

ATTACH

Alectra Joint Use Module

Application Tracking and Tenant Approval Coordination Hub

Tenant Instruction Manual

Municipal

Streetlighting, Traffic Signals

Signs, Banners and Decorative

CONTENTS

Introduction	3
Process Flow – Wired, Wireless, Decorative, Streetlight, Dip.....	4
Logging into Alectra ATTACH	5
Dashboard.....	6
New Applications	7
Applications Grid.....	8
Pending Actions Grid.....	9
Application Grid Filtering and Column Views	10
Transfers	11
About	12
Application Contents	13
Pole Tab Map Window and Selection Tools.....	14
Pole Tab Map Navigation.....	15
Documents Tab	16
Tenant Responsibilities for Applications.....	17
Pole Attribution Requirements	18
Required Documents	18
Create A Streetlight Application	19
Create A Decorative Application.....	22
Review Submitted Application.....	25
Revision/Re-Submission- Engineering Clerk	27
Revision/Re-Submission- Consultant.....	29
Awaiting Payment	31
Application Approved	35
As Built Submission	36
Application Completes.....	37
Cancellations.....	38
Process Flow – Removal.....	39
Create a Removal Application.....	40
Inspection Process	43

Welcome to Alectra's **ATTACH** or Application Tracking and Tenant Approval Coordination Hub. This new online Joint Use management tool allows for visibility and self-service of both Joint Use permit application tracking as well as double pole transfers for tenant attachments. This training manual, **Tenant Instruction Manual Municipal - Streetlighting, Traffic Signals Signs, Banners and Decorative**, guides you through the various tasks related to the Alectra joint use permitting process in ATTACH. A separate training manual, **Tenant Instruction Manual, Double Pole Transfers**, walks you through the double pole transfers section allowing you to manage and update your attachments on Alectra poles in ATTACH. We hope you'll find the workflows in this module to be familiar as they very much mimic Alectra's manual Joint Use permitting and double pole workflows that it replaces.

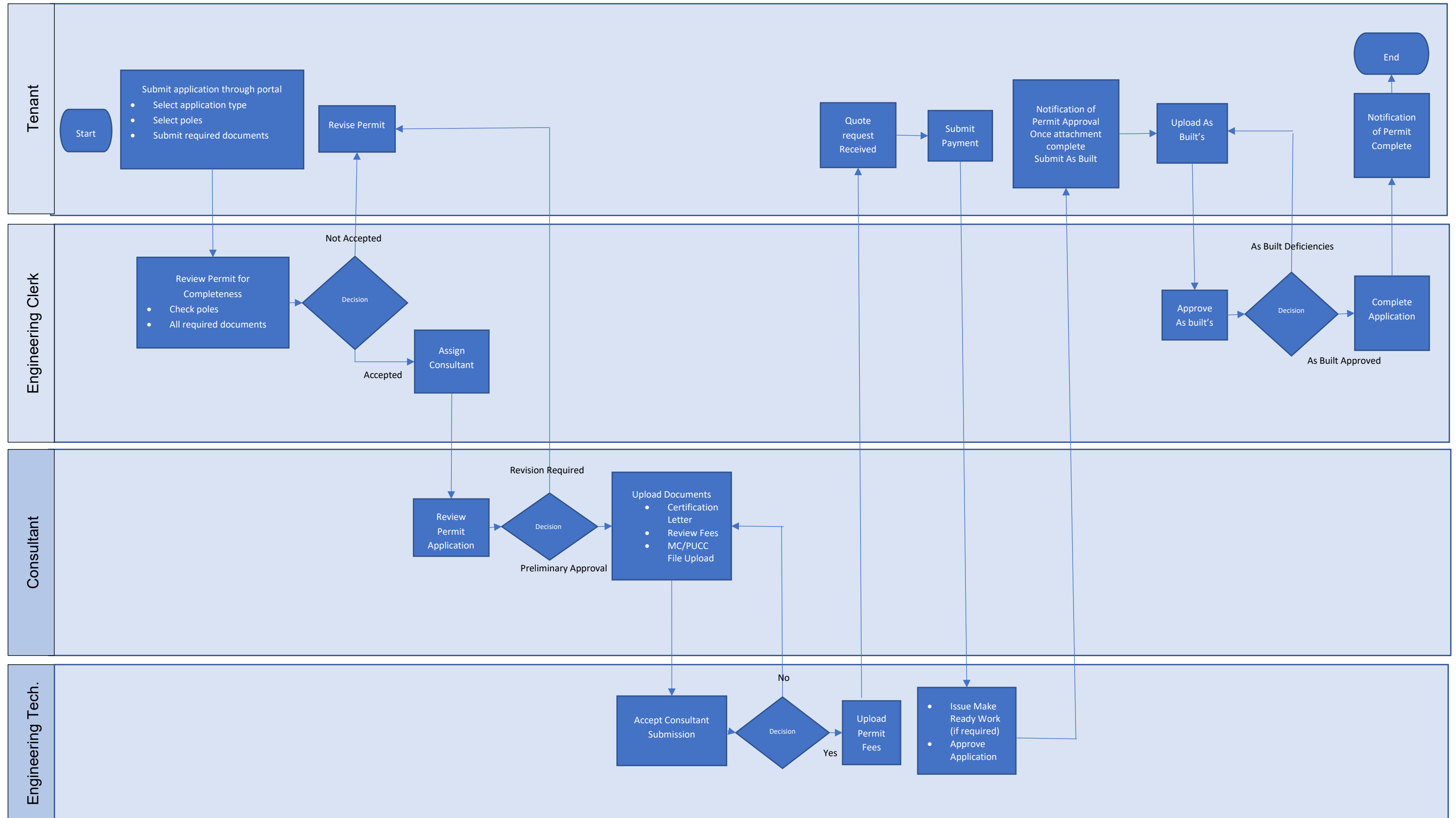
For Joint Use permitting, you'll find the application process far more user friendly than filling out columns of information in Excel permit application forms. Our tenants will no longer have to send multiple emails for permit applications due to file sizes to apply for attachment to Alectra Poles, to provide payments, or to inquire about the status of a permit review. Through ATTACH, tenants can simply log in to their account and visually select poles in a Google Maps-like GIS environment to apply, upload required application documents and payments, and/or check the status of a permit submission. ATTACH will also provide automated notifications when a next step in the permit application process requires your attention and when your permit is completed and has received approval.

Once logged in to ATTACH, you'll find a menu of all permit application types including Wireline, Wireless, Decorative, Streetlights, and Dip applications which all follow a similar workflow. ATTACH also assists the user in knowing which documents must be uploaded for each permit type by flagging them as 'required documents' before a permit can be submitted. Applying for a permanent Removal of attachments and providing the O. Reg. 22/04 declaration is also submitted through ATTACH as are Bonding requests.

For transfers on Alectra double poles, ATTACH will automatically notify tenants when new double poles have been created and inform each tenant on which specific poles their attachments need to be transferred. These lists of double pole transfers are also managed in ATTACH allowing tenants to notify Alectra of transfers completed in the same user-friendly Maps-based system as permit applications. The system will offer the tenant options such as updating transfers completed inhouse, assigning the transfers to the common Alectra double poles contractor you've worked with in the past, or applying for a deferral for specific pole transfers.

We think you'll find this training manual to be a thorough and comprehensive reference to refer back to as you learn to navigate Alectra's ATTACH. This manual can also be used in conjunction with training videos posted on the Alectra website that guide you step by step through various processes such as submitting a permit, uploading a payment, submitting as-builts, etc.

