## Proposal submittal checklist — Wireline overlash attachment

**Proposal will be considered complete and accepted for an engineering review when all applicable information is received. <u>This is NOT an approval to proceed with attachments.</u>**

☐ **Make Ready Recommendations form**

☐ **Site map — Must include the following:**

- SPANS ID Number.
- Legend/north arrow.
- Cross streets labeled.
- Streets labeled with highway designation (i.e., STH, CTH, municipal, private, etc.).
- Pole numbers (WPS pole number tag. If no tag, list "NT" and SPANS ID number).
- Pole ownership (by WPS or another utility?).
- Critical crossings labeled (e.g., railroads, waterways, highways, transmission lines).
- Span lengths.

☐ **Pole profile or field measurement form— Must include the following:**

- Ambient temperature and date when measurements were taken.
- Pole tag number from field or pole view (if no tag, list "NT" and SPANS ID number).
- Pole height and class.
- Measured height of lowest WPS conductor(s) and drip loops (if present) at each pole.
- Measured height of power equipment 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 of all existing communication attachments on pole.
- Measured midspan (lowest point) of lowest power conductor and all existing communication lines in span.
- Pole profile forms 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. (Calculations may be done on existing communication facility.)
- Sag profile results for lowest communication line for worst-case mid-span ground clearance calculations. (Calculations may be done on existing communication facility.)
- Existing risers identified.
- All existing and proposed guying, including lead lengths, guy wire type and anchor type, identified.
- Conductor tensions for all attachments to pole provided.
- Clearance calculations provided and compliance for all NESC-required clearances confirmed.
- Proposed Make Ready described clearly. If requesting a pole be replaced, or existing facilities rearranged, provide "as-is" and "post-make ready" clearance calculations.

☐ **Three photos — Attach to pole page**

- High-resolution digital photos (do not convert to PDF), each labeled with WPS pole number. Save as .zip file and attach in SPANS under "Attachments."
- Photo 1 facing pole with entire pole in view — *required*
- Photo 2 facing route — *preferred*
- Photo 3 facing away from route — *preferred*

☐ **Payment confirmation of $50 SPANS fee**

- Copy of SPANS confirmation page if paid online.
- Note indicating check was mailed.