
AT&T

STRUCTURES ACCESS

APPLICATION GUIDELINES

APRIL 3, 2008
ISSUE B

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1. INTRODUCTION

- 1.1 Procedures** - This job aid outlines procedures for submitting and processing requests to access AT&T outside plant structures including poles, ducts, conduits, and right of way. It is intended for use by Competitive Local Exchange Carriers (Licensees) in making applications to attach to or occupy AT&T facilities, and by AT&T representatives who play a role in processing such requests. Licensees and their agents are responsible for being aware of and complying with the terms and conditions of their particular license agreement.
- 1.2 License Required - *Prior to making application or using any of these forms, a CLEC MUST HAVE executed an appropriate license agreement with AT&T.*** Any party wishing to attach to AT&T structures, whether CLEC, CATV, or other entity, must first be licensed by AT&T. The license shall be granted on a form reviewed and approved by the AT&T legal department. CLEC Companies wishing to execute a structures access agreement should contact the Competitive Structures Provisioning Center at the address specified in these guidelines.
- 1.3 Interconnection Not the Same** - An interconnection agreement is not the same as a structures access license agreement. An approved interconnection agreement, by itself, does not authorize an interconnector to access AT&T poles, ducts, conduits, and right of way.
- 1.4 Generic Forms** - The forms illustrated herein are generic forms. Specialized forms may also be developed by the CSPC when circumstances warrant.

1.5 Agreement Controls - These are general procedures. Users should ensure that the specific agreement between the CLEC Licensee and AT&T is followed. In the event of any conflict between the instructions in this document and an approved CLEC License agreement, the terms of the license will control. In the event of any conflict with any law, the law will control.

2. PROCEDURES FOR NEW OR TRANSFERRED LICENSES

- 2.1 New License Requests** - Any party wishing to attach to AT&T structures must be licensed by AT&T. CLEC Companies wishing to attach to AT&T facilities should contact the Competitive Structures Provisioning Center.
- 2.2 Transfer of Ownership/Merging of Companies** - If a CLEC Licensee purchases, sells, or desires to take under its control another Licensee, AT&T approval must be obtained. Form NT-13, or other AT&T approved agreement, shall be used to obtain AT&T's consent to an assignment.

3. SPOC - COMPETITIVE STRUCTURES PROVISIONING CENTER

3.1 Competitive Structures Provisioning Center (CSPC)

- This center, located in Birmingham, serves as the single point of contact for those CLECs wishing to execute structures access license agreements with AT&T, or to submit requests under existing license agreements. Applications for occupancy and other activities associated with access to structures are coordinated through this central location. There are other groups within the Company responsible for activities other than structures access, such as collocation, network unbundling, and number portability.

The contact information is:

**Competitive Structures Provisioning Center
North W3D2
3535 Colonnade Parkway
Birmingham, Alabama 35243**

Fax: (205) 977-7997

**Arthur B. Williams
(205) 977-5068**

Jacqueline Wynn - Backup
(205) 977-7628

4. RECORDS CENTERS AND RECORDS ACCESS

- 4.1 **Record Maintenance Centers (RMC)** –The RMC is the central repository of official Company plant records. The records maintained by this center must be made available to CLECs and others that have a legal right to access such records in order to determine availability and suitability of Company facilities for the CLECs intended occupancy or attachment. In Alabama, Kentucky, Louisiana, Mississippi, and Tennessee, the right of way records are also maintained in the RMC, while in other states easement records are maintained in the Regional Landbase Administration Center (RLAC). The addresses of the RMCs are as follows:

For plant records:

Records Maintenance Center
5228 Central Avenue
Charlotte, NC 28212

4.2 Regional Landbase Administration Center (RLAC) -
This center maintains land base records for the Company, and in addition is the repository for easement and other right of way records for Georgia, Florida, North Carolina, and South Carolina. The RLAC is located at:

Regional Landbase Admin. Center
Attn.: Right of Way Records
16 GG 1 AT&T
301 W. Bay Street
Jacksonville, FL 32201

5. DEFINITIONS

- 5.1 **ALEC** - Alternative Local Exchange Carrier, another term for Competitive Local Exchange Carrier.
- 5.2 **Attachment** - As used in this practice “attachment” means any attachment by a cable television system or provider of telecommunications service to a pole, duct, conduit, or right of way owned or controlled by AT&T. Section 703 of the Telecommunications Act includes all attachments under the term “pole attachment”.
- 5.3 **CLEC** - Competitive Local Exchange Carrier.
- 5.4 **ILEC** - Incumbent Local Exchange Carrier, such as AT&T.
- 5.5 **Inspection** - A physical examination of Licensee's attachments or conduit occupancy by Licensor's employees, agents, or contractors to determine adherence to construction standards and safety codes, or to verify the number of attachments or conduit occupied.
- 5.6 **Interconnection Agreement** - The comprehensive master agreement between the ILEC and CLEC which governs major issues such as unbundling, collocation, resale, number portability, and access to structures. The complete details of access to structures are usually included in a license agreement, or a portion of the interconnection agreement.
- 5.7 **License Agreement** - The license agreement outlines specific procedures and obligations for access to structures owned or controlled by AT&T, including poles, ducts, conduit, and right of way. It may be incorporated into an interconnection agreement, or executed as a separate agreement. In addition, license agreements may be executed by companies other than CLECs who are authorized access to AT&T structures.

