

**VERIZON VIRGINIA INC.**

**Methods and Procedures for Access To Poles, Ducts,  
Conduits and Rights-of-Way**

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## **Methods and Procedures for Access To Poles, Ducts, Conduits and Rights-of-Way**

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Exhibit 1 - Verizon Virginia Inc. License Agreement

## **A. OVERVIEW**

The purpose of these methods and procedures is to ensure that Verizon Virginia Inc. (Verizon Virginia) complies with the Telecommunications Act of 1996. These methods and procedures will enable third parties (e.g. CLECs, CATV) to make attachments to telephone poles and occupy telephone conduits and rights-of-way in close proximity to the facilities of Verizon Virginia and other carriers, without jeopardizing any provider's ability to provide service to its Customers or the safety of its Employees.

Verizon Virginia will make all reasonable efforts to provide timely access to its poles, ducts, conduits and right-of-way for all applicants pursuant to nondiscriminatory standard licensing agreements.

To obtain access to poles, ducts, conduits and private rights-of-way, parties must enter into a standard license agreement and obtain licenses or authorizations to attach to or occupy specific facilities. The requirements for access, which are summarized in these Methods and Procedures, are detailed in Verizon Virginia's License Agreement. These methods and procedures state minimum requirements. Upon the request of Verizon Virginia, an applicant must be prepared to furnish all pertinent supporting information.

## **B. STANDARD LICENSE AGREEMENT**

Applicants desiring to attach to poles or occupy ducts, conduit, and rights-of-way must first enter into a Standard License Agreement.

A copy of Verizon Virginia's Standard License Agreement is made available to applicants by U.S. Mail or via electronic mail. Applicants are required to submit 2 signed copies of the Standard License Agreement to the Pole and Conduit Licensing Center (PCLC) in Richmond, Virginia for Verizon Virginia. An executed copy is returned to the applicant via First Class Mail. Verizon Virginia retains a second executed copy for its file.

The terms of the Standard License Agreement specify minimum insurance coverage that must be maintained. After submitting the signed agreements and providing proof of insurance, the applicant can begin applying for specific licenses for poles, ducts, conduit, and rights-of-way. All required forms for those applications are contained within the Standard License Agreement.

## **C. POLE LICENSE APPLICATION PROCEDURE**

### **Performance Standard**

Steps I through VI will be completed within 45 days, exclusive of delays caused by the applicant.

#### **I. Receive Application**

Only original signed applications are accepted - faxed copies are unacceptable. A complete application includes a copy of the License Application (Form A-1), a sketch and map of the attachment, completed Attachment Survey (Forms A-1, A-2, and the facility Identification numbers for the poles), and estimated predetermined Survey Fee amount. The Survey Fee is applied to a unique CWO (Customer Work Order) number so that actual costs and advance payment fees can appropriately offset each other as the application/job progresses.

The date and time of receipt of the application is recorded. Applications are processed on a first come, first served basis.

#### **II. Preliminary Review**

Check that applicant has a valid standard license agreement with Verizon Virginia. If it does not, contact applicant and advise that the application cannot be accepted for processing until the standard license agreement has been signed by applicant and Verizon Virginia.

Check for all required forms and approvals described in Step I above. If forms are missing, or incorrect or incomplete information is provided, contact applicant and advise that the application is not complete and cannot be accepted for processing until the missing information is submitted.

Review Attachment Survey to determine whether it meets technical requirements stated in the standard license agreement. If the application does not meet these requirements, return the application, advising the applicant in writing that the application is denied and of the reasons for denial.

#### **III. Log Into Database**

The application is logged into the License tracking database. Initial data entered into the database includes: Date Received, Municipality, County Involved, Number of Poles Requested, and Local Verizon Engineering Office Involved.

The database automatically assigns a permanent License Number for tracking and billing.

#### **IV. Field Records Check For Conflicts**

The application is sent to the appropriate local engineering office to confirm facility identification numbers and determine potential route conflicts.