PROCESS FLOW – WIRED, WIRELESS, DECORATIVE, STREETLIGHT, DIP

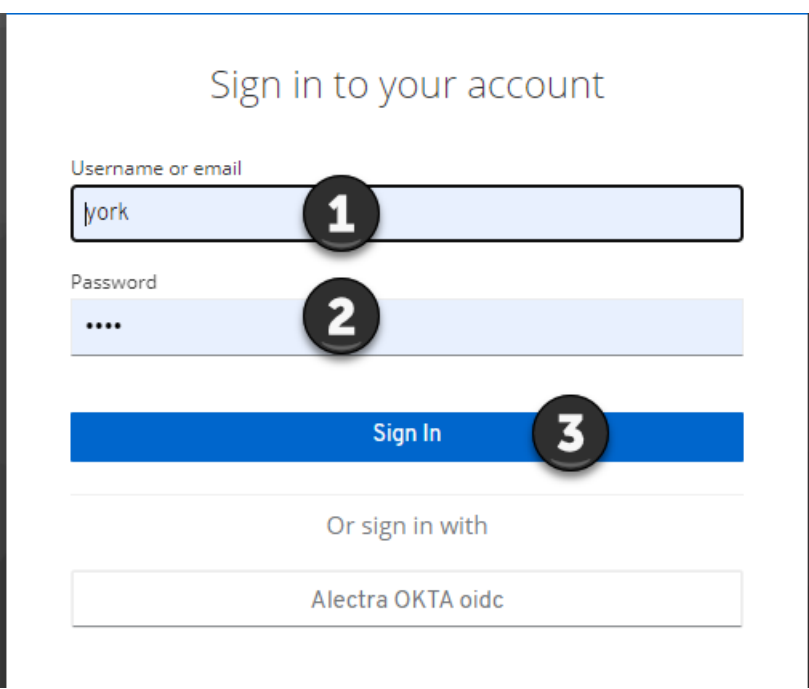


The Alectra ATTACH Module requires user authentication to allow users access to the site.
Authentication - Usernames and Passwords need to be preestablished by contacting Alectra Joint Use Team.

Alectra ATTACH Module is a web-based module that works with Google Chrome, Microsoft Edge, Firefox or Safari browsers.

To Open Alectra ATTACH Module navigate to <https://alectraattach.alectrautilities.com/attach>

Note: Add site to favorites list or create desktop shortcut.



The screenshot shows a login page titled "Sign in to your account". It features three main elements: a "Username or email" input field containing "jork" with a circled "1" next to it; a "Password" input field with masked characters "...." and a circled "2" next to it; and a blue "Sign In" button with a circled "3" next to it. Below these is a link "Or sign in with" and a button labeled "Alectra OKTA oidc".

1. Enter: UserName
2. Enter: Password
3. Click "Sign In"

A Tenant User has access to their own applications and can only edit attachments assigned to their own username and designated company. Similarly, when you are requesting a removal application you will only see poles with your company's attachments on them.

Once logged on the user will be presented with a dashboard. The dashboard content differs, and changes based on the user's activity within the module.

The menu items are to the left of the dashboard symbols.



- Applications by Status: Applications assigned to the user Status review
- Applications by Type: Types of applications that have been submitted.
- Pending Actions Status: Applications waiting for user to move forward - May indicate those being worked on “In Progress” or those not started “Reserved”
- Pending Actions Type: Types of application waiting for user to move forward.

Tenants can create 7 different types of applications to submit to Alectra.

- Wireline
- Wireless
- Streetlight
- Decorative
- Dip Request
- Tenant Removal
- Bonding Request

Once you select your application type and create the application the type cannot be changed. If you have made a error in choosing the application type you may cancel the application.

Alectra Joint Use Management Portal

New Application

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Select one of the following options to start a new application

Tenant Attachment - Wireline

Tenant Attachment - Wireless

Tenant Attachment - Streetlight

Tenant Attachment - Decorative

Tenant Attachment - Dip Request

Tenant Removal

Bonding Request

Once your application type is selected the application forms for your selection will appear on the screen for the tenant to enter the application details.

The Application grid lists all applications associated with the current user. The command column to the right exposes the “Open” command that brings up a review form that lists the available attributes, poles and documents of the application. When you open from the Applications grid the view is read only.

The screenshot shows the 'Applications' page in the Alectra Joint Use Management Portal. The page header includes the portal name and the user 'Rogers Local Test User'. A sidebar on the left contains navigation links: Dashboard, New Application, Applications, Pending Actions, Transfers, and About. The main content area features a table with columns for Permit Number, Applicant Reference, Application Type, Project Description, Status, Region, Last Update Date, Submitted on Date, Consultant Assigned, and a Command column. An arrow points to the 'Open' button in the Command column of the first row. Above the table, there are 'Export to Excel' and 'Export to PDF' options.

Permit Number	Applicant Reference	Application Type	Project Description	Status	Region	Last Update Date	Submitted on Date	Consultant Assigned	Comm...
HWZ2024-082	Test Wireline	WireLine	Hamilton	Submitted to Coordinator	WEST	Apr 3, 2024 11:34 AM	Apr 3, 2024 11:32 AM		Open
JU-0000000711		WireLine		Awaiting Submission		Apr 3, 2024 9:36 AM	Apr 3, 2024 9:36 AM		Open
AR-0000000238		Removal		Awaiting Submission		Apr 3, 2024 9:10 AM	Apr 3, 2024 9:10 AM		Open
JU-0000000702		WireLine		Awaiting Submission		Apr 2, 2024 3:02 PM	Apr 2, 2024 3:02 PM		Open
AR-0000000236		Removal		Awaiting Submission		Apr 2, 2024 2:25 PM	Apr 2, 2024 2:25 PM		Open
HWZ2024-081	test loop	WireLine	upper gage	Complete	WEST	Apr 2, 2024 1:30 PM	Apr 2, 2024 1:19 PM	cima_west	Open
HWZ2024-080	test loop for inspection	WireLine	west	Complete	WEST	Apr 2, 2024 1:19 PM	Apr 2, 2024 1:06 PM	cima_west	Open
HMZ2024-023	Rogers Dip	Dip	Rogers Dip	Complete	CENTRAL SOUTH	Apr 2, 2024 10:00 AM	Apr 2, 2024 8:39 AM	cima_west	Open

PENDING ACTIONS GRID

The Pending Actions grid lists all the tasks that are waiting for the current user to action on. The command column to the right exposes the "Open" command that brings up the form that represents the user task. Only the applications on the Pending actions grid have actions for the user.

The screenshot displays the 'Pending Actions' section of the Alectra Joint Use Management Portal. The interface includes a navigation sidebar on the left with options like 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main area features a table with the following columns: Permit Number, Applicant, Application, Project Description, Action Sta..., Region, Last Updat..., Submitted..., Consultant..., and Command. Three rows of data are visible, each with an 'Open' command in the Command column. An arrow points to the 'Open' command in the first row.

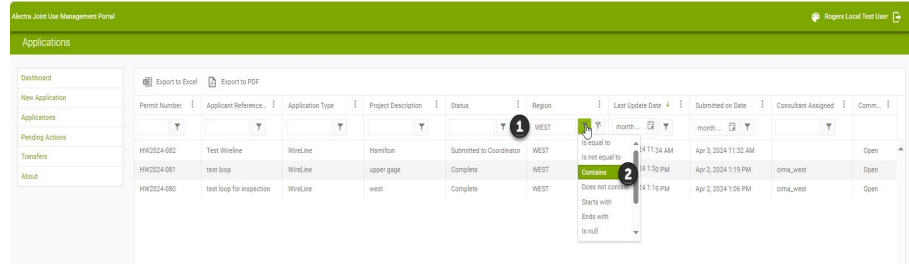
Permit Number	Applicant	Applicatio...	Project Description	Action Sta...	Region	Last Updat...	Submitted ...	Consultant...	Command
JU-000000818		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 1:27 PM	Apr 30, 2024 1:27 PM		Open
AR-000000301		Removal	Attachment Removal	Reserved		Apr 30, 2024 1:23 PM	Apr 30, 2024 1:23 PM		Open
JU-000000817		WireLine	Tenant Attachment-WireLine	Reserved		Apr 30, 2024 9:20 AM	Apr 30, 2024 9:20 AM		Open

APPLICATION GRID FILTERING AND COLUMN VIEWS

The Application Grid and the Pending Actions Grids support Column filtering, hide columns, export to Excel or PDF and grid content control.

