



An Exelon Company

Equipment Upgrades

Site Application & Fee Submission

- **Request Requirements** - The following package represents a site application and must be submitted in its entirety prior to the commencement of any work:
 - ❖ Scope-of-Work: Must clearly state BGE/carrier responsibilities and detail work to be performed at each site to be upgraded
 - ❖ RF Configuration Sheet with Plumbing Diagram
 - ❖ Drawings: Concept Drawing/Lease Exhibit for approval; CDs to follow
 - ❖ Equipment Specifications
 - ❖ Exhibit B from Lease showing all equipment to be installed on structure – no reserved equipment allowed
 - ❖ Application Fee: May be paid by check or PO – **No 3rd Party POs will be accepted – BGE ID must be on PO or check.**

NOTE: All correspondence and/or submissions must reference the BGE site ID in addition to the Carrier's site ID or it will be returned.

Site Visit, if determined necessary by BGE

Zoning Abstract

Intermodulation Study - Performed by Carrier if multiple tenants are present and/or frequencies are changing

Structural Analysis

- ❖ Transmission Structures - will be preliminarily reviewed to determine the need for a PE Letter or complete Structural Analysis with calculations. Once determined, payment or PO must be provided in advance for associated fees
- ❖ Communications Towers – required by BGE engineering. Once determined, payment or PO must be provided in advance.

Application Approval/Denial - BGE will provide formal notification which will include rental increase determination.

BGE Bid Walk and Estimate Generation - Please allow up to a 14-day turnaround.

Construction PO Received from Carrier - No 3rd Party POs will be accepted – BGE ID must be on PO

Outage Requested - Can take more than 60 days to obtain

Lease Amendment - BGE must prepare or review prior to the preparation of executables

Fully Executed Amendment Provided - BGE requires two (2) originals

Materials - Required receipt, Minimum 4-weeks prior to scheduled outage

Outage Confirmation

- ❖ Outages are dictated by operating conditions and are subject to cancellation by BGE at any time.
- ❖ Carrier cancellations within 4 weeks of a scheduled outage will be treated as a new application and therefore require the submission of another application fee to cover BGE costs associated with rescheduling the outage.

Construction Start