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- 5.8 Licensee** - The party to whom a license is granted. In the case of a license agreement for a CLEC to attach to AT&T structures, the CLEC is the licensee.
- 5.9 Licensor** - The party granting a license. In the case of a license agreement for a CLEC to attach to AT&T structures, AT&T is the Licensor.
- 5.10 Make-Ready Work** - The work operations (and material) necessary to provide structure space to accommodate Licensee's facilities where existing space is inadequate.
- 5.11 Prelicense Survey** - A physical examination of outside plant structures to identify the work operations and material needed to provide the structure space requested by the Licensee in an Application and Pole Attachment License or in an Application and Conduit Occupancy License.
- 5.12 Right of Way Definition** - In its broadest sense, the term "right of way" refers to the right that one party has to use land belonging to another. Evidence of the right to use someone's property is usually a written document; however, certain rights may be acquired even in the absence of a written agreement.
- 5.13 SPOC** - Single point of contact. The AT&T SPOC for structures access management is the Competitive Structures Provisioning Center. Some of the agreements with CLECs also designate a single point of contact in their organization.

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- 5.14 Structures** - As used in these guidelines the term “structures” includes poles, ducts, conduits, and right of way owned or controlled by AT&T. Building entrance facilities may or may not be owned or controlled by AT&T and access may be granted by AT&T to others only in those instances where the Company has the authority to do so. If the Company does not control access to the property where the facilities are located, then in some cases the CLEC may request that AT&T assist in securing access. In most situations, such access assistance is billable by the Company.
- 5.15 Telecommunications** - Telecommunications means the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received.
- 5.16 Telecommunications Carrier** - A telecommunications carrier is any provider of telecommunications services, except that such term does not include aggregators of telecommunications services. A telecommunications carrier shall be treated as a common carrier under the Telecommunications Act only to the extent that it is engaged in providing telecommunications services.
- 5.17 Telecommunications Service** - Telecommunications service means the offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.
- 5.18 Utility** - Any person or entity who is a local exchange carrier or an electric, gas, water, steam, or other public utility, and who owns or controls poles, ducts, conduits, or rights of way used, in whole or in part, for any wire communications. Such term does not include any railroad, any person who is cooperatively organized, or any entity owned by the Federal Government or any State.

6. SUMMARY OF PROCEDURES

Following is an overview of the procedures for making a license application. The procedures for specific applications may vary slightly. In addition, the terms and conditions of different agreements may require minor changes in the procedures outlined herein.

All applications must be on forms approved by AT&T, and must include sufficient detail for AT&T to accurately identify the site.

STEP	REMARKS
1	CLEC or other telecommunications service provider applies for license agreement to obtain access to poles, ducts, conduit, and right of way owned or controlled by AT&T. After the license agreement has been executed by AT&T, the Licensee may submit applications to attach to or occupy AT&T structures and right of way.
2	Licensee submits application on approved forms specifying in sufficient detail the facilities and location desired.
3	AT&T reviews records and determines whether facilities are available (based only on the records). Licensee is advised of the results of the records review. If no facilities are available, Licensee may request an alternative be reviewed, or other attempts be made by AT&T to provide access, such as rodding ducts, removing abandoned cable, etc.
4	If facilities appear available based on a records review, then Licensee requests a pre-license survey to ensure that facilities are actually physically available, e.g., ducts have not collapsed, there are no unauthorized attachments to the facilities requested, etc.
5	Licensee requests that AT&T prepare an estimate of any make-ready work necessary to accommodate the Licensee. AT&T proposes make-ready completion schedule.
6	After make-ready is complete, Licensee submits License Application form.
7	After application is approved by AT&T, Licensee may proceed with authorized attachments. Includes submitting Form NT-1 with proposed construction start schedule.
8	After attachments are completed, Licensee submits Form NT-1 advising that construction is complete, and submits as-built drawings to AT&T.

7. SUMMARY OF LICENSE FORMS

7.1 General License Forms

Form Number	Form Name	Remarks
GN-1	INQUIRY REQUEST	After a Structures Access License agreement is in place, completion of this form is the first step in making application for structures access. The request must include sufficient detail for the form to be processed.
GN-3	PRE-LICENSE SURVEY REQUEST	Multi-use turn-around document designed to request records investigations, make-ready estimates, and other activities; to authorize billing, and advise Licensee of status of request.
GN-4	MAKE READY ESTIMATE REQUEST	Multi-use document designed for Licensee to request an estimate of make-ready charges, authorize duct rodding, and request assistance with access to facilities not controlled by AT&T. Licensee is provided several options regarding make-ready cost estimate approval and work performance.
GN-5	BUILDING SPACE LICENSE AGREEMENT FOR SHARED OWNER-PROVIDED ACCESS	Used where AT&T may not own or control facilities or access to facilities. Parties to document include the Licensee, AT&T, and owner.