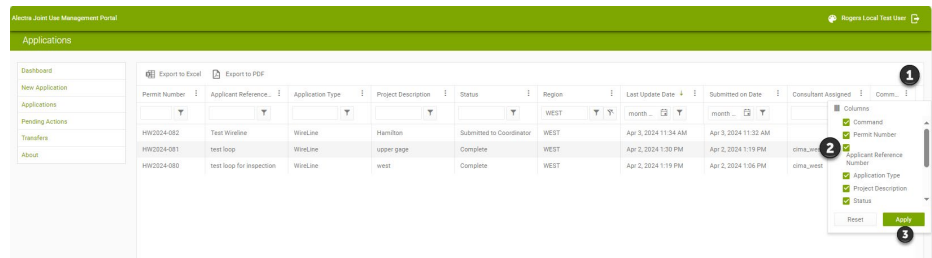
Filtering

1. In the filter field user fills in a word that they want to filter on.
2. Select Contains in the filter list. (Contains is the default, so just typing in "West" will assume "Contains")



Hide Columns

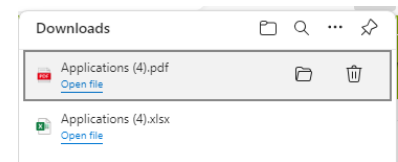
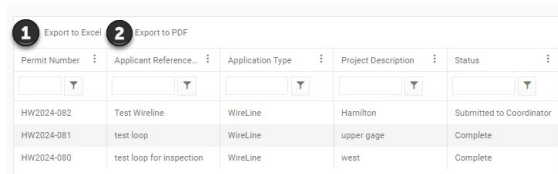
1. Click on the 3 dot context menu
2. Deselect by clicking on or off the check boxes
3. Click apply



Export to Excel or PDF

1. Click on Export to Excel Link
Or
2. Click on Export to PDF Link

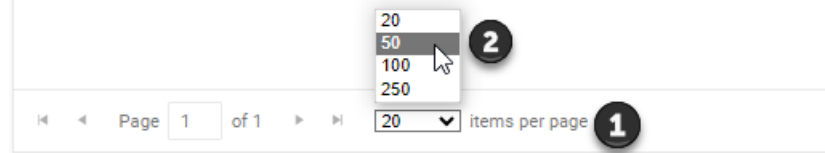
PDF or Excel will download



Grid Content

Grid content is shown page by page. The number of items per page can be controlled.

1. Click the drop down at items by page.
2. Click to Select another option.



Transfer lists are a list of poles sent to each tenant that has an existing attachment on the pole. Alectra has replaced the pole with a new pole and requires the tenant to transfer/remove their existing attachment to the new pole.

Transfer lists are initiated by Alectra on a monthly basis and sent to Tenants. Tenants then have options such as:

- Remove attachment.
- Pole to Pole transfer.
- Defer to a later date.
- Send to an Alectra approved Contractor to complete the transfer.

The transfers tab (below) lists all individual attachments that require a transfer activity.

The 'Open' command will open the appropriate transfer request. The attachments are color coded:

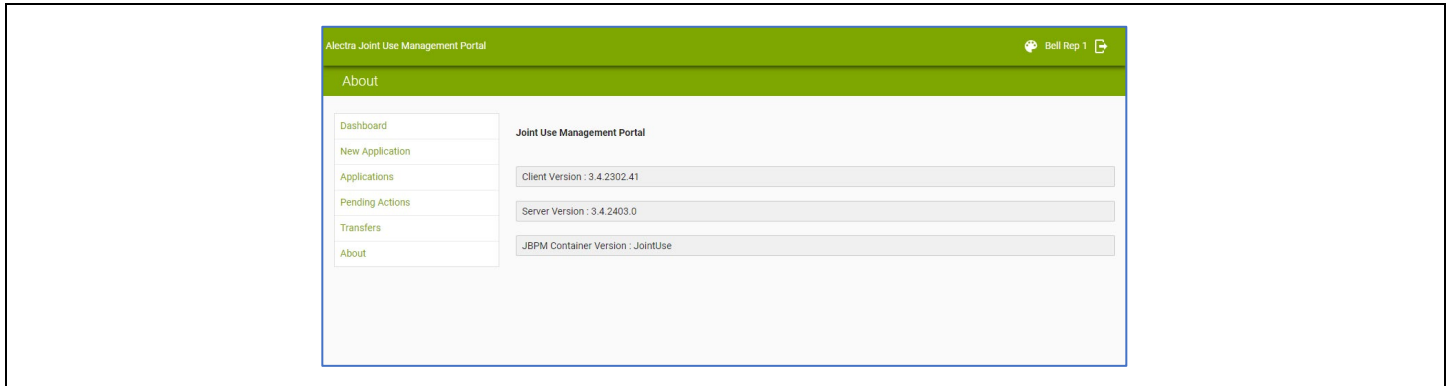
- Green under 20 days
- Yellow 21 – 60 days
- Red greater than 6 months

Note: If the transfer grid shows Red- greater than 6 months, the list has been sent to an Alectra Approved Contractor and the tenant will no longer be able to open the file for action.

The screenshot shows the 'Transfers' tab in the Alectra Joint Use Management Portal. The table contains the following data:

Application Number	Date	OUTSTANDING	Pole Number	Attachment Permi...	Time Frame	Region	Comm...
TX-0000000058	March 10, 2023 10:43 AM	0	P15847	ET-106-2002	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P01569	unknown	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15064	RC-99-15	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P02769	TC-73-226	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P01569	ET-63-2002	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15847	RC-98-4	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P02765	TC-73-228	PENDING	CENTRAL SOUTH	Open
TX-0000000058	March 10, 2023 10:43 AM	0	P15064	ET-130-2003	PENDING	CENTRAL SOUTH	Open
JU-00000000903	January 16, 2023 12:55 PM	53	54406	20130131	PENDING	WEST	Open
JU-00000000903	January 16, 2023 12:55 PM	53	46149_OLD	20170829	PENDING	WEST	Open

A simple list of current Software Components Versions.



APPLICATION CONTENTS

When creating applications, the user is typically presented with a three-piece form.

- General Tab
- Poles Tab
- Documents Tab

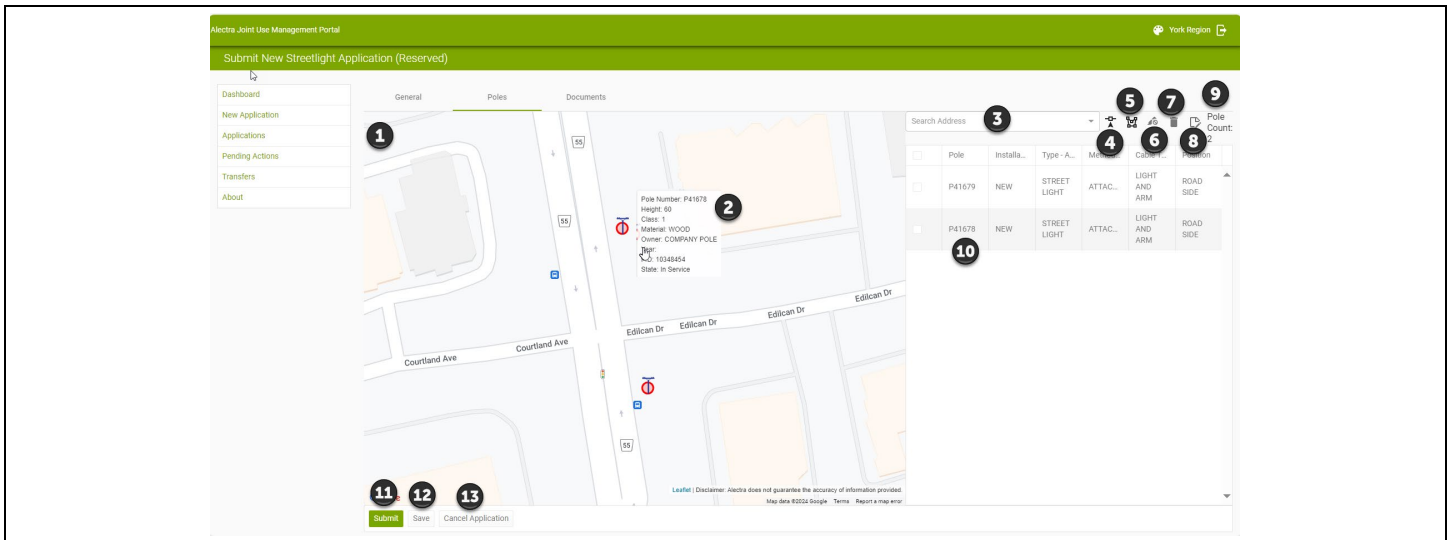
The form can be “Saved” at any point to allow the user to store the partially completed form. Once the form is completed it is “Submitted” to Alectra. “Cancellation” will allow the user to delete a partially completed application before it is submitted. Once submitted, a “Cancellation” request must be approved by Alectra before deletion.

