

220 CMR 45.00 APPENDIX – TIMELINE SUMMARY CHARTS

Note: The below charts summarize key timelines and requirements associated with 220 CMR 45.06 through 220 CMR 45.12. These summary charts are for quick reference purposes only and do not account for all requirements and timelines identified in those sections.

**Table 1: Pole Attachment Timelines – Non-OTMR Option**

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<u>Advance Notice</u> : New licensee provides advance written notice of application to utility, existing licensees, and appropriate government authorities and invites them to meet-and-confer [220 CMR 45.07(1)]	N/A	No fewer than 45 days prior to submission of application.	No fewer than 90 days prior to submission of application.	No fewer than 90 days prior to submission of application.
<u>Meet-and-Confer</u> : New licensee, utility, and existing licensees meet and confer, with invitations to the appropriate government authorities meet-and-confer [220 CMR 45.07(2)]	N/A	No later than 30 days after the date of the meet-and-confer notice.	No later than 60 days after the date of the meet-and-confer notice.	No later than 60 days after the date of the meet-and-confer notice.
<u>Application</u> : Applicant submits application to utility. For jointly-owned poles, applicant submits applications to all utilities concurrently. [220 CMR 45.08(2)(a)]	-	-	-	-

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<u>Application – Resubmission Process:</u> New licensee addresses deficiencies identified by utility for initial application or utility may treat resubmission as a new application. 60-day limitation. [220 CMR 45.08(2)(d)(3)]	Within 10 business days of utility notice of incomplete or deficient application.	Within 10 business days of utility notice of incomplete or deficient application.	Within 10 business days of utility notice of incomplete or deficient application.	Within 10 business days of utility notice of incomplete or deficient application.
<u>Application – Resubmission Process:</u> Utility reviews resubmitted application for completeness and provides a written response to the new licensee. [220 CMR 45.08(2)(d)(3)]	Within 15 business days after receipt of resubmitted application.	Within 15 business days after receipt of resubmitted application.	Within 15 business days after receipt of resubmitted application.	Within 15 business days after receipt of resubmitted application.
<u>Survey Estimate Payment:</u> New licensee may accept survey estimate and make payment to utility; otherwise, contract is voided. [220 CMR 45.08(2)(e)(2)]	Within 30 days after receipt of notice of contract completeness and survey estimate.	Within 30 days after receipt of notice of contract completeness and survey estimate.	Within 30 days after receipt of notice of contract completeness and survey estimate.	Within 30 days after receipt of notice of contract completeness and survey estimate.
<u>Survey – Final Invoice:</u> Utility provides new licensee with a detailed, itemized final invoice of actual survey costs. [220 CMR 45.08(2)(e)(3)]	To be provided after utility completes all survey work.	To be provided after utility completes all survey work.	To be provided after utility completes all survey work.	To be provided after utility completes all survey work.

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<p><u>Make-Ready – Access to Cyclical Pole Inspection Reports</u>: New licensee may request copies of the utility’s most recent cyclical pole inspection report for any pole for which replacement costs would be charged to the new licensee.  [220 CMR 45.08(3)(b)]</p>	<p>Within 5 business days of receipt of make-ready estimate from utility.</p>	<p>Within 5 business days of receipt of make-ready estimate from utility.</p>	<p>Within 5 business days of receipt of make-ready estimate from utility.</p>	<p>Within 5 business days of receipt of make-ready estimate from utility.</p>
<p><u>Make-Ready Estimate Payment and Estimate Withdrawals</u>: Licensee shall submit payment in full for estimated make-ready or risk withdrawal of the estimate by the utility or the application may be voided by the utility.  [220 CMR 45.08(3)(c)]</p>	<p>Payment in full due within 60 days of the original estimate or the contract may be voided by the utility. If payment not submitted within 10 days of estimate or receipt of requested cyclical pole inspection reports, then utility may withdraw the estimate. If estimate is withdrawn, new licensee may request an updated estimate once within 45 days after original estimate.</p>	<p>Payment in full due within 60 days of the original estimate or the contract may be voided by the utility. If payment not submitted within 10 days of estimate or receipt of requested cyclical pole inspection reports, then utility may withdraw the estimate. If estimate is withdrawn, then the new licensee may request an updated estimate once within 45 days after the original estimate.</p>	<p>Payment in full due within 60 days of the original estimate or the contract may be voided by the utility. If payment not submitted within 10 days of estimate or receipt of requested cyclical pole inspection reports, then utility may withdraw the estimate. If estimate is withdrawn, new licensee may request an updated estimate once within 45 days after original estimate.</p>	<p>Payment in full due within 60 days of the original estimate or the contract may be voided by the utility. If payment not submitted within 10 days of estimate or receipt of requested cyclical pole inspection reports, then utility may withdraw the estimate. If estimate is withdrawn, then the new licensee may request an updated estimate once within 45 days after the original estimate.</p>