7.2 Pole Attachment Forms

Form Number	Form Name	Remarks
PL-1	APPLICATION AND POLE ATTACHMENT LICENSE	This is multi-use turn around document used by a CLEC Licensee to request access to poles and to certify that all make-ready issues have been resolved. In addition, the form is used to advise Licensee of AT&T application approval. Form NT-1 must also be submitted in conjunction with application.
PL-2	POLE SURVEY FORM	Used in lieu of Licensee's engineering drawings to summarize make-ready and related activities that are necessary. Most commonly used on small jobs.
PL-3	ITEMIZED ESTIMATE	This form is completed by AT&T to provide the Licensee with an itemized estimate of make-ready costs. It may also include mechanized costs data.
PL-4	NOTIFICATION OF SURRENDER OR MODIFICATION OF POLE ATTACHMENT LICENSE	This is a multi-use turn around document used when modifying or relinquishing an attachment. The form requires AT&T approval, and Form NT-1 must be submitted with the form.

7.3 Right of Way Occupancy Forms

Form Number	Form(s)	Remarks
RW-1	APPLICATION AND RIGHT OF WAY OCCUPANCY LICENSE	This is a two-part form used to request access to AT&T right of way. In addition, the form is used to advise Licensee of AT&T's approval of the application. The location description on page 2 of the form must be completed, and Form NT-1 must also be submitted in conjunction with the application.

7.4 Conduit Occupancy Forms

Form Number	Form Name	Remarks
CN-1	APPLICATION AND CONDUIT OCCUPANCY LICENSE	This is multi-use turn around document used to request access to conduit. In addition, the form is used to advise Licensee of AT&T application approval. Form CN-4 and/or CN-5, and Form NT-1 must be submitted in conjunction with application.
CN-2	CONDUIT SYSTEM DIAGRAM	This form is used to graphically depict a proposed conduit occupancy.
CN-3	CONDUIT SYSTEM - MANHOLE DETAIL	This form is used to detail graphically the specific conduits occupied in a manhole.
CN-4	CABLE TO OCCUPY CONDUIT	This form is used to provide technical specifications of facilities placed in a conduit. Submitted with CN-1 when applicable.
CN-5	EQUIPMENT HOUSINGS TO BE PLACED IN MANHOLES	Used to describe the technical specifications of equipment housings to be placed in manholes. Submitted with CN-1 when applicable.
CN-6	ITEMIZED ESTIMATE	Used to provide an itemized tally of make-ready work and costs to complete an occupancy request.
CN-7	NOTIFICATION OF SURRENDER OR MODIFICATION OF CONDUIT OCCUPANCY LICENSE	This is a multi-use turn around document used when modifying or relinquishing an occupancy. The form requires AT&T approval, and Form NT-1 must be submitted with the form.

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CN-8	REQUEST FOR ENTRY INTO MANHOLE(S) AND/OR VAULT(S)	This form must be submitted by Licensee and approved by AT&T before Licensee may enter manholes or vaults. Form NT-1 and location information such as a key map route schematic must also be included.
CN-9	REQUEST TO ROD AND/OR CLEARING OF DUCT(S)	This form must be submitted by Licensee and approved by AT&T before Licensee may rod ducts. Form NT-1 and location information such as a key map route schematic must also be included.
CN-10	REQUEST TO CORE BORE AND/OR MODIFY MANHOLE(S)	This form must be submitted by Licensee and approved by AT&T before Licensee may core bore or otherwise modify a manhole. Form NT-1 and location information such as a key map route schematic must also be included.
CN-11	SPARE AND/OR EMERGENCY RESERVATION	This form is used to reserve a spare or emergency conduit where allowed, such as Georgia. The process is similar to that followed for CN-1.

7.5 Notification Forms

Form Number	Form(s)	Remarks
NT-1	CONSTRUCTION PERFORMED AND/OR COMPLETED	This is a multi-use form used at various stages of the application and license process to advise AT&T of work completion. This form must accompany PL-1, PL-4, CN-1, CN-7, CN-8, CN-9, CN-10, and CN-11.
NT-2	LASHING TO THIRD-PARTY FACILITIES	Turn-around form used by Licensee to request permission to lash to third party facilities. Storm loading calculations and other information must be included, along with Form NT-1.
NT-3	DISPUTE TO MAKE-READY CHARGES	May be used when Licensee disagrees with make-ready estimate prepared in response to PL-1 or CN-1 applications.
NT-4	CHANGE IN PRIORITY FOR PROCESSING APPLICATIONS	May be used by Licensee to request a change in the priority for processing Licensee's applications.
NT-5	CHANGE OF SPOC	Used by Licensee to advise AT&T of a change in Licensee's designated single point of contact.
NT-6	MAINTENANCE MANAGER	Used by Licensee to advise AT&T of a change in Licensee's designated maintenance manager.
NT-7	INSPECTION AND COMPLIANCE	May be used on ride-outs and other inspections to quantify unauthorized attachments, infractions, etc.
NT-8	UNSAFE CONDITIONS	Used by Licensee to advise AT&T when, in its opinion, an unsafe condition exists.
NT-9	DISPUTE OF NON-COMPLIANCE	Used by Licensee to dispute AT&T's notification of noncompliance.
NT-10	FACILITIES BROUGHT INTO COMPLIANCE	Used by Licensee to notify AT&T that facilities have been brought into compliance.
NT-11	AT&T NOTIFICATIONS	May be used by AT&T to track various notifications.
NT-12	LICENSEE NOTIFICATIONS	May be used by Licensee to track various notifications.
NT-13	CONSENT OF LICENSOR	Used to indicate AT&T's consent to assignment/transfer of Licensee Agreement.