GENERAL TAB

1. Permit Number	A read only field that is system populated based on poles selected by the pole tab.
2. Applicant Reference Number	Tenants internal reference number. Required Field on Entry*
3. Region	A read only field that is system populated based on poles selected by the pole tab.
4. Guelph Application	As the Guelph data is not yet in the GIS System, this selection allows tenant to process a Guelph application while ignoring the pole tab
5. Project Description	Description of Project Required Field on Entry*
6. Representative Information	Name, Phone, Email Required Field on Entry*

POLE TAB MAP WINDOW AND SELECTION TOOLS

The Poles' tab allows the user to select the pole(s) from Alectra GIS to tie the application to. By tying directly to the Pole assets, it verifies the pole data is valid in the system and allows automatic association with the target pole(s).

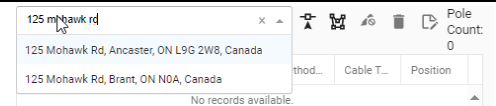


1. Map Window

2. **Hovering over a pole** with the mouse will present a floating box with pole attribution exposed to the module. Pole Number, Height, Class, Material, Owner, Installation Year and the FID key unique to the GIS

3. Google Location Search

Key in Street Name, Address or Known location and presenting the search results below. Selecting the result will present you to that location in the map window.



4. Select Poles by Point

Allows the user to select a single pole on the map. Once initiated, the user can select as many poles as required, one at a time.



5. Select Poles by Polygon

Allows the user to draw a multi sided polygon that encompasses any number of poles in the area.



6. Cancel Drawing Command

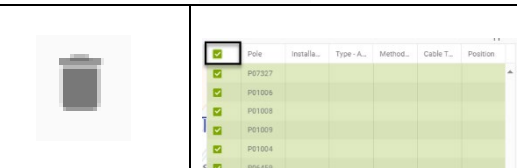
Cancels the selection mode previously invoked



7. Delete Pole(s)

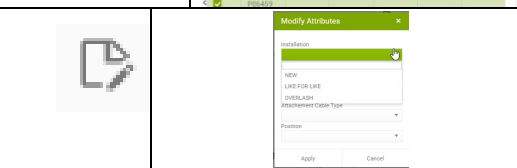
Once a pole or multiple poles are selected in the grid, this command will delete the selected entries.

Shortcut: by selecting the box next to the pole, all rows of the pole grid will be selected, or de-selected, making it easy to act on the entire grid



8. Edit Pole(s) Attribute(s)

Attachment attribution is REQUIRED when submitting an application, this edit attributes command allows the user to select from drop-down lists the values that make up the attribution. The command can work on a single attachment, multi attachment, or ALL attachments in the application.



9. Pole Count








Pole Count: 11

10. Pole Grid

11. Submit Application

12. Save Application

13. Cancel Application

Mouse Navigation	
 Move the Map	Hold down the left mouse button, navigate left, right, up or down. A user can visually confirm they are in map navigation mode when the mouse/cursor appears as the mouse pan hand 
 Zoom	Zoom in or out using scroll wheel on the mouse
Window Area	Shift key and left mouse click together followed by a mouse drag to define the view rectangle. Once the left mouse click is released, the map will change its extents to represent the area drawn by the Window Area command.
Key Board Navigation	
	zoom in / out in the map window
	Move left or right in the map window
	Move up or down in the map window
 Busy Icon	The system may respond with a busy icon near the top and left side of the module. This icon provides confirmation that the application is active and waiting or loading data received.

DOCUMENTS TAB

The ‘Documents’ tab allows the user to attach various documents to accompany the application. Documents vary depending on the type of application. Documents indicated with an asterisk MUST be added to allow the submission of the application. Each Document slot allows for a SINGLE document to be selected.

Alectra Joint Use Management Portal York Region

Submit New Streetlight Application (Reserved)

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles **Documents**

SharePoint Documents

Engineering Drawing - PDF *
Select files... Drop files here to upload

Engineering Drawing - Auto Cad *
Select files... Drop files here to upload

Structural Analysis Report - PDF
Select files... Drop files here to upload

Structural Analysis Report - SPIDAcad file
Select files... Drop files here to upload

Additional Supporting Documents
Select files... Drop files here to upload

Submit Save Cancel Application

Documents can be selected for upload with the ‘Select Files’ button

Select files...

Or by dragging the file from File Explorer onto the selection area

Drop files here to upload

The Download button



is available for the user to download the document for review purposes.

As the Region is required to store the documents you may see this warning message

Please define Municipality and Save for Permit Number before creating documents

Selecting the region (by Pole or Guelph selection) and Saving the application allows the documents to be attached.

Note: Avoid extremely long file names and filenames containing any of the following symbols:

\ / : * ? " < > # %

Note: Alectra module will allow file uploads to a maximum of 60MB.

Attachment Applications – Wireline, Wireless, Dip, Streetlight, Decorative

- 1) Submit Application:
 - General information
 - If Overlapping on another tenant – select tenant and declaration that permission has been obtained from the strand owner.
 - Select poles
 - Select pole attribution
 - Upload required documents
- 2) Revisions Required by Engineering Clerk or Consultant:
 - Amend application based on comments
 - Resubmit
- 3) Submit Payment:
 - Upload payment to Documents Tab
- 4) Application Approved:
 - Proceed with approved field construction to attach to Alectra poles.
- 5) As Built Submission:
 - When construction complete upload As Built documents to the Documents Tab

Removal Application

- 6) Submit Application:
 - General information
 - Select poles
 - Complete Record of Inspection
 - Upload required documents
- 7) Revisions Required by Engineering Clerk:
 - Amend application based on comments
 - Resubmit
- 8) Application Approved:
 - Confirmation that Removal application is complete

POLE ATTRIBUTION REQUIREMENTS

When you are submitting a Wireline, Wireless, Streetlight, Decorative, and Dip Request application. The pole tab requires the attributes to be filled in for each pole. This can be done in bulk or by single pole.

Options for Attributes

Installation	Attachment Type	Attachment Method	Attachment Cable Type	Position
New	Streetlight	Attachment	Coax Cable	Roadside
Like for Like	Communications	Overlash	Fibre Cable	Fieldside
Overlash	Hydro	Service Wire	Coax and Fibre	
	Traffic Signal	Riser	Guy	
	Banner	Clearance Pole	Strand	
	Wireless	UG Loop	Copper Cable and Fibre	
	Signs		N/A	
	Decorative		Luminaire	
			Bus	
			Luminaire and Bus	
			Antenna	
			Light and Arm	
			Hydro Service	
			Hydro Primary	

REQUIRED DOCUMENTS

Each Type of application has specific “Required Documents” to be uploaded when you submit the type of application.

Required Documents for Application Type

Document Type	Application Type					
	Wireline	Wireless	Streetlight	Decorative	Dip Request	Bonding
Engineering Drawing - PDF	X	X	X	X	X	X
Engineering Drawing - AutoCAD	X	X	X		X	
Structural Analysis Report - PDF	X					
Structural Analysis Report- SPIDAcalc file	X					
Guelph Only – Separate Pole List	X	X	X	X	X	X

CREATE A STREETLIGHT APPLICATION

Streetlight and Traffic Signal attachment applications would both use “Tenant Attachment – Streetlight”

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on the “New Application”
3. Click on “Tenant Attachment Streetlight”
4. The Module will pause and show message while creating the application.

1 Sign in to your account

Username or email
lyork

Password
.....

