



An Exelon Company

## A&E and Zoning Procedures

### Minimum A&E Requirements on BGE Sites

Effective August 1, 2011

#### **NERC Compliance Exhibits**

The North American Electric Reliability Corporation (“NERC”) has tightened compliance requirements for clearances from any distribution and/or transmission lines to the ground or anything located on the ground beneath them, including telecommunications equipment. Failure to adhere to these requirements will result in substantial fines to BGE which will accrue on a daily basis until the infraction is cured. To this end, an additional layer of design review for internal approvals is now required to verify that any proposed construction meets the NERC compliance standards and provide documentation of such for audit purposes.

In an effort to accommodate this requirement and best serve our customers’ needs and timelines, this will be handled in the format of an enlarged lease exhibit to be submitted for review prior to the issuance of construction drawings. This will also serve as a concept drawing to solidify the design, but will not be incorporated into the lease agreement. Many of our customers’ currently issue lease exhibits as a matter of process and it has proven to be beneficial to the turn-around times of construction drawings.

In addition to customer requirements, each exhibit should include the following items for BGE: *(please see the CD section for additional information)*

- ❖ 11” x 17” Softcopy – (Note Drawing Size/Include Bar Scale)
- ❖ Date
- ❖ BGE Site ID (Customer IDs may be included, but should not be prominent)
- ❖ Electric Service Address as provided by BGE
- ❖ Simplified Site Plan – including Real Prop Data
- ❖ Tower Elevation – NS acceptable w/proportionate equipment heights
  - Tower orientation should be from the side and demonstrate the distances clearly
  - Demonstrating the height of the tower *and* tower arm as provided by BGE
  - Demonstrating the distance from the structure to the equipment (10’ BGE Standard)

- Demonstrating the height of any equipment within the drip line, identified to include the highest point (shelter, platform, cabinet, GPS, ice bridge, fence, etc.)
- ❖ Compound Layout – To Scale (indicate scale/drawing size)
  - Demonstrating the location of all equipment
  - Demonstrating the distance from the structure foundations (10' BGE standard)
  - Demonstrating any additional required setbacks (from property lines, etc.)

**NOTE:** BGE has worked with the A&E vendors to develop a template to maintain consistency. Variations of this template will not be accepted.

### **Construction Drawing (“CD”) Required Inclusions**

- ❖ Review Set = 11”x17” Softcopy (Note Drawing Size/Include Bar Scale)
- ❖ Title Page
  - BGE Site ID
    - Either Structure Number or Communications Tower Name  
(i.e. Tower 123E, Pole 567, Annapolis Comm Tower)
  - Electric Service Address as provided by BGE
    - Must be labeled as such. If the County requires a different physical address, we must be notified and both addresses called out.
  - International Building Code (“IBC”)
    - Design per the 2012 IBC or most current version. It is the responsibility of the customer and/or the A&E vendor to determine the appropriate version.
  - Project Scope
    - The project description MUST BE ACCURATE and phrased to accommodate the respective county’s code, especially on a Fort Worth Tower or Pole-Top Extension. If unsure how this should read, please contact your respective Account Manager or the county.
  - Signature Block for BGE and customer Construction Manager (at minimum)
- ❖ Simplified Site Plan
  - Real Property Data should be provided for the site location and adjacent properties. This includes, but is not limited to, the Map/Parcel, Liber/Folio, and Zoning Designation/Use
  - **NOTE:** BGE’s parcel number is typically not the same as the underlying property’s and cannot always be obtained and/or determined on-line. In this instance, please refer to a hard-copy tax map as sometimes the parcel runs the span of several maps.
- ❖ Tower Elevations – To Scale (on full-sized finals)

- Demonstrating the height of the tower *and* tower arm (to be confirmed by BGE)
- Demonstrating the distance from the structure to the equipment (10' BGE Standard)
- Demonstrating the height of any equipment within the drip line, identified to include the highest point (shelter, platform, cabinet, GPS, ice bridge, fence, etc.)
- ❖ Compound Layout(s) – To Scale
  - Demonstrating required setbacks per BGE's "Construction Guidelines – Transmission R.O.W.S"
  - One to scale (on full-sized finals); One enhanced view if scaled version illegible
- ❖ Antenna and Cable Schedule
  - Must include the antenna sector, position, radiation center, model, mechanical down-tilt, azimuths, cable length, cable size, color code and frequencies
- ❖ Plumbing Diagram
  - Provide an accurate plumbing diagram to include RET cabling.
- ❖ Detail Sheets
  - Must be included in the drawings; Companion Packages will not be accepted.
- ❖ Signed/Sealed CDs
  - Should not be issued until customer is in receipt of Landlord-Approved CDs.
  - Softcopy to be provided to BGE

**NOTE:** Zoning Applications **MUST NOT BE FILED** prior to the issuance of Landlord-Approved drawings. Failure to adhere to this policy could result in the need for an amended BP.

## **Communications Towers**

- ❖ Grounding Plans
  - As-Built's must be provided in AutoCAD format for overlay onto Substations digital records. Please contact your respective CM to determine software version.

## **BGE Review/Approval Process – 1/2/3**

1. **"Prelims"** - BGE expects the first set of CDs submitted to be at 90% for review. We will then circulate and return redlined drawings within approximately ten (10) days of receipt. This timeline may vary depending upon the size of the project, the installation and outside Units involved (i.e., Substations, Real Estate, etc.). *A&E has requested that the full set of redlines be provided to aid in the inclusion of all revisions.*
2. **"Rev 1"** - Revised CDs should be reviewed by the customer to ensure the revisions have been made and if not, returned to A&E prior to the second submittal. When all comments have been addressed,

please submit for Landlord Approval. We will request Signed/Sealed (“S/S”) drawings when approved and returned. The customer may now file for zoning/permitting.

3. “**Finals**” - Submit softcopy of the S/S CDs.

### **Zoning/Permitting**

County meetings and discussions have brought to light many issues with zoning/permitting applications by our customers on BGE Properties--most of which can be avoided if a **complete** package is submitted and the **correct** parcel information and/or project descriptions are supplied. In order to best protect our interests, BGE will require a zoning abstract be submitted as part of the application process unless otherwise directed. Additionally, all applications for non-standard collocations **MUST** be submitted for approval prior to filing.

The abstract will include the following data:

- ❖ Site ID
- ❖ Address/Electric Service Address
- ❖ Map/Parcel; Liber/Folio
- ❖ Jurisdiction, Address and Contact Info
- ❖ Zoning Designation and Current Use
- ❖ Proposed Installation – Power Tower Brackets, FWT, Pole-top Ext, Comm Twr
- ❖ Applicable Code Reference (include specific language)
- ❖ Utility Exemptions, Waivers (i.e., Site Plan Waiver)
- ❖ Property Limitations or Anticipated Issues
- ❖ Any Special Requirements/Considerations – MAA, FAA, Environmental (wetlands, critical area, etc)
- ❖ Zoning/Permitting Process & Associated Timelines
- ❖ Filing Requirements for each Stage (i.e., SDP, Tower Committee, BP, etc.)
  - No. of **original or softcopy** SAs & Erection Books; MAA, FAA, OA, RF Ltr., etc.
- ❖ Preparer’s Name and Date
- ❖ **ATTACHMENTS:** SDAT Real Property Data Sheet, Tax Map (if avail) and Applicable Code