

REQUEST TYPE

APPLICANT INFO

(Permits obtained from Governmental Agency to perform work proposed on this application)

(Original occupancy permit # obtained from AT&T)

WORK LOCATION

STRUCTURE SUMMARY

Applicant:
Applicant Tracking Number:

MAKE-READY SURVEY**MAKE-READY SURVEY****MAKE-READY CONSTRUCTION****MAKE-READY CONSTRUCTION**

Applicant:

Applicant Tracking Number:

APPLICATION COSTS

Applicant agrees to pay AT&T, upon demand, all costs associated with processing this application, an estimated cost initially, which is then subject to true-up with actual costs, whether or not applicant ever actually utilizes the poles or conduit described in this application.

REMITTANCE ADDRESS

How would you like to pay for the application costs associated with this request?

Applicant:

Applicant Tracking Number:

Applicant agrees that this application is subject to the terms and conditions of the applicable License/Structure Access or LSB Agreement between Applicant and AT&T.

AUTHORIZATION

Applicant Signature:

Date:

Applicant Printed Name:

Title:

Email Address:

Telephone:

MAKE-READY BILLING

Billing Party Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Note: In order to process this application all necessary forms, drawings and/or maps must be include with this application. Questions should be directed to your regional point of contact. Additional forms and a list of your regional point of contacts can be found on the [CLEC Online Handbook](#).

Applicant:

Applicant Tracking Number:

* indicates a required field

REQUEST TYPE

- ***Request for Access to:** Select the type of application request (Poles or Conduit)
- ***Is this pole attachment request utilizing the One Touch Make Ready (OTMR) provision? :**
Select "Yes" if the request is utilizing the provisions of OTMR, otherwise leave as "No"
-NOTE: This selection only appears if the request is for poles

APPLICANT INFO

- ***Applicant (Company Name):** Enter the name of the company requesting occupancy (company name must match currently executed agreement).
- ***License/SA Agreement or LSB#:** Enter the currently executed agreement # or LSB #.
- **Applicants Governmental Agency Permit #:** Enter the permit(s) obtained from the Governmental Agency to perform the work proposed on this application.
- **Applicants Occupancy Permit #:** If this request includes the proposed overlash of an existing attachment, provide the original occupancy permit # obtained from AT&T to make the initial attachment.

WORK LOCATION

- **Wire Center Name:** Enter the Name of the Wire Center for the requested work/occupancy.
- **Geo Code:** Enter the Geographic Location Code for the requested work/occupancy. If unknown, leave blank.
- **Applicant Tracking Number:** (Optional) Enter a unique alphanumeric tracking number/phrase. It must be unique to the current request and will be used during application inquiries. This will also need to be added to the memo of your field survey payment (if applicable). Some example tracking numbers involve: Location of request (street names), unique project numbers internal to your company, names of buildings that are being served, etc.
- ***List Street(s)** Enter all work location addresses for this request
- ***City** Enter the work location city
- ***County/Parish** Enter the work location county or parish
- ***State** Enter the work location state

STRUCTURE SUMMARY

*Enter the pole or conduit information for this request.

- NOTE: Access/Usage of AT&T Conduit Structures (including Ducts, Manholes, and Handholes) and Pole Structures is defined within the current executed agreement.

-Definitions for AT&T Pole and Conduit Structures are defined within the current executed agreement.

MAKE-READY SURVEY

*Select the applicable option indicating your authorization for AT&T to perform the Make-Ready survey, or your intent to use an authorized contractor to complete the Make-Ready survey. The option to use an authorized contractor to complete the make ready survey is not available in all areas. Please contact your structure access manager to discuss your options.

**MAKE-READY CONSTRUCTION**

*Select the applicable option indicating your authorization for AT&T to perform the make ready construction work, your intent to use an authorized contractor to complete the Make-Ready construction work, or the assurance that no make ready work is needed. The option to use an authorized contractor to complete the Make-Ready construction work is not available in all areas. Please contact your structure access manager to discuss your options.

APPLICATION COSTS & REMITTANCE ADDRESS

Upfront application estimates will be calculated based on the information provided on the request.

*Select the option indicating the method of payment you would like to use to pay for the application costs associated with this request (ACH or check).

- When paying by ACH, please include a note in the body of your email submittal that you are wanting to pay using ACH.
- When paying by check, please write the Applicant Tracking Number on the check memo or other form of payment. Remit payment to the remittance address. Allow 2 – 3 weeks to process payments.

AUTHORIZATION

*Sign and print for authorization of this request. Fill out the current date and title of authorizer.

MAKE-READY BILLING

*Enter the billing address of the person responsible for payments of any Make-Ready work.