

- When installing or maintaining an Attachment, the Occupant's construction crews, whether employees or contractors, must be able to show written permission covering the specific construction.
- Communication cables must be properly guyed and anchored before tensioning. This means the occupant must install separate guying and anchoring devices to secure their cables. WWVREMC does not allow piggyback on any WWVREMC anchors.

8.1.3 Pole Replacements

At the occupant's request, an existing pole may be replaced with a taller or stronger pole in order to accommodate an Attachment. The operator shall pay the actual and documented cost of the pole replacement including but not limited to all labor and material and will follow our make ready and approval process in section 7 of this document

8.1.4 Cable Installation Crew

The occupant shall only use authorized, qualified, and licensed contractors to install cable near or around the electric supply space on a pole. Refer to the most recent edition of the NESC; including but not limited to, Part 4 Work Rules for the Operation of Electric Supply and Communication Lines and Equipment; Section 41 - Supply and Communication systems - Rules for Employers; Subsection 411E - Identification and Location.

8.1.5 Guys and Anchor Attachments

- Where applicable, Attachments must be properly guyed and anchored before tensioning. WWVREMC does not allow piggyback on any WWVREMC anchors.

- Occupant shall place guys and anchors to sustain any unbalanced loads caused by its Attachments.
- No Anchor shall be installed closer than four feet (4') from a Pole or six feet (6') from any other existing Anchors.

9 Post-Construction Inspection Requirements

- Once Occupant has completed installation of its Attachment, the Occupant will notify WWVREMC.
- WWVREMC will inspect the Attachment. If the installation is not in compliance with the terms of the Permit, the Pole Attachment Agreement, the NESC or any other applicable laws, regulations or codes, WWVREMC will notify Occupant.
 - WWVREMC may bill the cost of any post-construction inspections to the Occupant.

9.1 Safety Violations

If during inspection or otherwise WWVREMC determines that any of the Occupants Attachments do not conform with the technical requirements and specifications listed in this document, Occupant shall, upon notice of WWVREMC, pay a Safety Violation Fee of \$100 for each such violation, and shall correct such nonconformance within thirty (30) days of notification of such nonconformance, unless in WWVREMC's sole judgment safety considerations require Occupant to take corrective action within a shorter period. Should Occupant fail to take all steps necessary to comply with this requirement, or if safety considerations so require, WWVREMC may elect to do such work itself, and Occupant shall reimburse WWVREMC for all costs incurred. WWVREMC shall not be liable for any loss or damage to Occupant's facilities which may result, and Occupant shall be responsible for any additional damages resulting from its failure to act in a timely manner in accordance with these requirements.

9.2 Unauthorized Attachments

The Occupant shall pay WWVREMC an Unauthorized Attachment Fee of \$100 for each unauthorized Attachment within thirty (30) day of notification. WWVREMC may require that such unauthorized Attachment be removed by Occupant, or WWVREMC itself may remove the unauthorized Attachment without liability, at the Occupant's expense. The Unauthorized Attachment Fee shall be in addition to any and all other applicable fees, including without limitation, Pole Attachment Rental Fees due and payable for the current year and all prior years in which the unauthorized Attachment existed. Nothing herein shall act to limit any other remedies, including a remedy for trespass, that may be available to WWVREMC as a result of any unauthorized Attachment. No act or failure to act by WWVREMC with regard to any unauthorized Attachment shall be deemed to ratify or license the unauthorized Attachment. If an application for such Attachment is subsequently approved, such approval shall not operate retroactively to constitute a waiver by WWVREMC of any of its rights under this agreement regarding the unauthorized Attachment, and the Occupant shall be subject to all liabilities, obligations and responsibilities of this agreement from its inception with regard to any such unauthorized Attachment.

10 Annual Rental Fees

Upon approval and/or completion of make-ready by WWVREMC of an Attachment

Permit, and in January of each calendar year thereafter, Occupant shall pay WWVREMC an annual rental fee for such Permit regardless of whether or not Occupant actually makes the Attachment. Annual Rental Fees payable to WWVREMC for Attachments shall not be subject to any pro-ration, reduction, or abatement based on usage by Occupant for any partial calendar year. The Annual Rental Fee to be charged is stated in the most recent executed Pole Attachment Agreement.

11 Requirements Summary

- By submitting the Proposed Design Package and fee, the Applicant authorizes WWVREMC to proceed with the necessary review. The fee is non-refundable even if the Proposed Design Package or subsequent Attachment Permit Application is rejected by WWVREMC or withdrawn by the Applicant.
- WWVREMC reserves the right to reject an Attachment Permit Application due to insufficient Pole capacity, safety concerns, and any other reason allowed by law.
- Except for service drops, no Attachments may be made or modified on a Pole prior to WWVREMC’s approval. Any unauthorized Attachment are subject to sanctions and other legal remedies.
 - Service drop installation will be allowed without prior approval, but subject to notice and a subject Attachment Permit Application.
 - Service drop installation will be allowed if no additional contact is required and subject to notice and Attachment Permit Application.
 - Applicant is not permitted to Overlash any Attachments without submitting an Attachment Permit Application for prior approval.
 - Verbal permission to install an Attach shall not be given under any circumstance.
- WWVREMC may reserve space on its Poles as needed for the present and future operation of WWVREMC’s electric utility system.
- The Applicant is responsible for any design related to its Attachments.
 - All design shall comply with the current version of the NESC and applicable state and local rules and regulations.
 - Attachments shall be installed without the use of extension arms, standoff brackets, or similar hardware unless approved in advance by WWVREMC.
- All Attachments shall be marked with a permanent company identifier as set forth herein.
- In the event Make-Ready work is necessary, the Applicant will not be authorized to make its Attachment until such work is fully completed.
 - All Make-Ready costs shall be the sole responsibility of the Applicant.

WWVREMC will perform all the necessary make-ready work consistent with prudent utility practice.

Addendum 1 Fee Schedule

Fee Description	Amount	Unit
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Design Package Review Fee	\$ 50.00	per Attachment request or Overlash request
Safety Violation Fee	\$ 100.00	per Attachment violation
Unauthorized Attachment Fee	\$ 100.00	per Unauthorized Attachment

Figure 2 Sample Pole Attachment Spreadsheet

RDOF # or job specification #:

To be completed by Occupant

Number of Attachments Requested	
Number of Overlashes Requested	

To be completed by WWVREMC

Number of Attachments Approved		Number of Attachments Rejected	
Number of Overlashes Approved		Number of Overlashes Rejected	
Number of poles requiring make ready		Cost	

New Cable Information

Cable Type	
Diameter	
Lbs/Ft	

Overlash Information

Existing Cable Type		Updated Cable Type	
Existing Diameter		Updated Diameter	
Existing Lbs/Ft		Updated Lbs/Ft	

Applicant Pole Identifier Number	REMC Pole #	New Contact Request	Overlash Request	Notes/Comments
1				
2				
3				
4				
5				
6				