8. INQUIRY REQUEST (Form GN-1) - EXAMPLE

After a Structures Access License agreement is in place, completion of this form is the first step in making application for structures access.

The request must include sufficient detail for the form to be processed.

Note: AT&T records provided under this Inquiry Request may not reflect field conditions. Licensee acknowledges that physical inspection is necessary to verify the presence and condition of outside plant facilities and/or right of way, and that in providing record information, AT&T assumes no liability to licensee or any third party for errors/omissions contained therein.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
In accordance with the terms....inquiry form.	Licensee inserts full corporate name of Licensee, date of License Agreement, and agreement number assigned by AT&T.
Inquiry made by:	
3. Authorized Licensee Representative	Licensee inserts name of person authorized to act on behalf of the Licensee.
4. Telephone	Licensee inserts contact number for Licensee's authorized representative.
5. Inquiry Date:	Licensee completes date of inquiry submittal.
6. Response Instructions:	Licensee specifies whether it prefers to receive AT&T's response by mail or by fax, and completes full mailing address or fax number.
Description of Request and Location:	
7. Records (only):	Licensee specifies the type of records it wishes to review.
8. Structures (only):	Licensee specifies the type of attachment or occupancy its wishes to make, and also submits Form GN-3.
9. Records Information:	Licensee specifies its records information option. Records may be received via email or forwarded to Licensee's address specified in item 6.

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**INQUIRY REQUEST
(Form GN-1) -
EXAMPLE - Continued**

Continued from the previous page.

10. AT&T Wire Center:	Licensee completes Wire Center and NPA NNX (area code and prefix) for facility location, if known.
11. County (Parish)- REQUIRED	Licensee inserts County where requested facilities are located. Information is required and used in AT&T Tracking Number. If more than one county, indicate "Multiple".
12. State- REQUIRED:	Licensee inserts State where requested facilities are located. Information is required and used in AT&T Tracking Number.
13. Section:	Applicable in Alabama, Florida, Louisiana, and sometimes Georgia. Licensee completes public land Section number(s) where requested facilities are located, if known.
14. Township/ Land District:	Applicable in Alabama, Florida, Louisiana, and Georgia. Licensee completes Township or Land District number(s) where requested facilities are located, if known.
15. Range/Land Lot:	Applicable in Alabama, Florida, Louisiana, and Georgia. Licensee completes Range or Land Lot number(s) where requested facilities are located, if known.
16. Description and/or Remarks:	Licensee completes a description of location of requested facilities and/or attaches sketch(es) sufficient for AT&T to identify the location in its records.

Sequence Note: After completing form through Item 16, **Licensee** submits Form GN-1 to AT&T SPOC (CSPC).

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**INQUIRY REQUEST
(Form GN-1) -
EXAMPLE - Continued**

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Mail or fax your request to:	
Competitive Structures Provisioning Center (CSPC)	Licensee forwards Form to CSPC.
Inquiry Response (To be completed by AT&T)	
	AT&T SPOC either forwards request to Records Center, or returns Form to Licensee for additional information.

**8. RECORDS REVIEW
REQUEST (Form
GN-2) – EXAMPLE**

Form deleted.

10. PRE-LICENSE SURVEY REQUEST (Form GN-3) - EXAMPLE

This form is a multi-use turn-around document used to request records investigations, make-ready estimates, and other activities; to authorize billing, and advise Licensee of the status of its request.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
STEP 1 - Use this section to request Pre-License Survey.	
3. Date Submitted:	Licensee completes the date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned by AT&T to the agreement.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes the full corporate name of the Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**PRE-LICENSE
SURVEY REQUEST
(Form GN-3) -
EXAMPLE -
Continued**

Continued from previous page.

Licensee must identify, with reasonable specificity, the geographic area for which facilities are required, types and quantities of required facilities, and the required in-service date (attached).	
13. Licensee requests... “Records Only”...	Licensee specifies the type(s) of facilities to be investigated and chooses an option for authorization of charges, <u>or</u> Licensee completes Item 14.
14. Licensee requests ... “Field Inspection”...	Licensee requests a field inspection and chooses from options for various activities and authorizes related charges. Licensee signature required to authorize rodding of duct. Alternately, Licensee may complete Item 13.
15. Required In-Service Date:	Licensee specifies its required in-service date for its services associated with the facilities request.
16. Type of Required Facilities:	Licensee specifies the type of facilities that are required.
17. Quantity of Required Facilities:	Licensee specifies the quantity of facilities required.
18. Additional Description/ Remarks:	Licensee provides any additional comments. Sketches may be attached to the form.

Sequence Note: After completing form through Item 18, **Licensee** submits Form GN-3 to AT&T SPOC (CSPC). AT&T completes Items 19 through 32 and responds to Licensee.

Step 2 - AT&T Response	
19. Records Investigation:	AT&T reports the outcome of its records research, based on request in Item 13.

Continued on next page.

**PRE-LICENSE
SURVEY REQUEST
(Form GN-3) -
EXAMPLE -
Continued**

Continued from previous page.

