Your City, Seattle

# Department Policy & Procedure

| Subject | Number | Effective | Supersedes | Approved | Department | Page |
|---|---|---|---|---|---|---|
| POLE ATTACHMENTS | DPP 500 P III-804 | November 4, 1994 | 1/1/80 500 P 804 | | City Light | 1 of 3 |

## 1.0 PURPOSE

To define a Department policy regulating the number of foreign attachments that may be made to poles wholly or jointly owned by the Department, setting forth the procedure for authorizing such attachments and setting fees for the attachments.

## 2.0 ORGANIZATIONS AFFECTED

2.1 City Light Department

2.2 Department Administrative Services

2.3 Engineering Department

2.4 US West

2.5 METRO

2.6 Cable Television (CATV) Companies

## 3.0 REFERENCES

3.1 National Electrical Safety Code, ANSI.

3.2 State Electrical Construction Code, WAC 296-44.

3.3 US West Construction Practices.

3.4 City of Seattle Ordinance 116633, as amended and superseded.

3.5 Seattle Engineering Department (SED) Pole Attachment Policy/Procedure.

## 4.0 POLICY

4.1 It shall be the policy of the Department to allow other utilities and companies (applicants) to attach their facilities to poles and structures owned wholly or in part by the Department upon written agreement and/or permit between the Department and the applicant, where there is space available on the poles or structures.

4.2 All such attachments shall be subject to the approval of the Department.

4.3 Major considerations governing the Department's decision to grant attachment permission include, but are not limited to:

4.3.1 Public safety, Department employees and other users of the Department's poles and structures;

4.3.2 The primary function of the Department's poles and structures, which is to support the Department's lines and equipment with minimum visual impact on the community; and

4.3.3 The availability of space on the Department's pole(s).

4.4 Permission to attach to poles and structures shall require the applicant to pay fees to the Department as set forth in Appendix 8.2, and pay engineering and/or make ready charges, if required, per §6.1.5. Applicants shall make their attachments in accordance with applicable codes, guidelines, and practices. (See Appendix 8.3)

4.4.1 Construction shall begin not more than sixty (60) calendar days after issuance of all permits, and shall be completed not more than ninety (90) calendar days after

issuance of all permits, unless the Department grants written permission to extend the construction period.

4.4.2 Crossarms shall not be allowed in the communication space.

4.4.3 Linear contacts shall be limited to the designated communications space on a pole. Point contacts shall be at locations on the pole or structure in compliance with applicable codes and Department requirements.

4.4.4 Large splicing/amplification/power supply cabinets shall be prohibited from being attached to poles. Applicants shall install handholes, pedestals, or padmount equipment at the base of poles. Conduit risers shall be installed per Department Construction Standard U7-10.

4.5 The needs of the Department are paramount, and permission to attach to Department poles and structures may be withdrawn for violation of applicable codes, by governmental direction, for breach of contract, or for any other reason.

4.6 The Department shall be the sole determinant regarding any question of right to attach, construction compliance, or contract interpretation regarding attachments to its poles, towers or other structures.

4.7 Any attachments found to be in violation of applicable codes, governmental direction, or breach of contract, shall be removed by the applicant within thirty (30) days or be subject to removal by the Department at the applicant's expense.

5.0 DEFINITIONS

5.1 Communication Space. That portion of a pole above the minimum ground clearance for communication conductors and below the maximum height allowed by required separation between communication and power conductors.

5.2 Foreign Attachment. Use of any Department pole, tower, or other structure by entity other than an owner or part owner of the pole, tower, or structure.

5.3 Linear Contact. An attachment for wire(s), cable(s), messenger(s), fiber(s), or line(s) that run from one pole to another or from one pole to another structure.

5.4 Make Ready. Work done on Department poles and structures to provide legal clearance for applicant facilities. This includes relocating/removing existing facilities at the applicant's expense. It shall be the applicant's responsibility to make arrangements with other utilities, such as US West, for make ready work necessary on their facilities.