## **V. Physical Field Review of Application**

Verizon Virginia reviews the application in the field for accuracy and to verify that the proposed design meets engineering and safety standards as required by the standard license agreement. If the applicant has asked to be present for the field review, Verizon Virginia provides prior notice of 24 hours.

The applicant is advised if errors in preparation of the survey are discovered or if the requested attachment cannot be built as designed. If design deficiencies are limited in scope, Verizon Virginia will consult with the applicant to determine whether changes can be agreed to, or whether the application must be returned to the applicant, with a written statement that the application is denied and of the reasons for denial. If the design deficiencies are substantial, Verizon Virginia returns the application, stating in writing that the application is denied and the reasons for denial.

If Attachment Survey designs meet the engineering and safety standards of the standard license agreement, and no make-ready work is required, a license is issued. If the request for access can be accommodated by performing make-ready work, processing of the application continues as described in Step VI below. If the field review reveals that space is not available, and cannot be made available by make-ready work, the applicant is advised in writing that the application is denied and of the reasons for denial.

## **VI. Prepare Make-Ready Cost Estimate & Forward To Applicant**

An estimate of the required Make Ready Work (MRW) costs is prepared by the Verizon Local Engineering Office and forwarded to the PCLC. A letter (Form B-4) is forwarded by the PCLC to the applicant stating the estimated MRW costs and the deadline for the applicant to approve or decline the MRW.

## **VII. Applicant Approval/Issue Make-Ready**

If applicant approves the make-ready work by returning payment of the estimated make-ready costs (Form B-4), the make-ready work is issued to Verizon Virginia's field forces. Make-ready work is scheduled on a nondiscriminatory basis for Verizon Virginia and for applicants.

## **VIII. Attachment Survey Sent To Other Parties For Required Make-Ready Work**

If other parties have attachments on the poles that require make ready work, a Notice of Proposed Modification and a copy of the Attachment Survey are sent to each existing licensee 60 days before the work begins. This notification goes out directly from the Local Verizon Engineering Office, with copies sent to the PCLC for its file. Make-ready work will be redesigned to incorporate any additional requirements submitted by existing licensee(s) in accordance with the Notice of Proposed Modification. The applicant must coordinate with existing licensees to determine the estimated make ready costs for the rearrangement of existing licensees' facilities.

**IX. All Make-Ready Complete – License Issued**

Verizon Virginia's Construction Department and other parties notify the PCLC when their make-ready work is complete. Once all parties have completed required make-ready work, the license is issued to the applicant (Form A-1).

## **D. CONDUIT LICENSE APPLICATION PROCEDURE**

### **Performance Standard**

Steps I through VI will be completed within 45 days, exclusive of delays caused by the applicant.

#### **I. Receive Application**

Original signed applications only are accepted - faxed copies are unacceptable. A complete application includes a copy of the License Application (Form B-1), a sketch and map of the attachment, completed Attachment Survey (Forms B-1, B-2, and the facility Identification numbers for the conduit), and estimated predetermined Survey Fee amount. The Survey Fee is applied to a unique CWO number so that actual costs and advance payment fees can appropriately offset each other as the application/job progresses.

The date and time of receipt of the application is recorded. Applications are processed on a first come, first served basis.

#### **II. Preliminary Review**

Check that applicant has a valid standard license agreement with Verizon Virginia. If it does not, contact applicant and advise that the application cannot be accepted for processing until the standard license agreement has been signed by applicant and Verizon Virginia.

Check for all required forms and approvals described in Step I above. If forms are missing, or incorrect or incomplete information is provided, contact applicant and advise that the application is not complete and cannot be accepted for processing until the missing information is submitted.

Review Attachment Survey to determine whether it meets technical requirements stated in the standard license agreement. If the application does not meet these requirements, return the application, advising the applicant in writing that the application is denied and of the reasons for denial.

