



INSTRUCTIONS FOR WIRELESS POLE ATTACHMENT AGREEMENTS

1. Applications for new wireless pole attachment agreements for Rochester Gas and Electric (RG&E) and New York State Electric & Gas (NYSEG) **must be made** through Laura B. Read, Joint Use of Plant. The interested party should contact Laura at (607)237-5037 or lbread@nyseg.com.
2. A wireless pole attachment agreement template is available for review prior to the final decision to attach.
3. To begin processing the wireless attachment agreement, the following information is required from the official owner of the facilities:
 - a. Official Company name & address
 - b. The state the company is incorporated (ie. New York)
 - c. Contact name, phone number & email
 - d. Legal contact (if involved) name & address
 - e. Contact name and email of person responsible to receive invoicing
 - f. Number of poles requesting to attach to
 - g. Type of wireless attachment: WiFi, DAS, AMI
4. Once the above information is received, the attachment agreement will be electronically forwarded to the attaching company.
5. The attachers will sign two originals and forward the two complete, signed originals to:

RG&E/NYSEG
Joint Use of Plant
180 South Clinton Avenue
5th Floor
Rochester, NY 14067



6. Once signed by RG&E/NYSEG management, a signed original will be returned to the attaching company.
7. Proof of liability insurance is required. A copy of the certificate is acceptable and can be mailed to the above address or emailed to lbread@nyseg.com . This insurance certificate must be submitted annually during the term of the agreement.
8. Licensee is required to provide a bond or letter of credit. A minimum \$20,000 requirement for a bond or a letter of credit for 1-10 poles. Licensee shall increase the bond or letters of credit by \$20,000 for each additional group (or partial group) of 10 poles. The Licensee should review existing bond limits and increase those limits for planned applications in the near future. Licensee shall submit the original or updated bond or letter of credit to robert_perkins@rge.com .
9. If the pole is jointly owned by a telephone company, it is the attaching company's responsibility to notify the phone company of their intent to attach.
10. Once the Wireless Pole Attachment Agreement has been signed by both parties and the certificate of liability and bond are received by Joint Use of Plant, the attacher should submit their applications as follows: for RGE submit application electronically to JointUseRGE@avangrid.com; for NYSEG submit application electronically to nysegesi@nyseg.com . The application will be reviewed. Please note: No applications will be considered until the agreement, proof of liability and bond or letter of credit has been signed in full.
 - a. NYSEG/RGE will produce invoice to Licensee for application and engineering fees. This invoice will be required to be paid up-front prior to application processing.
 - b. NYSEG/RGE will verify proper level of bond before proceeding with application.
11. Any determination of make-ready work will be coordinated by NYSEG/RGE. Any make ready construction work required is the financial responsibility of the attaching company. Make ready construction work if performed by NYSEG/RGE must be paid prior to the start of the make ready work.



12. All applications must be submitted on the applicable RGE/NYSEG Exhibit A form. Applications must be filled in completely and accurately to minimize delays in processing.
13. Please be aware that separate additional applications are required for Wireline Pole Attachments and Electric Service.
14. Any questions should be directed to Laura B. Read at (607)237-5037 or at lbread@nyseg.com.