20. AT&T Representative:	AT&T inserts name of AT&T representative reviewing and responding to records investigation request.
21. Date:	AT&T inserts date that records review request is completed.
22. Telephone:	AT&T completes contact number for AT&T representative reviewing request.
23. Estimate of "Records Only" investigation costs:	AT&T inserts its estimate of costs to complete records review requested by Licensee in Item 13.
24. Number of weeks to complete:	AT&T submits its estimate of the time required to complete the review requested by Licensee.
25. Field Investigation:	AT&T reports the outcome of its field investigation, based on Licensee's request in Item 14.
26. AT&T Representative:	AT&T inserts the name of AT&T representative reviewing and responding to records investigation request.
27. Date:	AT&T inserts the date that the records review request is completed.
28. Telephone:	AT&T completes the contact number for the AT&T representative reviewing request.
29. Estimate of "Field Inspection" charges:	AT&T inserts its estimate of costs to complete field inspection requested by Licensee in Item 14.
30. Number of weeks to complete:	AT&T submits estimate of time required to complete investigation requested by Licensee in Item 14.

Continued on next page.

**PRE-LICENSE
SURVEY REQUEST
(Form GN-3) -
EXAMPLE -
Continued**

Continued from previous page.

31. AT&T contact... "Field Inspection"	AT&T provides name of its representative appointed to coordinate field inspection requested in Item 14.
32. Telephone:	AT&T inserts contact number of its representative appointed to coordinate field inspection requested in Item 14.

11. MAKE-READY ESTIMATE REQUEST (Form GN-4) - EXAMPLE

Multi-use document designed for Licensee to request an estimate of make-ready charges, authorize duct rodding, and request assistance with access to facilities not controlled by AT&T. Licensee is provided several options regarding make-ready cost estimate approval and work performance.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
STEP 1 - Use this section to request Make-Ready Estimate.	
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

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**MAKE-READY
ESTIMATE REQUEST
(Form GN-4) -
EXAMPLE -
Continued**

Continued from previous page.

<p>Licensee to provide a complete set of engineered drawings indicating proposed work on which make-ready is to be based (not required if Form PL-2 is submitted for entire route). Note: If Form PL-2 option is selected, a completed Form PL-2 is required for each pole.</p>	
<p>13. Licensee requests... “Make-Ready” estimate...</p>	<p>Licensee specifies the type(s) of make-ready functions for which an estimate is sought, and chooses an option for authorization of charges. In addition, Licensee may use this section to authorize rodding of duct, and/or request that AT&T attempt to secure access to facilities not owned or controlled by AT&T.</p>
<p>14. Additional Description/Remarks:</p>	<p>Licensee provides any additional comments. Sketches may be attached.</p>

Sequence Note: After completing form through Item 14, Licensee submits Form GN-4 to AT&T SPOC (CSPC). AT&T completes Items 19 through 25 and responds to Licensee.

<p>Step 2 - AT&T Response. AT&T’s make-ready estimate to accommodate Licensee’s facilities is based upon completion in AT&T’s normal work load schedule within normal working conditions.</p>	
<p>15. Make-Ready Estimate:</p>	<p>AT&T advises Licensee if additional detail is needed, or if no make-ready is required. Otherwise, AT&T provides make-ready estimates.</p>
<p>16. Estimate of make-ready costs:</p>	<p>AT&T provides estimate of cost for make-ready.</p>

Continued on next page.

**MAKE-READY
ESTIMATE REQUEST
(Form GN-4) -
EXAMPLE -
Continued**

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17. Estimated construction interval:	AT&T provides estimate of the time interval required for it to complete make-ready.
18. Earliest construction start date:	AT&T provides the earliest date it may begin make-ready construction work.
19. Responsibility:	AT&T completes a Responsibility Code used for internal tracking and proper application of reimbursement.
20. Geographic Location:	AT&T completes a Geographic Location used for internal tracking and proper application of reimbursement.
21. AT&T Representative:	AT&T inserts name of AT&T representative reviewing and responding to make-ready estimate request.
22. Date:	AT&T inserts date that make-ready estimate request is completed.
23. Telephone:	AT&T completes contact number for AT&T representative reviewing request.
24. AT&T Contact... "Make-Ready" work:	AT&T inserts the name of AT&T representative responsible for coordinating make-ready work.
25. Telephone:	AT&T inserts contact number of AT&T representative responsible for coordinating make-ready work.

Sequence Note: AT&T returns form to Licensee. Licensee completes the Items 26 through 29 and returns form to AT&T SPOC.

Continued on next page.

**MAKE-READY
ESTIMATE REQUEST
(Form GN-4) -
EXAMPLE -
Continued**

Continued from previous page.

Step 3 - Licensee Make-Ready Preference (to be completed after receipt of AT&T's response)	
26. Licensee options:	Licensee selects all options that apply regarding acceptance or dispute of make-ready costs, and alternatives for expedited or contracted make-ready work.
27. Authorized Licensee Representative:	Licensee inserts the name of its authorized representative selecting Licensee options.
28. Date:	Licensee completes the date that the options are selected.
29. Telephone:	Licensee specifies contact number for authorized representative.
<p>Note: If Licensee elects to perform make-ready work, Licensee must complete Form NT-1 (Part 1) to inform AT&T of make-ready start and, also, subsequent construction complete dates. Upon completion of make-ready work, appropriate form, PL-1 or CN-1, must be submitted for pole attachment and/or conduit occupancy application approval. Facility placement, with completion of Form NT-1 (Part 2) and proper notice, will be permitted upon application approval</p>	

Sequence Note: After completing form Items 26 through 29, **Licensee** returns Form GN-4 to AT&T SPOC (CSPC). AT&T completes Items 30 and 31.

