

APPENDIX B—POLE ATTACHMENT PERMIT APPLICATION PROCESS

The following procedure is to be followed by each Licensee seeking to make new attachments on District's poles. Note that no entity may make any attachments to District's poles without having first entered into a binding pole attachment licensing agreement.

1. Licensee shall submit a written request to perform a pre-construction inspection. The request must include a preliminary route description. Licensee shall have a professional engineer, or District approved employee or contractor, participate in a pre-construction inspection, which will include a review of the proposed attachment(s) to determine the feasibility of the request and identify any potential make-ready work. Appendix F to this agreement contains the minimum design review information that an applicant must provide and a worksheet for determining the minimum specifications that the proposed attachment must meet.
2. Following the pre-construction inspection, Licensee shall submit a completed permit application (Appendix C) that includes: route map, information required in Appendix F, installation plans and recommendations on make-ready work. Licensee shall prepare the permit application in adherence with the applicable standards (Section 1.2 of Agreement) and specifications (Appendix D).
3. The District will review the recommendations from the inspection and discuss any issues with the Licensee.
4. Upon receipt of written authorization, District will proceed with make-ready work according to the specific agreed-upon installation plans and the terms of the agreement, including payment for the make-ready work charges as set out by District and agreed to by the Licensee.
5. Upon completion of the make-ready work, the District will sign and return the application for permit authorizing the Licensee to make its attachment(s) in accordance with agreed-upon installation plans.
6. The Licensee's professional engineer, District-approved employee or contractor shall submit written certification that he/she has completed the post-construction inspection and that the installation was done in accordance with the provisions of the permit. The post-construction inspection shall be submitted within ninety (90) calendar days after installation is complete.
7. If the District waives the professional-engineer requirement, the District will perform the post-construction Inspection and charge the Licensee per article 3 of the Agreement.

APPENDIX C—APPLICATION FOR PERMIT

(For District Use)

Permit # _____ Superseded Permit # _____

Application Date: ____ / ____ / ____

Licensee: _____

Desire to: attach to District pole(s) or remove attachment from District pole(s) (please check one)

Number of poles this permit _____ Sheet 1 of _____

Licensee Name: _____

Address: _____

Licensee Contact Person: _____

Title: _____

District Contact Person: _____

Title: _____

Narrative description of proposed activity: _____

In accordance with the terms and conditions of the pole attachment licensing agreement dated _____, application is hereby made for a permit to attach to and/or vacate pole(s) in the locations detailed on the attached route map(s). Also, attached is documentation as required by Appendix F of the agreement.

Permission is hereby granted to Licensee to attach and/or vacate poles listed on the attached field data summary sheets, subject to payment of the necessary make-ready work charges as set out by District and agreed to by the Licensee.

SUBMITTED:

APPROVED:

Licensee : _____ District: PUD #1 of Kittitas County

By _____ By _____

Title _____ Title _____

Date _____ Date _____