

How to organize a proposal

File Naming Convention - All files attached to your SPANS proposal should follow this format

- Pole Profile Sheet** - Date Submitted - Permit ID number
- Permit App** - Date Submitted - Permit ID Number
- Site Map** - Date Submitted - Permit ID Number
- Pole Loading Report** - Date Submitted - Permit ID Number
- Make Ready Report** - Date Submitted - Permit ID Number
- Proof of Rights Private Property - Range of Entry Order Numbers** - Date Submitted - Permit ID Number
- RR Permit - Range of Entry Order Numbers** - Date Submitted - Permit ID Number
- Right of Way Permit - Range of Entry Order Numbers** - Date Submitted - Permit ID Number
- Waterway Permit - Range of Entry Order Numbers** - Date Submitted - Permit ID Number

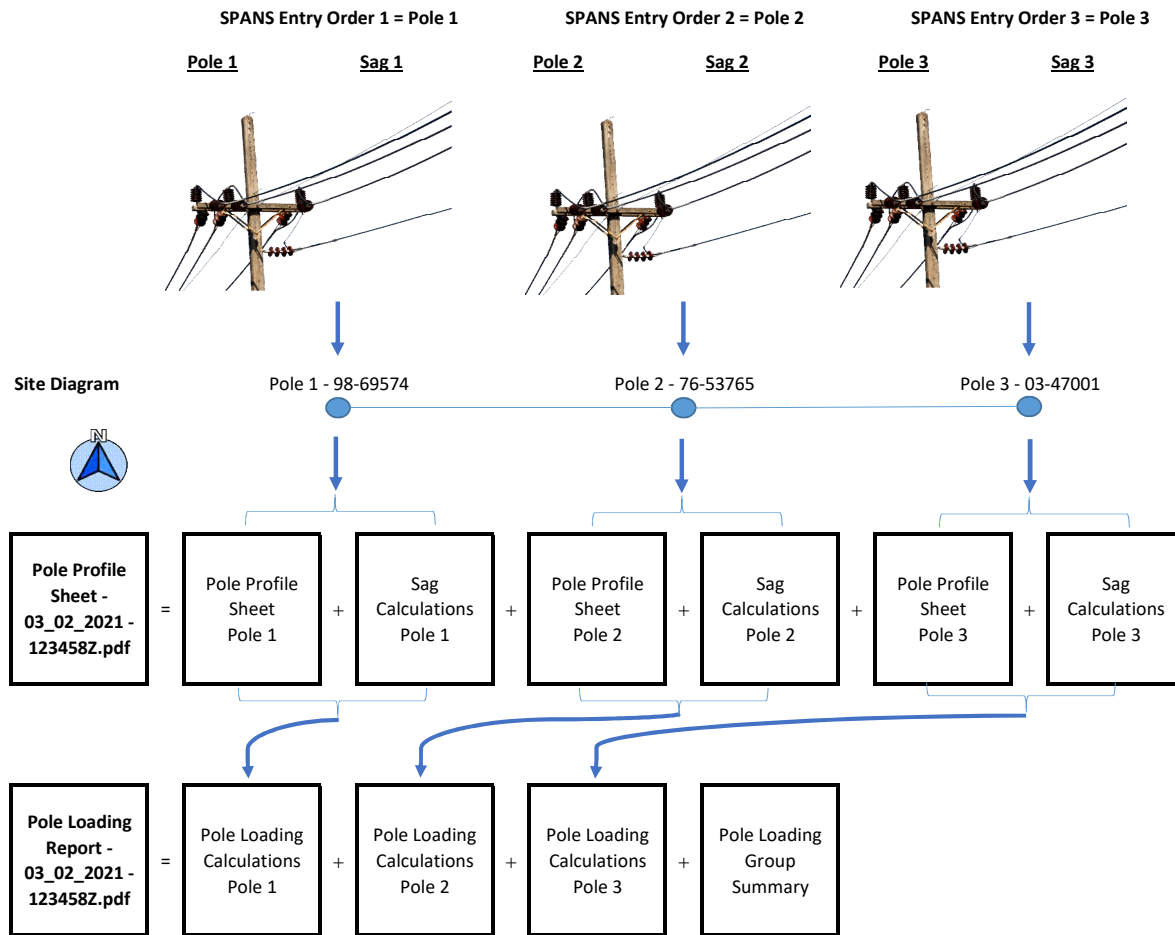
Examples

- Pole Profile Sheet - 03_02_2021 - 123458Z.pdf
- RR Permit - Poles 5-9 - 03_02_2021 - 123458Z.pdf

Organization of the Pole Profile Sheet and the Pole Loading Report

- Submit all Pole Profile Sheets and Sag Calculations in one document
- Submit all Loading Calculations in one document
- For each pole you must include Pole Profile Sheet and Sag Calculations
- Sag Calculation should come immediately after each Pole Profile Sheet
- These must be ordered in the same order shown in the Site Map and SPANS
- All pole documents must be organized in a sequential manner referenced clearly back to the Site Map

Examples



All documents should be in order and match throughout the proposal