



INSTRUCTIONS FOR POLE ATTACHMENT AGREEMENTS

1. Applications for new pole attachment agreements for New York State Electric & Gas (NYSEG) **must be made** through Laura B. Read, Joint Use of Plant. The interested party should contact Laura at (607) 237-5037 or lbread@nyseg.com.
2. A pole attachment agreement template is available for review prior to the final decision to attach.
3. To begin processing the attachment agreement, the following information is required from the official owner of the facilities:
 - a. Official Company name and address
 - b. Management contact name, phone number, and email
 - c. Name, title, phone number, and email of person signing agreement
 - d. Legal contact (if involved) name and address
 - e. Contact name, phone number and email of Accounts Payable contact
 - f. W-9 / Tax identification number
4. Once the above information is received, the attachment agreement will be electronically forwarded to the attaching company.
5. The attachers will sign two originals and forward the two complete, signed originals to:

RG&E/NYSEG
Joint Use of Plant
180 South Clinton Avenue
5th Floor
Rochester, NY 14067
6. Once signed by RG&E/NYSEG management, a signed original will be returned to the attaching company.



7. Proof of liability insurance is required. A copy of the certificate is acceptable and can be mailed to the above address or emailed to lbread@nyseg.com. This insurance certificate must be submitted annually during the term of the agreement.
8. If the pole is jointly owned by a telephone company, it is the attaching company's responsibility to notify the phone company of their intent to attach.
9. Once the Pole Attachment Agreement has been signed by both parties and the certificate of liability received by Joint Use of Plant, the attacher should begin the process to submit the application by calling the NYSEG Call Center at 800-572-1111. The completed application is then emailed to: nysegesi@nyseg.com. An engineer will be assigned to review the poles to see if they are safe to attach to and will contact the attacher directly. No applications will be considered until the agreement has been signed in full.
10. Any determination of make-ready work will be coordinated by the engineer. Any make ready work required is the financial responsibility of the attaching company and must be paid prior to the start of the make ready work.
11. All applications must be submitted on the applicable NYSEG Exhibit A form. Applications must be filled in completely and accurately to minimize delays in processing.
12. Any questions should be directed to Laura B. Read at (607)237-5037.

*Please note that the NYSEG stock pole attachment agreement adheres to the Iberdrola USA Corporate Areas and Iberdrola USA Networks "Sundry Services / Projects Approval and Invoicing".