

Last Revised: December 8th, 2017

MURFREESBORO
ELECTRIC
D E P A R T M E N T

Guidelines for
Pole Attachments & Antennas



Effective: January 1, 2018

Adopted: December 8, 2017

Approved by: Director of Engineering

Overview

The information contained in this document is intended to facilitate and expedite pole attachment or antenna requests from companies who have a valid Agreement for Wire Attachment to Poles with Murfreesboro Electric Department (MED). Strict adherence to these guidelines, procedures and requirements will ensure smooth application and approval processes and will allow completion of the applicant's construction with minimal delay and conflict.

This document outlines situations under which MED considers the attachment of facilities to its poles. It also outlines the requirements and procedures for granting such permission.

The National Electric Safety Code (NESC) should be considered a minimum requirement with regard to the design and installation of communication cables and other facilities. In cases where MED's standards exceed the NESC, the applicant shall adhere to MED's regulations.

Contact Information

Below is the phone number for the customer to contact the Engineering Department.

Murfreesboro Electric Department

205 N. Walnut Street
Murfreesboro, TN 37130

Engineering:

615-893-5514

Basic Procedures

1. Each application is handled on a first-come-first-serve basis.
2. Must have the Master Agreement for pole attachment or antenna in place prior to application for attachment to MED's poles/facilities.
3. Obtain National Joint Use Notification System's (NJUNS) Code: NJUNS is a national organization of member utilities formed for the purpose of improving coordination for pole attachment, pole transfers and other related issues. MED is requiring that communication and submittals be done through NJUNS. Prior to making attachments, the applicant shall obtain an NJUNS member code. NJUNS (818) 485-2765
4. Must complete application for each phase of the project up to 30 poles per application for attachment.
5. Must complete application for each antenna placement location.
6. All applicable fees (application, engineering, make-ready, inspection, etc.) are applied and collected during the application stage.
7. The applicant shall submit the following items:
 - a. An Application for Pole Attachment Permit or Antenna Permit. See attachment entitled EXAMPLE OF APPLICATION FOR POLE ATTACHMENT PERMIT OR ANTENNA PERMIT.
 - b. A Map of the Proposed Attachment Route or Antenna location.
8. All applicable permits (local, state, and federal) must be presented to MED before any commencement of construction activities.
9. Attachee must submit pole calculation data to MED Engineering Department for review. The calculation must be done by a licensed professional engineer in the State of Tennessee.
10. Attachee must provide project coordination oversight in the field during installation and post-inspection phase of the project.
11. Any field changes during the installation phase must be reviewed and approved by MED's Engineering staff.

12. MED reserves the right to make modifications and adjustments to the installation schedule due to emergency power restoration situation.
13. **Cable and Antenna Identification Tags**: Tags shall be installed to identify the owner of the fiber optic cable or antenna. The following guidelines must be adhered to when installing identification tags:
 - a. Tags shall be installed at every pole in which the applicant's fiber optic cable or antenna is attached.
 - b. Tags shall be durable and ultraviolet resistant, and meet all applicable standards.
 - c. Tags should be easily readable from ground level.
14. **Minimum Attachment Height Requirement**: MED has a minimum attachment height of 16'. No proposed attachments below 16' will be accepted.
15. **Pole Attachment Fee**: MED charges a annual pole attachment fee of \$36.00 per pole. (Subject to annual review by TVA)
16. **Antenna Attachment Fee**: MED to negotiate an antenna attachment fee per Master Agreement. (Subject to annual review by TVA)
17. **Cost Quote Letter**: The applicant will receive a cost quote letter which includes the pole attachment fee and any make-ready costs associated with the project.

EXAMPLE OF APPLICATION FOR POLE ATTACHMENT PERMIT OR ANTENNA PERMIT



EXHIBIT "A" APPLICATION AND PERMIT

Application Date: _____
 Application Number: _____
 NJJNS Code: _____
 No. of Attachments: _____

ASHLEY WRIGHT
 Murfreesboro Electric Department
 205 N. Walnut St.
 Murfreesboro, TN 37130
 615-893-5514

In accordance with the terms of agreement dated **Month, Day, Year**; application is hereby made for licensing agreement for **Attachee/Company** to make necessary attachments to the following poles:

Station #	POLE #	TRANSFORMER #	HEIGHT	CLASS	POLE LOCATION	COMPANY NAME	EXISTING ATTACHMENT HEIGHT	PROPOSED ATTACHMENT HEIGHT	MAKE READY SUGGESTIONS

Pole license hereby granted _____, 2017; subject to your approval of the necessary pole make-ready, (excess height billing, changes and rearrangements), at an estimated cost of \$ _____, payable in previously determined terms.

BY:
 Attachee Name Title
 BY:
 Murfreesboro Electric Department
 Engineer

Fee Schedule

Dated: January 1, 2018

Application Fee:	\$300.00
Pole Attachment Fee:	\$36.00/ per attachment/ per pole/ per year (Subject to annual review by TVA)
Joint-Use of Anchor Fee:	\$200.00
Engineer Time Fee:	\$150.00/ hr
Make-Ready Review, Inspections, Construction, or Installation by MED:	Time and materials for equipment, supplies and personnel plus applicable overheads