Step 4 - AT&T Receipt	
30. Date Received:	AT&T inserts the date that the Licensee's make-ready preference is received.
31. AT&T Representative:	AT&T indicates the name of the person receiving the Licensee's make-ready preference.

12. APPLICATION AND POLE ATTACHMENT LICENSE - (Form PL-1) - EXAMPLE

This is multi-use turn around document used by CLEC Licensee to request access to poles and for the Licensee to certify that all make-ready issues have been resolved. In addition, the form is used to advise Licensee of application approval by AT&T. Form NT-1 must also be submitted in conjunction with application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for its authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

Continued on next page.

**APPLICATION AND
POLE ATTACHMENT
LICENSE (Form PL-1) -
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the License Agreement between us, application is hereby made for a non-exclusive license to attach communications facilities to AT&T poles as indicated below. This request will be designated:	
13. Licensee POLE ATTACHMENT (P.A.) Application No. P.A.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. AT&T will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14. Poles: Number Requested	Licensee indicates the number of poles it wishes to attach to.
15. Anchors: Number Requested	Licensee specifies the number of anchors it wishes to attach to.
16. Approximate Location (city/district):	Licensee identifies where the proposed attachments are located. A sketch may also be required.
Step 1 - Licensee Submittal. Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved. Make-ready work must be completed and notification received prior to application approval.	
17. Licensee has resolved... agreed upon.	Licensee certifies that it has resolved make-ready issues.
18. Licensee Representative:	Licensee provides the name of its representative.
19. Title:	Licensee completes title of its representative.
20. Telephone:	Licensee inserts contact number for its authorized representative.

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**APPLICATION AND
POLE ATTACHMENT
LICENSE (Form PL-1) -
EXAMPLE - Continued**

Continued from previous page.

21. Fax:	Licensee inserts its fax number.
Note: Upon approval of application by AT&T and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing AT&T of proposed facility placement schedule.	

Sequence Note: After completing form through Item 21, **Licensee** submits Form PL-1 to AT&T SPOC (CSPC). AT&T completes Items 22 through 35 and responds to Licensee.

Step 2 - AT&T Approval	
22. Date application received:	AT&T indicates the date that it receives application.
23. Pole Attachment Application...:	AT&T either approves, approves with revisions, or denies the pole attachment application.
24. Approved By:	AT&T inserts printed name of person approving Licensee's application.
25. Signature:	AT&T inserts signature of its representative reviewing application.
26. Title:	AT&T inserts the title of its representative reviewing the application.
27. Date Approved:	AT&T inserts the date that the application is approved.
28. Local AT&T Contact:	AT&T completes the name of its local contact person.
29. Telephone:	AT&T inserts the contact number for its representative.
30. Fax:	AT&T inserts the fax number for its representative.
31. Poles Licensee requested:	AT&T inserts the number of poles the Licensee requested to attach to.

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Continued from previous page.

32. Poles AT&T Approved:	AT&T indicates the number of poles that the Licensee is authorized to attach to. Licensee will be billed based on the authorized number of attachments.
33. Anchors Licensee requested:	AT&T inserts the number of anchors that the Licensee requested to attach to.
34. Anchors AT&T Approved:	AT&T indicates the number of anchors that the Licensee is authorized to attach to. Licensee will be billed based on the authorized number of attachments.
35. Comments:	AT&T provides comments, if any.

13. APPLICATION AND CONDUIT OCCUPANCY LICENSE (Form CN-1) - EXAMPLE

This is a multi-use turn around document used to request access to conduit. In addition, the form is used to advise Licensee of AT&T's approval of Licensee's application. Form CN-4 or CN-5, and Form NT-1 must be submitted in conjunction with the application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for its authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

Continued on next page.

**APPLICATION AND
CONDUIT
OCCUPANCY LICENSE
(Form CN-1) -
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the License Agreement between us, application is hereby made for a license to occupy AT&T's conduit system as indicated below. This request will be designated:	
13. Licensee CONDUIT OCCUPANCY (C.O.) Application No. C.O.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. AT&T will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14. Duct Feet:	Licensee indicates the number of duct feet it wishes to occupy.
15. Approximate Location (city/district):	Licensee identifies where the proposed occupancy is located. A sketch may also be required.
Step 1 - Licensee Submittal. Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved; in addition, make-ready work must be completed and notification received.	
Note: Licensee is responsible for, expense of AT&T's employee when Licensee is performing work in AT&T manholes. This form to be submitted after make-ready work has been completed by Licensee using Form NT-1 or Licensee has received notice of completion. Application for occupancy will not be approved prior to make-ready work being completed. Appropriate Forms CN-4 and CN-5 to be included.	
16. Licensee Representative:	Licensee provides the name of its representative.
17. Title:	Licensee completes title of its representative.
18. Telephone:	Licensee inserts contact number for its authorized representative.