Sign In

Or sign in with
Alectra OKTA oidc

Alectra Joint Use Management Portal York Region

New Application

Dashboard

New Application

Applications

Pending Actions

Transfers

About

Select one of the following options to start a new application

Tenant Attachment - Wireless

Tenant Attachment - Streetlight

Tenant Attachment - Decorative

Tenant Attachment - Dip Request

Tenant Removal

Bonding Request

Creating Joint Use Streetlight Case...

5. General Tab opens for required entries
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information
7. “Save”
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen
9. Click on “Pole Tab”

Alectra Joint Use Management Portal York Region

Submit New Streetlight Application (Reserved)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

5 General 9 Poles Documents

APPLICATION

Joint Use Application

Region *

Guelph Application
For Guelph no GIS yet so no Poles

Permit Number

Applicant Reference Number *
Y25896

Project Description *
Edilgan Drive

REPRESENTATIVE INFORMATION

Name *
Linda Delbato

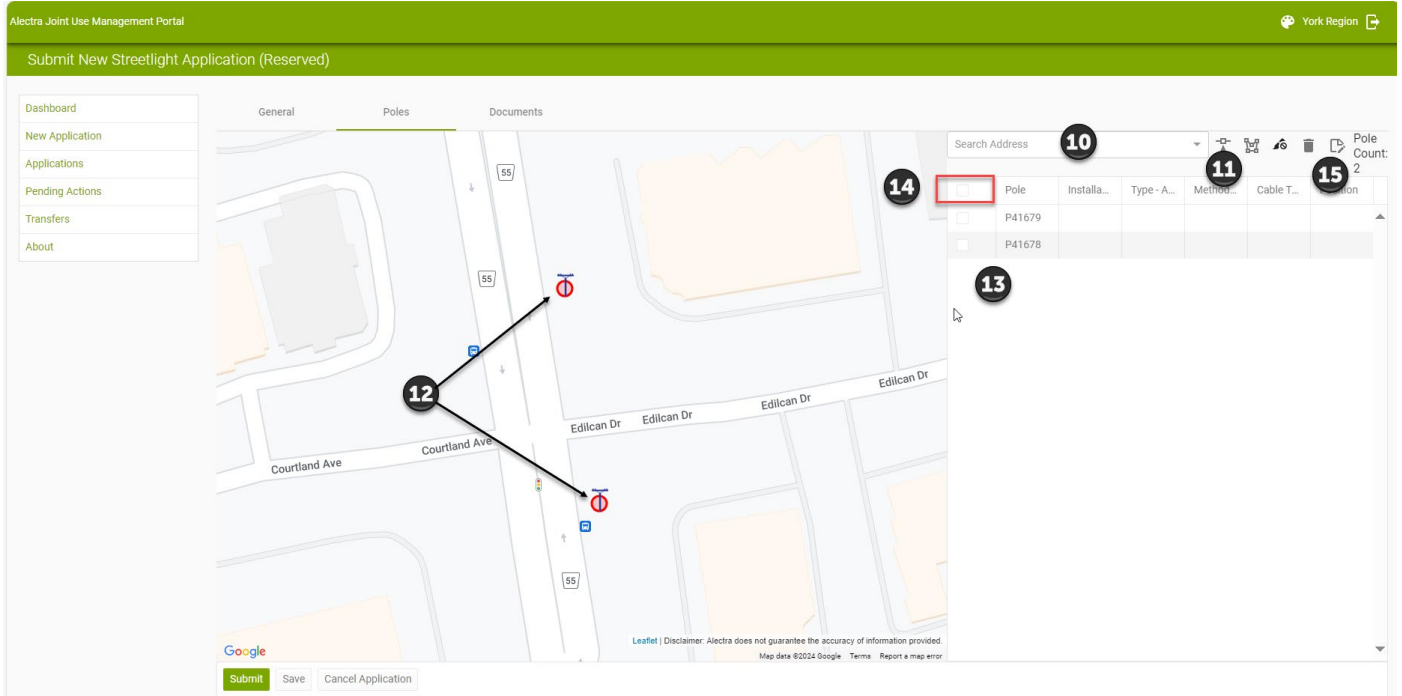
Phone *
(905) 555-5555

Email *
linda.delbato@alectrautilities.com

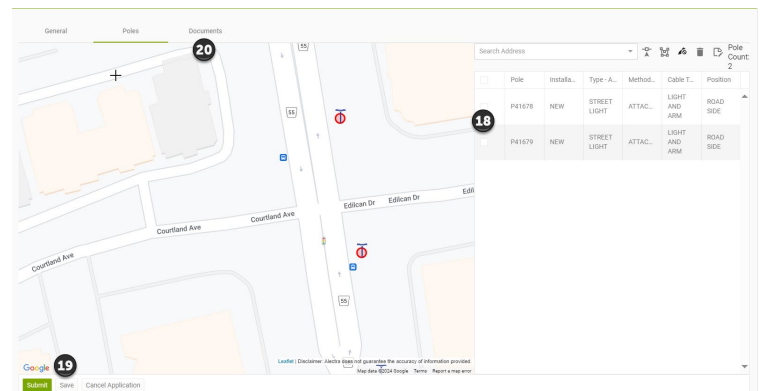
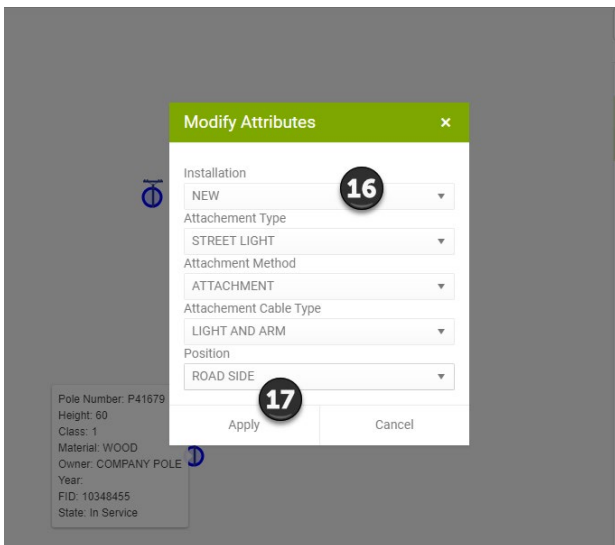
7 Submit Save Cancel Application

8 Unable to get Coordinator, no region passed

10. Enter “location” into Search area – will position the map window with your location.
11. Click on “Select Poles by Point”
12. “Click” on the select poles you want to add streetlight attachment. Selected poles are now highlighted in the map window with red.
13. Pole grid is now populated with pole numbers.
14. Click on the highlighted box to select all poles
15. Click on Edit poles Edit Attributes icon



16. Modify Attributes box opens – enter attributes by using drop down boxes
17. Click “Apply”
18. Pole Grid get updated the pole attribution
19. “Save”
20. Click on “Documents Tab”



21. Upload Required Documents by “Select File” or “Drag and Drop”.
22. “Save”
23. “Submit”
24. Click “YES” to Confirm submission

Alectra Joint Use Management Portal York Region

Submit New Streetlight Application (Reserved)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

General
Poles
Documents

SharePoint Documents

Engineering Drawing - PDF *

Select files... 21
Drop files here to upload

Engineering drawing .pdf 4.39 MB
↓

Engineering Drawing - Auto Cad *

Select files...
Drop files here to upload

Engineering DWG file 3.dwg 952.91 KB
↓

Structural Analysis Report - PDF

Select files...
Drop files here to upload

Structural Analysis Report - SPIDAcad file

Select files...
Drop files here to upload

Additional Supporting Documents

Select files...
Drop files here to upload

22

23

Submit
Save
Cancel Application

Please confirm
×

You are about to submit the application. Once the application is submitted, you will not be able to make any more changes to the application. Would you like to proceed?

