**MAINE PUBLIC UTILITIES COMMISSION**



**Application Instructions for a Pole Attachment License from the Maine Public Utilities Commission**

**FILING INSTRUCTIONS**

As a new entity operating in Maine, before making your initial submission to the Commission’s Case Management System (CMS), you must contact the Commission to have the Applicant name added to our list of active companies. Please indicate that you want to obtain a pole attachment license and provide the following information by either email to maine.puc@maine.gov, or fax (207) 287-1039:

Applicant Name, including any d/b/a

Regulatory Contact

Email address

Address

Telephone Number

Once the Applicant name is added to our company database, the Applicant and any representative(s) must become a registered user in our system in order to make any filings. To register, go to the Commission’s website at [www.maine.gov/mpuc](http://www.maine.gov/mpuc) and click on “Online Filing, Docketed Case, Forms, and RFP’s” on the left hand side of the home page. Then click on the large “Registered Users” link in the large gray box. Then click on the “New User Registration” link at the bottom of the “Account Login” area. Further detailed instructions are available on the Commission’s website at [www.maine.gov/tools/whatsnew/index.php?topic=puc-pressreleases&id=414946&v=article08](http://www.maine.gov/tools/whatsnew/index.php?topic=puc-pressreleases&id=414946&v=article08).

Once registered and logged in, to file your application, click on “Case File” in the menu on the left hand side of the screen. In the sub-menu, click on “Submit New Case or Filing”; click on the “New” toggle button and complete all the information requested as follows: (Please note anything that is preceded by a red asterisk is mandatory)

Add New Case

Utility/Industry Type: Communications

Utility/Industry Subtype: Pole Attachment

Case Type: Request for Approval

Sub-Type: Pole Attachment License

Pertaining to Utility/Company Click on the “Add” button under and search for your entity and click on select in the toggle box in front of the entities name

Filing Information

Description of Filing: Application to be a Pole Attacher

Utility/Company Name: Click on the “Add” button under and search for your entity and click on select in the toggle box in front of the entities name

Add Public Document

 Document Type Initial Filing

 Document Sub/Type Initial Filing

Document Title Application to be a Pole Attacher

**Public Information**

All information filed with the Commission is public information unless a Protective Order is issued by the Commission. If the Applicant wishes confidential treatment of any information to be included as part of the application, Applicant must file, in addition to a redacted application, a Motion for Protective Order that specifies the information that Applicant requests to be treated as confidential and provides a detailed explanation for why confidential treatment is necessary. 35-A M.R.S. § 1311-A.

If the Commission issues a Protective Order, the Applicant will then be able to file the confidential information by clicking on “Case File” in the menu on the left hand side of the screen. In the sub-menu, click on “Submit New Case or Filing”; click on the “Existing” toggle button and entering the Case Number. The information related to the case file is automatically entered. Applicant should enter all information requested and click on Attach Confidential Documents and then follow the prompts.

If you have any questions on the above process, please contact Michael R. Johnson at (207) 287-1572 or by email at michael.r.johnson@maine.gov.

Pursuant to 35-A M.R.S.A. § 711 and MPUC Rules, Chapter 880, *“Attachments to Joint-Use Utility Poles; Determination and Allocation of Costs; Procedure”*

***PROVIDE ALL INFORMATION AS REQUIRED BY CHAPTER 880 BELOW AND IN SPECIFICALLY IDENTIFIED ATTACHMENTS TO THIS APPLICATION. REFER TO CHAPTER 880 FOR SPECIFIC INFORMATION REQUIRED. COMMISSION STAFF MAY REQUEST ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF YOUR APPLICATION.***

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| **INFORMATION REQUIRED FROM ALL APPLICANTS** |
|  | **REQUIREMENT** | **ADDITIONAL DETAIL** |
| 1 | Legal name and name(s) under which the attaching entity does or will do business in Maine:[Ch. 880 § 3(A)(4)(a)] |  |
| 2 | Business street and mailing address:[Ch. 880 § 3(A)(4)(b)] |  |
| 3 | Location and mailing address of any office available to the general public or Maine customers of the attaching entity:[Ch. 880 § 3(A)(4)(c)] |  |
| 4 | Contact person, address, e-mail and telephone number for regulatory matters:[Ch. 880 § 3(A)(4)(d)] |  |
| 5 | A list of all jurisdictions in which the attaching entity or any affiliated interest of the attaching entity is engaged or has been engaged in deploying pole attachments:[Ch. 880 § 3(A)(4)(e)] |  |
| 6 | Whether the attaching entity or affiliated interest of the attaching entity has filed for bankruptcy within the past six years:[Ch. 880 § 3(A)(4)(f)] | If applicable, please include a reference to the bankruptcy court docket number for each bankruptcy proceeding. |
| 7 | The type of organization of the attaching entity (e.g., partnership, LLC, corporation, etc.), the state(s) in which the attaching entity is incorporated or otherwise registered or licensed to do business and a copy of its registration or license number, where applicable, and the authority of the entity to conduct business in Maine:[Ch. 880 §§ 3(A)(3), (4)(h), (4)(g)] | Please submit any documents as an attachment to the application. |
| 8 | The name, business address, and title of each officer and director, partner, or other similar officer.[Ch. 880 § 3(A)(4)(m)] |  |
| 9 | Evidence of Technical Capability:[Ch. 880 § 3(A)(2)] | All applications by attaching entities shall include a description of the entity's applicable industry experience, including the experience, if any, of the corporate parent of the attaching entity, and the experience of the individuals that will be responsible for the provision of service in Maine. Industry experience includes the telecommunications industry, electricity industry, pole attachments, and other experience related to pole attachments.  |
| 10 | Evidence of Financial Capability:[Ch. 880 § 3(A)(1)] | All applications by attaching entities shall include the entity's most recent financial statements. If an attaching entity does not make financial statements, it shall include the most recent financial statements of its corporate parent. If the applicant is a newly formed entity that is not part of another organization, the Commission may accept other documentation to demonstrate financial capability. Please submit financial statements as an attachment to the application. |