

All Pole Attachment Requests include the following Step-by-Step Process:

Step 1: Application and Fees:

- Complete a Pole Attachment Application
- Complete a Pole Attachment Request Datasheet (Excel)
- Remit an Application Processing Fee

Step 2: Engineering Analysis:

- Ohop Engineering will Review the area of the joint location request.
- Engineering will determine if additional work needs to be performed in order for the attachments to comply with company standards, code, or strength ratings.
- Engineering will determine if a third-party analysis to verify code compliance is required.
 - Third-party analysis may also be required at the request of the requesting company.
 - Engineering analysis will be performed by an Ohop Mutual chosen company.

Step 3: Contractor Review of Costs:

- Contractor reviews the Quote for any Make Ready Work needed to allow the Attachments.
- Contractor reviews the Quote for the per Pole Attachment Fees.
- Contractor reviews the Quote for any Third-Party Engineering Analysis costs required to verify standards, Code, Strength Ratings, etc. are within acceptable norms.

Step 4: Approval and Payment Remittance:

- Ohop sends the Contractor any Third-Party Engineering Analysis Results
- Contractor approves the Quote(s) and sends Payment

Step 5: Make Ready Work

- Ohop Schedules and Completes all Make Ready Work
- Contractor receives notifications from Ohop on the status of the Make Ready Work

Step 6: Pole Attachment Work

- Contractor Receives a ***Pole Attachment Permit*** allowing attachments to be made to Ohop facilities identified in the application process.
- Contractor Schedules work with Ohop to ensure our Operation's Department is notified of work being done on our facilities.
- Contractor Notifies Ohop when all attachments have been completed.

Step 7: As Built Inspection

- Ohop Mutual inspects all completed attachments
 - All attachments are expected to meet applicable code requirements before, during, and after the attachment project is complete. Any required changes to facilities after inspection will be communicated to the requesting company, and a plan of action will be developed for reconciling the issue as soon as possible. Correction requests will be tracked through the NJUNS application process.