No
Yes 24

CREATE A DECORATIVE APPLICATION

Signs, Banner and Decorative attachment applications would both use “Tenant Attachment – Decorative”

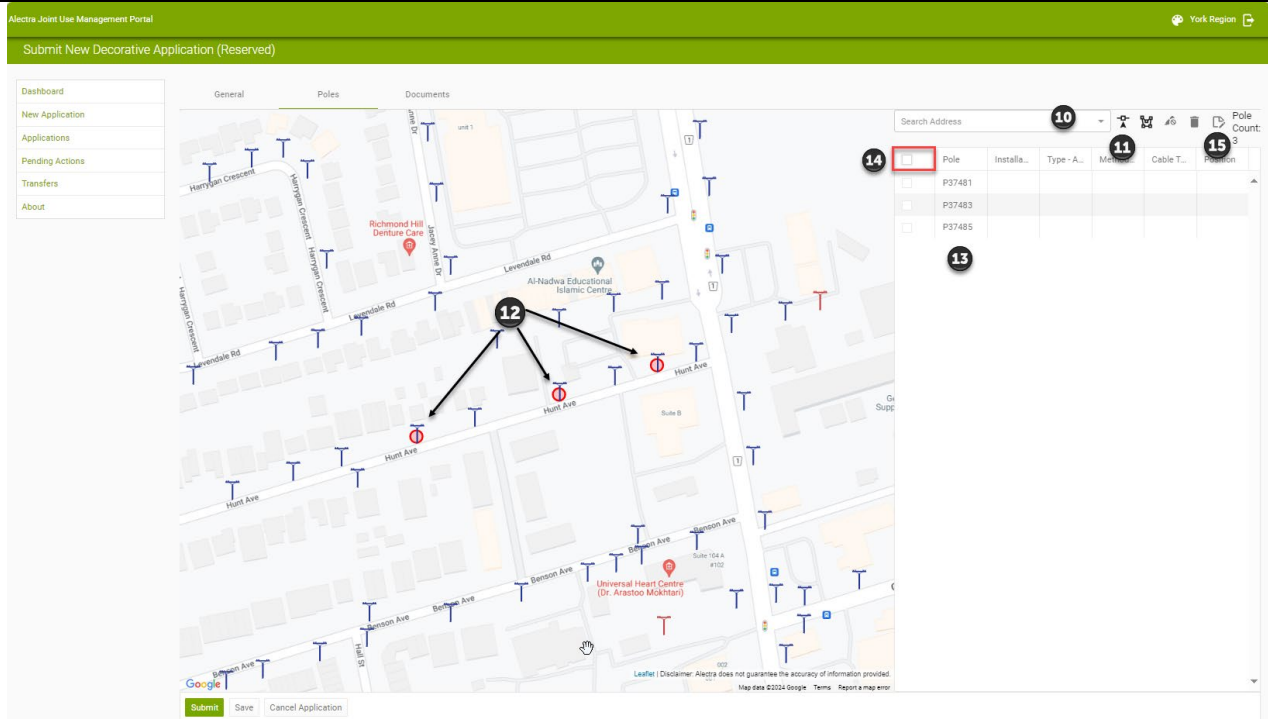
1. Log into the Alectra ATTACH Module using your user credentials
2. Click on the “New Application”
3. Click on “Tenant Attachment Decorative”
4. The Module will pause and show message while creating the application.

The screenshot shows the Alectra Joint Use Management Portal. On the left is a login form with a 'Sign in to your account' header, a 'Username or email' field containing 'jork', a 'Password' field with masked characters, a 'Sign In' button, and an 'Or sign in with Alectra OKTA oidc' option. On the right is the 'New Application' screen, which has a sidebar menu and a main area with the heading 'Select one of the following options to start a new application'. The sidebar menu includes 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main area contains several buttons: 'Tenant Attachment - Wireless', 'Tenant Attachment - Wireless', 'Tenant Attachment - Streetlight', 'Tenant Attachment - Decorative', 'Tenant Attachment - Dig Request', 'Tenant Removal', and 'Bonding Request'. A 'Creating Joint Use Decorative Case...' progress indicator is shown next to the 'Tenant Attachment - Decorative' button.

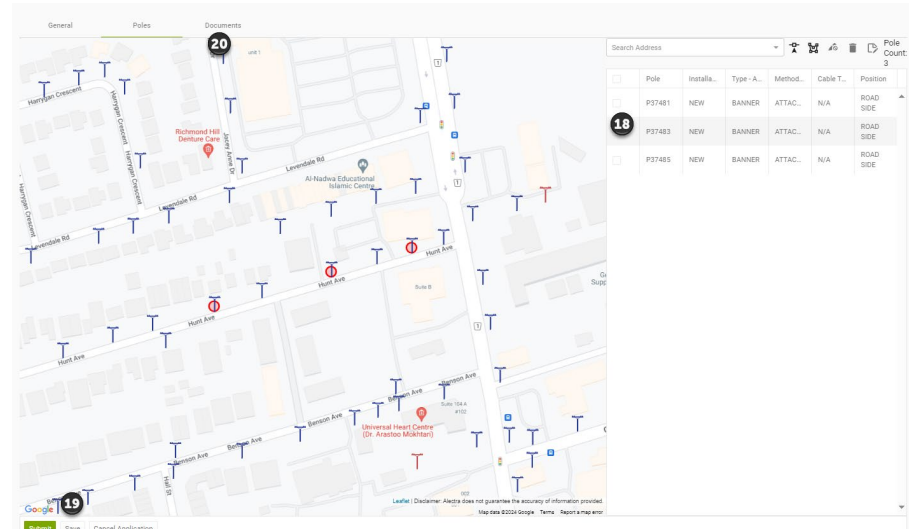
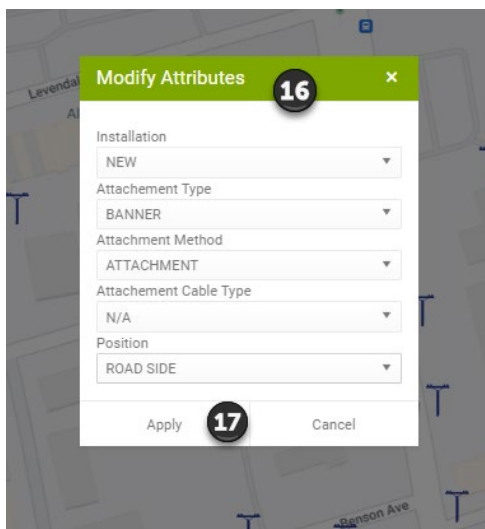
5. General Tab opens for required entries
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information
7. “Save”
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen
9. Click on “Pole Tab”

The screenshot shows the 'Submit New Decorative Application (Reserved)' form in the Alectra Joint Use Management Portal. The form has a sidebar menu and a main area with tabs for 'General', 'Poles', and 'Documents'. The 'General' tab is active. The form contains several fields: 'Permit Number' (with a note 'Will be generated once the application is confirmed and saved'), 'Applicant Ref. Num.' (containing 'Y568458'), 'Project Description *' (containing 'Banners on Hunt Ave'), 'Name *' (containing 'Linda Delibato'), 'Phone *' (containing '(905) 555-5555'), and 'Email *' (containing 'linda.delibato@electrautilities.com'). There are 'Submit', 'Save', and 'Cancel Application' buttons at the bottom. An error message at the bottom right states 'Unable to get Coordinator, no region passed'. A 'Region *' dropdown menu is visible at the top right of the form area.

