



An Exelon Company

Site Acquisition and Construction Overview

Initial Inquiry – Preliminary structure information may be obtained by submitting a *Collocation Inquiry* form. It is best to complete the form as thoroughly as possible, however, the critical information required to identify the structure is as follows:

- ❖ Structure Number
- ❖ Circuit (CKT) Number
- ❖ Coordinates (DD/MM/SS)
- ❖ Nearest Cross Streets

Collocation Application – A *Request for Structural Analysis* form (or Exhibit B) is currently sufficient to submit an application. This form must be accurate as it is later integrated into the lease agreement as the leased equipment. An application package must include:

- ❖ A Request for Structural Analysis form (or Exhibit B)
- ❖ RF Configuration with Plumbing Diagram
- ❖ Equipment Specifications
- ❖ Applicable Fees (Application & Structural Analysis)

Please contact your Account Manager for an application and fee schedule.

Site Visit – A site visit with A&E may be requested upon approval of the application. Please see our *Site Visit Process* for specific requirements.

A&E Requirements – Only firms from the *BGE Authorized Contractors* list may be used for A&E services relating to wireless site development at BGE structures.

Zoning Abstract – Following the site visit, a zoning abstract will be required and should include such items as: site/property data; zoning designation/current use; Jurisdictional contacts, requirements, limitations & exemptions, applicable code, processes, filing materials, etc.

Structural Analysis – Following the site visit, a structural analysis will be ordered internally based on the application materials provided and any revisions that may have resulted in the field.

Lease Agreement – A lease agreement will typically be generated within a few weeks of the site visit assuming there are no concerns relating to the structural integrity of the structure. The customer may sign and return and BGE will countersign on receipt of a passing structural analysis and intermod, if applicable.

Custom Structure PO – On receipt of a passing structural for a Fort Worth Tower (FWT) or Pole-Top Extension (PTE) installation, the customer will be provided with a high-level estimate to pre-order the structure allowing ample lead-time for fabrication and delivery prior to a scheduled outage. On receipt of the PO, the structure will be ordered and erection books from the manufacturer provided typically within 4-6 weeks for permitting purposes. Any cost adjustments will later be reconciled in the final construction estimate.

CD Preparation and Review – As previously noted, CDs must be generated by vendors on the *BGE Authorized Contractors* list. Under normal operating circumstances, there is a minimum 10-day turnaround time for our internal review process.

Building Permit – Customers are responsible for securing a building permit for their installation. Permission to file is granted on BGE-APPROVED CDs ONLY. Failure to adhere to this policy may result in a required permit revision. Building Permits must be received 30 days prior to a scheduled outage and should include both the aerial and ground portions of the installation.

Cost Estimate Preparation – On receipt of Final CDs, a bid walk will be performed and a construction estimate generated. This process typically takes two weeks.

PO/Check from Customer – All customers may submit a check in advance for payment of the construction estimate; however, only customers with an established financial relationship with BGE may submit a PO and no third-party POs will be accepted. Checks or POs must be received 30 days prior to a scheduled outage.

Construction Start – The following deliverables and timelines apply to the customer and the construction start:

- ❖ Fully-Executed Lease – required to schedule an outage (60-day process)
- ❖ Building Permit – minimum 30 days prior to a scheduled outage
- ❖ Materials – minimum 30 days prior to a scheduled outage
- ❖ Check or PO – minimum 30 days prior to a scheduled outage

Construction Complete – A punch-walk will be performed on completion of construction and close-out packages as negotiated will be provided.