5.5 Point Contact. An attachment for any device that is not connected to more than one pole or structure.

5.6 Reserved Space. Space in the communications space on a pole that is reserved for the City of Seattle' use.

5.7 Department. The Seattle City Light Department.

6.0 RESPONSIBILITIES

6.1 Applicant(s) shall be responsible for:

6.1.1 Complying with SED Street Use Permit requirements;

6.1.2 Completing fully, correctly, and completely, an Application and Permit (Appendix 8.4) and returning same to the Department's Engineering Division;

6.1.3 Entering into an additional written agreement (Master Pole Attachment Agreement) with the Department when more than seven (7) poles are to have attachments;

6.1.4 Paying annual fees as set forth in Appendix 8.2 for use of the pole(s), which fee(s) shall include leasehold taxes as applicable;

6.1.5 Reimbursing the Department for all make ready costs that the Department incurs following permission to attach to Department poles and structures, and engineering and construction inspection costs for all requests to attach to more than seven (7) poles; and

6.1.6 Making available to the Department, records of pole attachments for billing and audit purposes;

6.1.7 Making changes in location or attachment of applicant equipment as required by the Department due to the pole being relocated, replaced, or removed, at applicant's own expense, within thirty (30) days after receiving notice from the Department. If applicant fails to transfer or remove equipment within thirty (30) days, the Department will do the work at applicant's expense.

6.2 The Department shall be responsible for:

6.2.1 Determining if space is available on the poles requested in the permit application;

6.2.2 Maintaining records relating to the number and location of poles attached to or reserved by each agency;

6.2.3 Establishing attachment/reservation fees;

6.2.4 Reviewing and revising the fees on at least a biennial basis;

6.2.5 Preparing periodic bills for each applicant, at least annually; billing the applicants, and collecting attachment/reservation fees; and

6.2.6 Performing make ready work on Department poles and structures for the applicant.

7.0 PROCEDURES

7.1 Applicant shall furnish plans and descriptions of the work to be accomplished to the Department, including measurements indicating height above ground of: existing telephone, CATV, and Department low voltage secondaries on each pole.

7.2 The plans, descriptions, and permit application will be forwarded to the Department of Administrative Services (DAS) for review regarding fiber route sharing.

7.3 Following processing and review by the Department and DAS, SED may proceed to issue a street use permit in accordance with their policies and procedures.

7.4 In the event that more than one attachment application for any pole is received on the same day, priority will be determined according to the following uses, in descending order:

7.4.1 Public entities.

7.4.2 Common carriers or franchised CATV providers.

7.4.3 Requests for fewer than seven poles.

7.4.4 Others

8.0 APPENDIX

8.1 Distribution. All Policy and Procedure Manuals.

8.2 Rate Schedule

8.3 Construction Spacing

8.4 Application and Permit

APPENDIX 8.2

RATE SCHEDULE

| | | |
|---|---|---|
| Attachment Fees: | City Light Poles | $6.24 per pole per year |
| | City Light/US West Pole | $2.08 per pole per year* |