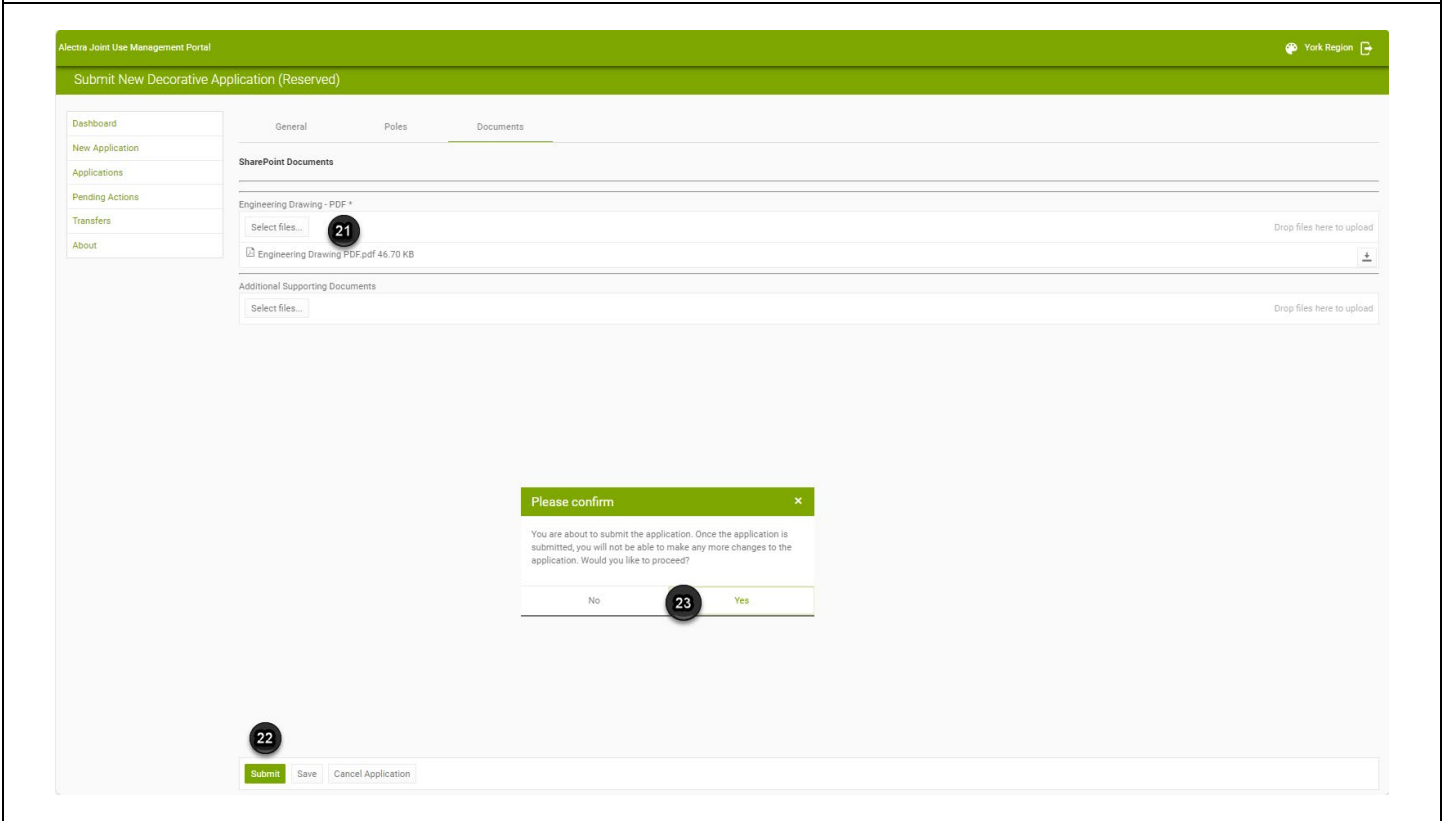
10. Enter “location” into Search area – will position the map window with your location.
11. Click on “Select Poles by Point”
12. “Click” on the select poles you want to add Banner attachment. Selected poles are now highlighted in the map window with red.
13. Pole grid is now populated with pole numbers.
14. Click on the highlighted box to select all poles
15. Click on Edit poles Edit Attributes icon



16. Modify Attributes box opens – enter attributes by using drop down boxes
17. Click “Apply”
18. Pole Grid get updated the pole attribution
19. “Save”
20. Click on “Documents Tab”



21. Upload Required Documents by “Select File” or “Drag and Drop”.
22. “Submit”
23. Click “YES” to Confirm submission



REVIEW SUBMITTED APPLICATION

Once the application is submitted the screen will refresh to show the application for your review. You can toggle through the tabs to review the application. At this point you are unable to make any changes to the application but you do have the ability to cancel the application.

GENERAL TAB

Permit Application Number and Application Status

Chevrons indicating status of application

Populated on Submission

Permit Number

Application Status

Submitted On date

Region

General Tab

POLE TAB

Poles selected highlighted in red in map window

Pole Grid Populated with Street Name or Location

Pole	Street Name	Location	Approval
P41679		8601 JANE ST	
P41678		8611 JANE ST	

DOCUMENTS TAB

All documents submitted through the application process will be available for the user to access from the Documents Tab. The Documents tab is the user's source for communications and documents uploaded from the Consultants and the Engineering Technicians. Application Drawings, Certification Letter, Estimate Letter, MC/PUCC Approval, Purchase Order, Record of Inspection, Review Fees, Review Comments, and As Built Documents.

The screenshot shows the 'Documents Tab' interface. At the top, there is a navigation bar with the text 'Alectra Joint Use Management Portal' and 'York Region'. Below this is a header for the application: 'Tenant Attachment-Streetlight HE2024-034 (Submitted to Coordinator)'. The main area is divided into two columns. The left column contains a sidebar with navigation options: Dashboard, New Application, Applications, Pending Actions, Transfers, and About. The right column shows a list of documents. At the top of this list are tabs for 'Submitted', 'Review', 'Awaiting Revision', 'Awaiting Payment', 'Alectra Construction', 'Approved - Awaiting Tenant As-Built', 'Construction Verification', 'Cancelled', and 'Complete'. The 'Submitted' tab is active. The list includes items like 'Engineering Drawing - PDF', 'Engineering Drawing - Auto Cad', 'Structural Analysis Report - PDF', 'Purchase Order', 'Record of Inspection', 'Review Fees', 'Review Comments', and 'As Built'. A red box highlights the 'Download Button' for the 'Engineering Drawing - Auto Cad' item. Another red box highlights the 'Documents previously uploaded for review or download' section. A third red box highlights the text: 'As the application progresses through the steps more documents will become available for review or download.' At the bottom, there is a 'Request Cancellation' button.

PENDING ACTIONS TAB

Although the Pending actions tab is displayed when you initially submit the application. There will be no pending actions for the user to complete at this time.

The screenshot shows the 'Pending Actions Tab' interface. At the top, there is a navigation bar with the text 'Alectra Joint Use Management Portal' and 'York Region'. Below this is a header for the application: 'Tenant Attachment-Streetlight HE2024-034 (Submitted to Coordinator)'. The main area is divided into two columns. The left column contains a sidebar with navigation options: Dashboard, New Application, Applications, Pending Actions, Transfers, and About. The right column shows a table with columns: Name, Application Number, Application Status, Start Date, and Command. The table is empty, and the text 'No records available.' is displayed. At the bottom, there is a 'Request Cancellation' button.

REVISION/RE-SUBMISSION- ENGINEERING CLERK

Once the application is submitted it may be returned to the tenant for corrections or modifications.

The Engineering Clerk at Alectra will do a cursory review of the application ensuring that the documents submitted are correct for the application. If any discrepancies are found the Engineering Clerk may send the application back through the module for the tenant to submit the correct documents.

The Tenant will receive a Revision/Re-Submission email.

A Revision/Re-Submission is required for Attachment Application HE2024-034



jointuse@alectrautilities.com
To Linda Delibato

[Reply](#)

Hello Linda Delibato,

A Revision/Re-submission is required as follows for Attachment Application HE2024-034:

Please see the comments below:

Please send in correct Engineering Drawing PDF.

Regards,
Alectra Joint Use Team

The application for revised documents will now be found in the Tenant Pending Actions Grid.

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on **"Pending Actions"**
3. Application is now shown in the Pending Actions Grid.
4. Click **"Open"**

The screenshot displays the Alectra Joint Use Management Portal interface. On the left, the 'Sign in to your account' form is shown with a '1' indicating the login step. The form includes fields for 'Username or email' (containing 'jork') and 'Password', a 'Sign In' button, and options for 'Or sign in with' and 'Alectra OKTA oidc'. On the right, the 'Pending Actions' grid is visible, with a '2' indicating the 'Pending Actions' tab. The grid contains one entry for application HE2024-034, with a '3' marking the application name and a '4' marking the 'Open' button. The grid columns include Permit Number, Applicant, Application, Project Description, Action Sta., Region, Last Update, Submitted, Consultant, and Command.

