

## Proposal Submittal Checklist - Wireline Attachment

Proposal will be considered complete and accepted for an Engineering Review when all of the applicable information is received. Accepting for completeness is NOT an approval to attach.

**Completed Permit Application (B-Form)**

**Site Map - Must include the following**

- \* SPANS Entry Order Number
- \* Legend/North arrow
- \* Labeled cross streets
- \* Streets labeled with type of highway designation (i.e. STH, CTH, Municipal, Private, etc.)
- \* Pole numbers (WPS pole number tag. If there is no tag, use NT + SPANS Entry Order number)
- \* Ownership of pole (is the pole owned by WPS or another utility?)
- \* Critical crossings labeled (i.e. Railroads, Waterways, Highways, Transmission Lines)
- \* Rights-of-Way clearly shown and identified
- \* Proposed guying and riser placement details
- \* Span lengths

**Pole Profile Sheets - Must include the following**

- \* Ambient temperature and date when measurements were taken
- \* Pole tag number from field or Pole View (if there is no tag use NT + SPANS Entry Order number)
- \* The pole height and class
- \* Measured height of lowest WPS Conductor(s) and drip loops (if present) at each pole
- \* Measured height of power equipment heights if present (i.e. Transformer, Load Break Switch Insulator, Riser, etc.)
- \* Measured height of roadway light fixture (if present) along with bonding status clearly indicated and drip loops measured height recorded
- \* Company Name and measured height at pole of all existing communication attachments on the pole
- \* Measured midspan (lowest point) of lowest power conductor and all existing communication lines in the span
- \* Profile sheets for adjacent poles with communication attachments
- \* Sag profile results for lowest WPS conductor loaded to worst case conditions showing calculations and mid-span clearances to top communication line (See Note 2)
- \* Sag profile results for lowest communication line (See Note 2) for worst-case mid-span ground clearance calculations
- \* Identify all existing risers and proposed riser locations in top view
- \* Identify all existing and proposed guying, including lead lengths, guy wire type and anchor type.
- \* Provide conductor tensions for all attachments to pole
- \* Provide clearance calculations and confirm compliance for all NESC-required clearances
- \* Proposed Make Ready described clearly. If a pole is requested to be replaced or existing facilities to be re-arranged, provide "as-is" clearance calculations as well as the "post-make ready" clearance calculations

**Three Photos**

- \* High resolution digital photos (do not convert to pdf) - Each photo labeled with WPS pole #, save as zip file and attach in SPANS under "Attachments"
- \* Photo #1 facing the direction of the route
- \* Photo #2 facing the pole head on
- \* Photo #3 facing away from the route

**Pole Loading Calculations**

- \* Pole loading results for each pole along with a group summary for existing and also any new poles
- \* Provide calculations to confirm a pole meets all NESC-required pole strength requirements at the appropriate grade of construction.
- \* If a pole is requested to be replaced or existing facilities to be re-arranged, provide "as-is" pole strength calculations as well as the "post-make ready" pole strength calculations. Include an export of poles in a zip file

**Make Ready Form Listing all poles being attached (mark N/A if no make ready under each entity)**

- \* Must identify all names of all companies currently attached
- \* Must include complete description of all Make Ready that is required
- \* Must show the party responsible for payment
- \* Must have the name of the project listed on top



**Applicable Proof of Entry (See Note 1)**

- \* Railroad crossing permit
- \* Water crossing permit
- \* Right-of-Way permit
- \* Private property access/easement/land rights



**Pre-payment confirmation- (Not currently required at WPS)**

- \* Copy of confirmation page if paid online
- \* A note indicating that a check was mailed

Note 1 The company will review the submitted Proof of Entry documents based on the sketch provided. The proposal will be rejected if it is found during the engineering review that additional proof of entry is required.

Note 2 These calculations may be done on the existing communication facility or if the proposed attachment is the uppermost or lowermost communication attachment, the calculations should be done for the proposed attachment.