#### **III. Log Into Database**

The application is logged into a License tracking database. Initial data entered into the database includes: Date Received, Municipality, County Involved, Feet of Duct Requested, and Local Verizon Engineering Office Involved.

The database automatically assigns a permanent License Number for tracking and billing.

#### **IV. Field Records Check For Conflicts**

The Application is sent to the appropriate local engineering office to confirm facility identification numbers and determine potential route conflicts.

## **V. Physical Field Check**

The requested conduit is physically checked for availability by Verizon Virginia. Verizon Virginia will perform the physical field check as a joint effort if the applicant has asked to be present for the field check. Verizon Virginia will provide prior notice of 24 hours.

If the physical field check reveals that the requested conduit is available, and no make ready work is required, a license is issued. If the request for access can be accommodated by performing make ready work, processing of the application continues as described in Step VI below. If the physical field check reveals that space is not available, and cannot be made available by make ready work, the applicant is advised in writing that the application is denied and of the reasons for denial.

## **VI. Prepare Make-Ready Cost Estimate & Forward To Applicant**

An estimate of the required MRW costs is prepared by the Verizon Local Engineering Office and forwarded to the PCLC. A letter (Form B-4) is forwarded by the PCLC to the applicant stating the estimated MRW costs and the deadline for the applicant to approve or decline the MRW.

## **VII. Applicant Approval/Issue Make-Ready**

If applicant approves the make-ready work by returning payment of the estimated make-ready costs (Form B-4), the make-ready work is issued to Verizon Virginia's field forces. Make-ready work is scheduled on a nondiscriminatory basis for Verizon Virginia and for applicants.

## **VIII. Attachment Survey Sent To Other Parties For Required Make-Ready Work**

If other parties have occupied the conduit that requires make ready work, a Notice of Proposed Modification and a copy of the Attachment Survey are sent to each existing licensee 60 days before the work begins. This notification goes out directly from the FMC, with copies sent to the PCLC for its file. Make-ready work will be redesigned to incorporate any additional requirements submitted by existing licensee(s) in accordance with the Notice of Proposed Modification. The applicant must coordinate with existing licensees to determine the estimated make ready costs for the rearrangement of existing licensees facilities.

## **IX. All Make-Ready Complete – License Issued**

Verizon Virginia's Construction Department and other parties notify the PCLC when their make-ready work is complete. Once all parties have completed required make-ready work, the license is issued to the applicant (Form B-1).



## **E. Rights- Of- Way License Application Procedure**

Steps I through VII below will be completed within 45 days, exclusive of delays caused by the Applicant.

### **I. Receive Application**

Only original signed applications are accepted; faxed copies will not be accepted. A complete application includes 2 copies each of a description of the right-of-way (ROW) and the access that is requested, and a detailed diagram showing the route, which is referred to as a "Sketch."

The date and time of receipt of each application must be recorded. Applications are processed on a "first come, first served" basis.

### **II. Nature of Request**

Determine whether the request is for access to a ROW owned or controlled by Verizon Virginia, or to Verizon Virginia-owned property.

If request is for access to Verizon Virginia ROW, go to Step III.

If request is for access to Verizon Virginia -owned property, the application is forwarded to the Verizon Real Estate Department. PCLC involvement ends at this point.

### **III. Preliminary Review**

Check that applicant has a valid standard license agreement with Verizon Virginia. If it does not, contact applicant and advise that the application cannot be accepted for processing until the standard license agreement has been signed by applicant and Verizon Virginia.

Check for all required information described in Step I above. If information is missing or incomplete, contact applicant and advise that the application is not complete and cannot be accepted for processing until the missing information is submitted.

Determine whether Verizon Virginia has the legal authority to grant access to the ROW to another party. If it does not, the applicant is advised in writing that the application is denied and of the reasons for denial.