Continued on next page.

**APPLICATION AND
CONDUIT
OCCUPANCY LICENSE
(Form CN-1) -
EXAMPLE - Continued**

Continued from previous page.

19. Fax:	Licensee inserts its fax number.
Note: Upon approval of application by AT&T and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing AT&T of proposed facility placement schedule.	

Sequence Note: After completing form through Item 19, **Licensee** submits Form CN-1 to AT&T SPOC (CSPC). AT&T completes Items 22 through 31 and responds to Licensee.

Step 2 - AT&T Approval	
20. Date application received:	AT&T indicates the date that it receives application.
21. Conduit Occupancy Application...:	AT&T either approves, approves with revisions, or denies the occupancy application.
22. Approved By:	AT&T inserts printed name of person approving Licensee's application.
23. Signature:	AT&T inserts signature of its representative reviewing application.
24. Title:	AT&T inserts the title of its representative reviewing the application.
25. Date Approved:	AT&T inserts the date that the application is approved.
26. Local AT&T Contact:	AT&T completes the name of its local contact person.
27. Telephone:	AT&T inserts the contact number for its representative.
28. Fax:	AT&T inserts the fax number for its representative.

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29. Duct Feet Licensee Requested:	AT&T inserts the length of duct the Licensee requested to occupy.
30. Duct Feet AT&T Approved:	AT&T indicates the length of duct that the Licensee is authorized to occupy. Licensee will be billed based on the authorized length of duct occupied
31. Comments:	AT&T provides comments, if any.

14. CABLE TO OCCUPY CONDUIT (Form CN-4) - EXAMPLE

This form is used to provide technical specifications of facilities placed in a conduit. It must be submitted with CN-1 when applicable.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on behalf of the Licensee.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.
Licensee to provide all information	
Cable Designation, etc.	Licensee completes details of cable to be placed in conduit.

15. EQUIPMENT HOUSINGS TO BE PLACED IN MANHOLES (Form CN-5) - EXAMPLE

Used to describe the technical specifications of equipment housings to be placed in manholes. Submitted with CN-1 when applicable.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee authorized representatives.
8. Fax:	Licensee inserts fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.
Licensee to provide all information	
Manhole Location, etc.	Licensee completes details of equipment housings to be placed in manholes.

16. CONSTRUCTION PERFORMED AND/OR COMPLETED (Form NT-1) - EXAMPLE

This is a multi-use form used at various stages of the application and license process to advise AT&T of work completion. This form must accompany PL-1, PL-4, CN-1, CN-7, CN-8, CN-9, CN-10, and CN-11.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that its request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

Continued on next page.

**CONSTRUCTION
PERFORMED
AND/OR COMPLETED
(Form NT-1) -
EXAMPLE**

Continued from previous page.

<p>In lieu of obtaining performance of make-ready work by AT&T (<u>permitted in conduit only</u>), Licensee, at its option, may arrange for the performance of such work by a contractor certified by AT&T to work on or in its facilities. This information to be provided upon completion of Form GN-4. Submit this form to AT&T single-point of contact (SPOC) for reporting various stages of construction proposals and completion notices (same form for all steps).</p>	
<p>Step 1 - Use this section to indicate PROPOSED Make-Ready construction information (30 day advance notice required when performed by Licensee)</p>	
13. Facility Type:	Licensee indicates the type of facility affected by proposed make-ready work.
14. Date Submitted:	Licensee indicates the date the Licensee submits the make-ready proposal.
15. Construction start date:	Licensee indicates the proposed construction start date.
16. Construction Company Name:	Licensee inserts the name of the construction company it proposes to use. AT&T must approve the contractor before work begins.
17. Authorized Construction Contact:	Licensee provides a contact name for its contractor.
18. Telephone:	Licensee provides a contact number for its contractor.
<p>STEP 2 -Use this section to report COMPLETION of Make-Ready construction</p>	
19. Reported By:	Licensee provides the name of its representative reporting make-ready completion.
20. Date Reported:	Licensee provides the date of reporting of make-ready completion.

Continued on next page.

**CONSTRUCTION
PERFORMED
AND/OR COMPLETED
(Form NT-1) -
EXAMPLE**

Continued from previous page.

21. Actual Make-Ready Completion Date:	Licensee provides the actual date of make-ready completion.
AT&T will issue a license to Licensee at the time all make-ready work necessary for Licensee's attachment or occupancy has been completed.	
22. Proposed Construction Start Date:	Licensee provides the date it proposes to begin its facilities placement construction.
23. Construction Company Name:	Licensee provides the name of the company that it proposes to use to place its facilities.
24. Authorized Construction Contact:	Licensee inserts the name of its authorized construction contact.
25. Telephone:	Licensee provides the contact number for its authorized construction contact.
26. Date Submitted:	Licensee completes the date that the proposed construction information is submitted.
Step 4- Use this section to report COMPLETED Placement of Licensee Facilities.	
27. Reported By:	Licensee inserts name of person reporting that placement of facilities is complete.
28. Date Reported:	Licensee indicates the date that its report of completion of placement of facilities is submitted.
29. Actual Make-Ready Completion Date:	Licensee provides the actual date of facilities placement completion.

