



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



STAKEHOLDERS

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DOCUMENT CONTROL

El Paso Electric Pole Attachment Application Requirements

Document Subject / Title

20 May 2019

Date of Issue

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Effective Date

REVISION HISTORY

EFFECTIVE DATE	VERSION NUMBER	EDITOR	REASON / COMMENTS
20 MAY 19	1.0	GARRETT CHAVEZ	INITIATION



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. Failure to submit all the information requested herein will result in an application being deemed incomplete. If deemed incomplete, that will be communicated to the applicant through SpidaMIN. If deemed complete, EPE will document and proceed with a substantive review of the application. On or before the 15-calendar day deadline, EPE will either approve the application granting a Pole Attachment Permit subject to the terms and conditions of the agreement between parties; or deny the application for any safety, reliability, insufficient capacity and/or engineering reasons, or based upon a determination that any required make-ready is not simple make-ready.

The applicant will provide a 15-calendar day advanced notice of the approved One-Touch Make Ready and the new attachment construction and a notice of completion within 15-calendar days, either through SpidaMIN. EPE will then have 90-calendar days to perform a post-inspection of the completed work, and should any violations be found during this post inspection, EPE will notify the applicant within 14 calendar days. EPE will then either (1) complete any necessary remedial work and bill the applicant for same or (2) require the applicant to fix the damage or code violations at the applicant's expense within 14 days following EPE's notice.

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: **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 OTMR Application:

New Attachment			
Pole	1/3		
Equipment ID	E12005465		
Pole Owner	EPE		
Low Power:	25 Feet		
All Risers Present	2 (Count)		
		Prior to OTMR	After OTMR
Telco 1:		21 feet 6 inches	22 feet 6 inches
CATV		20 feet 6 inches	21 feet 6 inches
Proposed Fiber:			20 feet 6 inches
Install Riser	1		
Install Anchor and Guy	1		

Example Span Call-Out Box for OTMR 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			
	Prior to OTMR		After OTMR	
Telco 1	16 feet		17 feet 6 inches	
CATV	15		16 feet 6 inches	
Proposed Fiber			15 feet 6 inches	
Proposed Support Strand Tension			1500 pounds	