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<p><u>Make-Ready Notice:</u>  Utility shall provide written make-ready notices to the new licensee, known entities and existing licensees with attachments, and appropriate government authorities. Such notices may be staggered.  [220 CMR 45.08(5)(a)]</p>	<p>Provided after receipt of payment in full for make-ready cost estimates, entering into a new or amended pole attachment agreement with the new licensee, and within a commercially reasonable time after the utility receives the necessary permitting and approvals from government authorities.</p>	<p>Provided after receipt of payment in full for make-ready cost estimates, entering into a new or amended pole attachment agreement with the new licensee, and within a commercially reasonable time after the utility receives the necessary permitting and approvals from government authorities.</p>	<p>Provided after receipt of payment in full for make-ready cost estimates, entering into a new or amended pole attachment agreement with the new licensee, and within a commercially reasonable time after the utility receives the necessary permitting and approvals from government authorities.</p>	<p>Provided after receipt of payment in full for make-ready cost estimates, entering into a new or amended pole attachment agreement with the new licensee, and within a commercially reasonable time after the utility receives the necessary permitting and approvals from government authorities.</p>
<p><u>Make-Ready – New Licensee Obligations:</u>  New licensee installs its new/upgraded attachments after utility and applicable government authority authorizations.  [220 CMR 45.08(7)]</p>	<p>Within 30 days of notice of completed make-ready.</p>	<p>Within 45 days of notice of completed make-ready.</p>	<p>Within 60 days of notice of completed make-ready.</p>	<p>Within 60 days of notice of completed make-ready.</p>
<p><u>Joint-Use Database Updates – New Licensee Obligation:</u> New licensee shall update the joint-use database with all relevant information relating to any make-ready performed by the licensee or its contractor.  [220 CMR 45.04(2)(c)]</p>	<p>Within 5 business days of work performed.</p>			

**Table 2: Pole Attachment Timelines – OTMR Option**

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<u>Application</u> : Applicant submits application to utility. For jointly-owned poles, applicant submits applications to all utilities concurrently. [220 CMR 45.09(2)(a)]	-	-	N/A	N/A
<u>Application – Confirmation of Receipt</u> : Utility confirms receipt of application with new licensee. [220 CMR 45.09(2)(d)]	Within 1 business day after receipt.	Within 1 business day after receipt.	N/A	N/A
<u>Application – Review for Completeness</u> : Utility reviews application for completeness and provides a written response to the new licensee identifying application completeness or deficiencies. [220 CMR 45.09(2)(e)(2)]	Within 10 business days after receipt of application.	Within 10 business days after receipt of application.	N/A	N/A
<u>Application – Resubmission Process</u> : New licensee addresses deficiencies identified by utility for initial application or utility may treat resubmission as a new application. 60-day limitation. [220 CMR 45.09(2)(e)(3)]	Within 10 business days of utility notice of incomplete application.	Within 10 business days of utility notice of incomplete application.	N/A	N/A

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<p><u>Survey</u>: New licensee conducts survey and submits a copy to each jointly-owning utility to facility the utility’s review of the application on its merits.  [220 CMR 45.09(2)(f)(1)]</p>	<p>Within 30 days after the utility confirms that the application is complete.</p>	<p>Within 30 days after the utility confirms that the application is complete.</p>	<p>N/A</p>	<p>N/A</p>
<p><u>Application Review on the Merits and Denial of OTMR</u>: Utility shall, in coordination with any jointly owning utilities, approve or deny access through written approval or denial of the new licensee’s application. Such approval or denial shall also identify any utility denial of OTMR. If utility denies OTMR, then the non-OTMR processes in 220 CMR 45.08 apply.  [220 CMR 45.09(2)(g)]</p>	<p>Within 15 business days of receipt of a copy of the survey.</p>	<p>Within 15 business days of receipt of a copy of the survey.</p>	<p>N/A</p>	<p>N/A</p>
<p><u>Complex Make-Ready Notice</u>: In performing OTMR, if new licensee determines that make-ready is complex, then that specific work must be halted and utilities notified. Affected make-ready shall then be governed by the non-OTMR processes in 220 CMR 45.08.  [220 CMR 45.09(3)(d)]</p>	<p>Notice at least 10 business days within determination that work is complex.</p>	<p>Notice at least 10 business days within determination that work is complex.</p>	<p>N/A</p>	<p>N/A</p>

<u>Process Step</u>	<u>Small and Regular Orders</u>	<u>Mid-Sized Orders</u>	<u>Large Orders</u>	<u>Very Large Orders</u>
<u>Make-Ready Completion:</u> New licensee conducts simple make-ready. [220 CMR 45.09(3)(e)]	Within 30 days after utilities' approvals of the application on the merits.	Within 30 days after utilities' approvals of the application on the merits.	N/A	N/A
<u>Make-Ready – Notice of Completion:</u> New licensee provides notice to utility and existing licensees that make-ready work has been completed. [220 CMR 45.09(4)(a)]	Within 10 business days after completion of make-ready work on particular pole or group of poles conducted on the same day.	Within 10 business days after completion of make-ready work on particular pole or group of poles conducted on the same day.	N/A	N/A
<u>Joint-Use Database Updates – New Licensee Obligation:</u> New licensee shall update the joint-use database with all relevant information relating to any make-ready performed by the licensee or its contractor. [220 CMR 45.04(2)(c)]	Within 5 business days of work performed.	Within 5 business days of work performed.	N/A	N/A