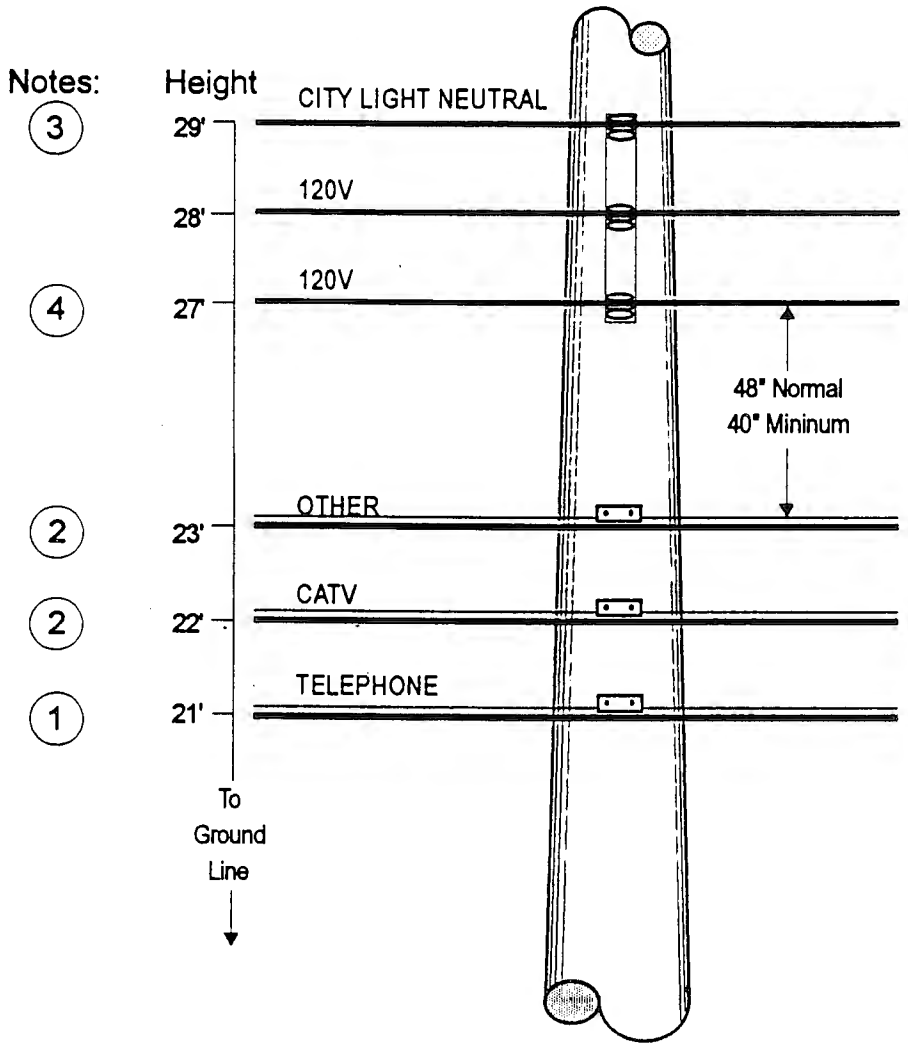
* US West will bill the applicant separately for their share of the attachment fee.

(These rates are for 1994 and 1995)

APPENDIX 8.3 OF DPP 500 PIII-804

# CITY LIGHT JOINT USE POLE

(Typical Pole Details, Not to Scale)




Notes:

1. Minimum elevation to clear roadway per WAC 296-44-21230 7-86) with sag allowance.

2. One foot separation between communications facilities per US WEST policy dtd 8-86.

3. Normal elevation of power neutral on standard poles per City Light Construction Guideline D9-58.

4. 40" clearance between power and communications required per Natonal Electric Safety Code sec. 235.C

5. One foot of communication space is reserved for the City's use.

APPENDIX 8.4

## POLE ATTACHMENT APPLICATION AND PERMIT

Seattle City Light
1015 Third Avenue
Room 1111/1050
Seattle, Washington 98104-1198

In accordance with the terms of the agreement between us, dated _____, 19___, application is hereby submitted for a permit to make attachment to _____ poles as follows:

| City Light Map and Pole No. | Pole Location | Type of Attachment | Area Name |
|---|---|---|---|

By:_____
Title:_____
Date:_____

Marked location map attached. Attach additional sheets of locations/numbers as needed.

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**PERMIT**

SUB#_____ is hereby granted for attachment to above poles as shown, and/or corrected, on the list and map.

Permission to attach may be revoked by the Department with 30 days written notice to the applicant.

By:_____
Title:_____
Date:_____

# City of Seattle
# City Light Department

## DEPARTMENT POLICY & PROCEDURE

| Subject | Schedule No. 100<br>500 P III-804 |
|---|---|
| SPACE RENTAL FEE FOR UTILITY POLES | Effective date<br>12/19/84<br>Supersedes 1/1/80 |
| Approved | Department<br>City Light |
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## 1.0 POLICY

1.1 An annual utility pole space rental fee of $.690 per pole shall be levied for poles owned by Seattle City Light.

1.2 The annual pole space rental fee for jointly owned poles shall be one-half the base rate, or $3.45 per pole.