Sequence Note: After occupancy or attachment work is completed, **Licensee** must provide facility as-built drawings along with Form NT-1 to AT&T SPOC (CSPC).

Continued on next page.

**CONSTRUCTION
PERFORMED
AND/OR COMPLETED
(Form NT-1) -
EXAMPLE**

Continued from previous page.

For each Licensee authorization, either making attachment to or occupancy within AT&T facilities, Licensee will provide a complete set of actual placement drawings for posting to AT&T records.	
30. Actual Placement Drawings Attached:	Licensee indicates if facilities placement as-built drawings are attached to the Form.
31. AT&T Test Center Notified...	AT&T indicates whether its Test Center has been notified of Licensee activity in the underground.

17. APPLICATION AND RIGHT OF WAY OCCUPANCY LICENSE (Form RW-1) - EXAMPLE

This is two-part form used to request access to AT&T right of way. In addition, the form is used to advise Licensee of AT&T's approval of the Licensee's application.

The location description on page 2 of the form must be completed, and Form NT-1 must be submitted in conjunction with the application.

FORM HEADING	INSTRUCTIONS
1. Licensee Tracking No.	Licensee inserts tracking number assigned by the Licensee for its internal monitoring.
2. AT&T Tracking (SAM) No.	AT&T SPOC inserts tracking number assigned by AT&T. This number will be used throughout the inquiry, application, and billing process to identify the request.
3. Date Submitted:	Licensee completes date that request is submitted.
4. Licensee Agreement Number:	Licensee inserts Licensee Agreement Number assigned to the agreement by AT&T.
5. Authorized Licensee Representative:	Licensee inserts name of person authorized to act on its behalf.
6. Company Making Application:	Licensee completes full corporate name of Licensee making application.
7. Telephone:	Licensee inserts contact number for Licensee's authorized representative.
8. Fax:	Licensee inserts its fax number.
9. Street Address:	Licensee inserts street address of business location of Licensee making application.
10. City:	Licensee completes City of business location of Licensee making application.
11. State:	Licensee completes State of business location for Licensee making application.
12. Zip:	Licensee completes Zip Code for business location of Licensee making application.

Continued on next page.

**APPLICATION AND
RIGHT OF WAY
OCCUPANCY LICENSE
(Form RW-1) -
EXAMPLE - Continued**

Continued from previous page.

In accordance with the terms and conditions of the Agreement between us, application is hereby made for a license to occupy AT&T's right of way as indicated below. This request will be designated:	
13. Licensee RIGHT OF WAY OCCUPANCY (R.O.) Application No. R.O.:	Licensee identifies the sequence number for its application. Individual applications are to be numbered in sequential ascending order by Licensee. AT&T will process applications in sequential ascending order according to the application numbers assigned by the Licensee.
14.A. Linear Feet:	Licensee indicates the total linear feet of right of way it wishes to occupy.
14.B. Area:	Licensee specifies the area in acres or square feet that it wishes to occupy.
15. Approximate Location (city/district):	Licensee identifies where the proposed occupancy is located. A more detailed description is required on Page 2 of Form RW-1.
Step 1 - Licensee Submittal. Licensee to submit after appropriate forms regarding pre-license surveys, make-ready requests, etc., have been approved. Make-ready work must be completed and notification received prior to application approval	
16. Licensee Representative:	Licensee provides the name of its representative.
17. Title:	Licensee completes title of its representative.
18. Telephone:	Licensee inserts contact number for Licensee authorized representatives.
19. Fax:	Licensee inserts fax number.
Note: Upon approval of application by AT&T and prior to facility placement by Licensee, Licensee must submit Form NT-1 informing AT&T of proposed facility placement schedule.	

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**APPLICATION AND
RIGHT OF WAY
OCCUPANCY LICENSE
(Form RW-1) -
EXAMPLE - Continued**

Sequence Note: After completing form through Item 19, Licensee submits Form RW-1 to AT&T SPOC (CSPC). AT&T completes Items 20 through 28 and responds to Licensee.

Step 2 - AT&T Approval	
20. Date application received:	AT&T indicates the date that it receives application.
21. Right of Way Occupancy Application...	AT&T either approves, approves with revisions, or denies the right of way occupancy application.
22. Approved By:	AT&T inserts printed name of person approving Licensee's application.
23. Signature:	AT&T inserts signature of its representative reviewing application.
24. Title:	AT&T inserts the title of its representative reviewing the application.
25. Date Approved:	AT&T inserts the date that the application is approved.
26. Local AT&T Contact:	AT&T completes the name of its local contact person.
27. Telephone:	AT&T inserts the contact number for its representative.
28. Fax:	AT&T inserts the fax number for its representative.
29. Linear Feet... Requested:	AT&T inserts the linear feet or area the Licensee requested to occupy.
30. Linear Feet... Approved:	AT&T indicates the linear feet or area the Licensee is authorized to occupy.
31. Comments:	AT&T provides comments, if any.

18. FORMS

The following pages contain forms which may be reproduced locally and used when making requests to attach to or occupy AT&T structures.

Licensees or their representatives having questions on how to complete any of the forms contained in these guidelines should contact the Competitive Structures Provisioning Center.