### **IV. Evaluate Site Feasibility**

The application is reviewed to determine if the access request can be accommodated. Whether physical verification of space availability is required, and the procedure for physical verification, is determined on a case-by-case basis. If physical verification is performed by Verizon Virginia, and the applicant has asked to be present, Verizon Virginia will provide prior notice of 24 hours.

If space is available, and no make-ready work is required, processing of the application continues as described in Step VI below. If space is available, but make-ready work is required, processing of the application continues as described in Step V below. If space is not available, and cannot be made available by make-ready work, the applicant is advised in writing that the application is denied and of the reasons for denial.

#### **V. Prepare Make-Ready Cost Estimate**

A written estimate of the required Verizon Virginia make-ready costs is prepared, and forwarded to the applicant for approval as described in Step VII below.

If the Verizon Virginia labor agreements do not require use of Verizon Virginia's own labor crews to perform the type of make-ready work required, the applicant may be offered the option of performing the work using its own labor forces under the supervision of Verizon Virginia.

#### **VI. Determine Charge for Access to Rights-Of-Way**

The ROW documents are researched to determine the applicant's proportionate share of the cost of the ROW, and whether additional documents must be executed to effectuate access.

A written statement of the charge for access is prepared and forwarded to the applicant for approval as described in Step VII below.

Applicant must contact owner directly to obtain approval.

#### **VII. Applicant Approval**

A written statement of the charge for access and the estimated costs of make-ready work, if required, is sent to applicant for approval.

If make-ready work is not required, and the applicant approves and signs the access charge statement, processing of the application continues as described in Step X.

If make-ready work is required, and the applicant approves and signs the access charge statement and make-ready costs estimate, and returns payment of the estimated make-ready costs, processing of the application continues as described in Step VIII.

#### **VIII. Issue Make-Ready**

Verizon Virginia issues the make-ready work to the field forces if applicant approves the access charge and make-ready costs estimate, and returns payment of the estimated make-ready costs. Make-ready work is scheduled on a nondiscriminatory basis for Verizon Virginia and for applicants.

## **IX. Notification To Other Parties Of Required Make-Ready Work**

If other parties have occupied the ROW that requires make-ready work, notice of the make-ready work is sent to each existing licensee 60 days before the work begins. The applicant must coordinate with existing licensees to determine the estimated make-ready costs for the rearrangement of existing licensees' facilities.

## **X. Issue ROW Approval**

Verizon Virginia's Construction Department and other parties notify PCLC when their make-ready work is complete.

The ROW application is approved when any required make-ready work is completed, any required owner approval is provided, and any documents necessary to effectuate access are executed.

## **F. Notification of Facility Modifications**

Where communications space of Verizon Virginia-owned poles or conduits is being modified to increase capacity, Verizon Virginia will notify existing attached parties on such structures 60 days in advance of work, via Notice of Proposed Modification. This notification is done directly by the FMC, with a copy sent to the PCLC for its file.

## **G. Access To Records**

Prospective applicants for access to poles, ducts, conduits and rights-of-way are permitted to examine and copy relevant engineering records in order to design and complete their applications.

To request an examination, the requesting party must submit a request to the PCLC that identifies the specific geographic area of interest and a contact name and telephone number to arrange for an inspection date and time.

Upon receipt, the PCLC contacts the local Engineering Office(s) that houses the relevant records. A date is offered for the examination. The offered date must be within 10 business days of the receipt of the written request.

The requesting party is contacted with the date, place, time, and local contact name for the records examination. If this date and time is not acceptable to the requesting party, the local Engineering Office is again contacted for an alternate time, which may or may not be within the 10 business day timeframe.

At the records examination, the requesting party will be allowed to examine and copy any records information, for the identified geographic area of interest, that does not reveal proprietary information of Verizon Virginia or other parties. In general, Verizon Virginia's conduit records do not contain any proprietary information. However, in the event that proprietary information is included, the records will be made available with the proprietary information redacted. If the proprietary information cannot be redacted, the requesting party will be required to sign a non-disclosure agreement before examining the records.