Permit Number	Applicant	Application	Project Description	Action Sta.	Region	Last Update	Submitted	Consultant	Command
HE2024-034	V14569	Streetlight	Tenant Attachment-Streetlight	Reserved	EAST	Apr 24, 2024 2:34 PM	Apr 24, 2024 2:34 PM		Open

5. Application opens to General Tab to review application
6. Click on **"Documents Tab"**

Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

- Dashboard
- New Application
- Applications
- Pending Actions
- Transfers
- About

5 General
Poles
Documents

6

APPLICATION

Joint Use Application HE2024-034 Region *
EAST Guelph Application
For Guelph no GIS yet so no Poles

Permit Number: HE2024-034 Applicant Reference Number *: Y14569

Will be generated once Region defined and Saved

Project Description *: Eldican Dr

REPRESENTATIVE INFORMATION

Name *: Linda Delibato Phone *: (905) 555-5555 Email *: linda.delibato@alectrautilities.com

7. Upload revised documents by selecting the file or drag and drop.
8. **“Submit”**
9. Confirm Submission Click **“YES”**

Alectra Joint Use Management Portal York Region

Re-Submit Streetlight Application HE2024-034 (Reserved)

- Dashboard
- New Application
- Applications
- Pending Actions
- Transfers
- About

General
Poles
Documents

SharePoint Documents

Engineering Drawing - PDF *

Select files... **7** Drop files here to upload

Engineering Drawing revised 2 .pdf 4.88 MB ↓

Engineering Drawing - Auto Cad *

Select files... Drop files here to upload

Engineering DWG file 3.dwg 952.91 KB ↓

Structural Analysis Report - PDF

Select files... Drop files here to upload

No
9 Yes

Structural Analysis Report - SPIDAcad file

Select files... Drop files here to upload

Additional Supporting Documents

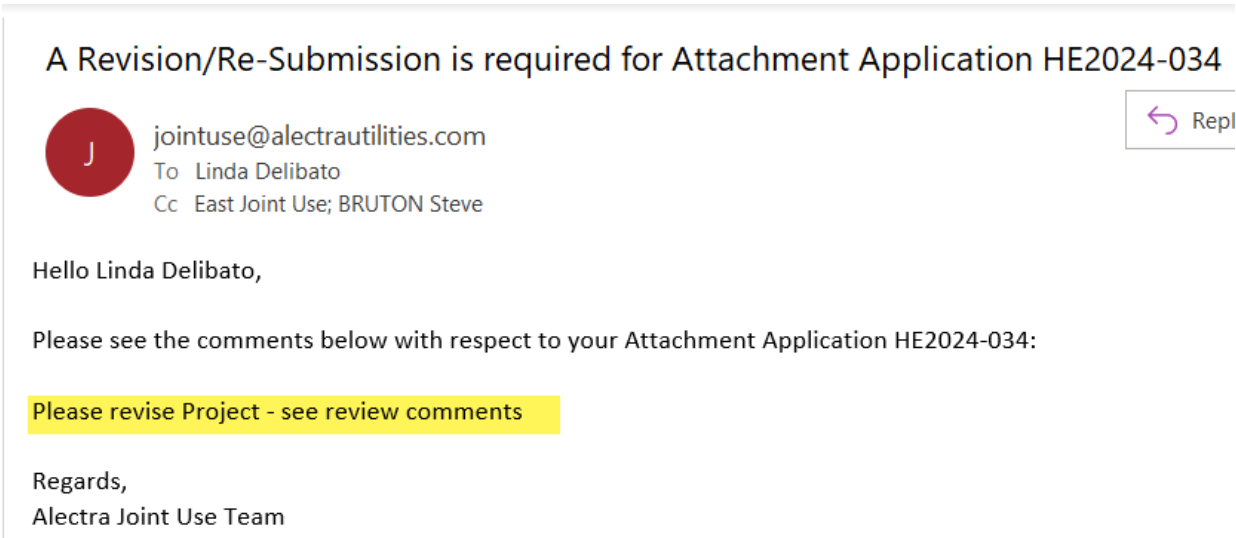
Select files... Drop files here to upload

The application is submitted back to the Engineering Clerk to review and process through the application steps.

REVISION/RE-SUBMISSION- CONSULTANT

The Consultant may return the application for a design revision or modification. If a design revision is required the Consultant will attach "Review Comments" that can be found on the Documents Tab.

The Tenant will receive a Revision/Re-Submission email.



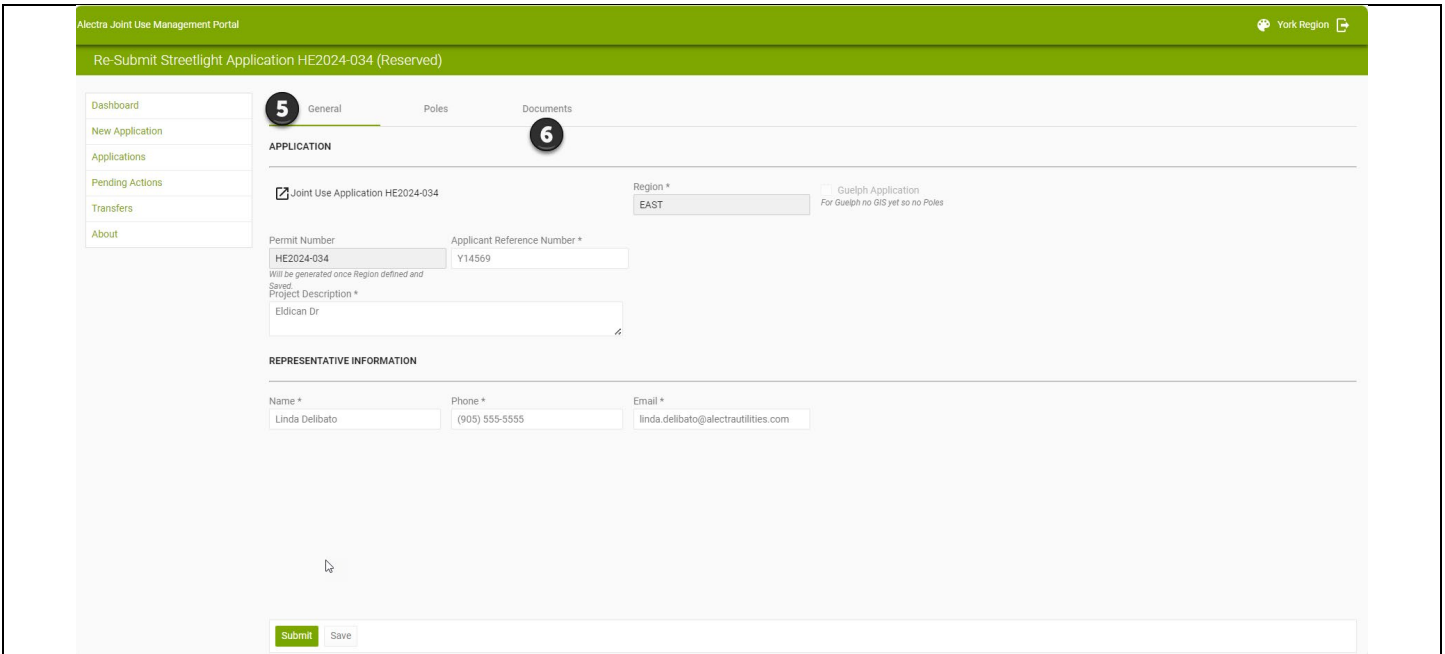
The application for revised documents will now be found in the Tenant Pending Actions Grid.

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on "Pending Actions"
3. Application is now shown in the Pending Actions Grid.
4. Click "Open"

The screenshot shows the Alectra Joint Use Management Portal. On the left is a login form with a '1' indicating the sign-in step. The form includes fields for 'Username or email' (containing 'lyork') and 'Password' (masked with dots), a 'Sign In' button, and options for 'Or sign in with' Alectra OKTA oidc. On the right is the 'Pending Actions' grid, with a '2' pointing to the 'Pending Actions' menu item and a '3' pointing to the application row. The grid contains one row for application HE2024-034, with a '4' pointing to the 'Open' button in the 'Command' column.

Permit Number	Applicant	Application	Project Description	Action Sta.	Region	Last Update	Submitted	Consultant	Command
HE2024-034	Y14569	Streetlight	Tenant Attachment Streetlight	Reserved	EAST	Apr 24, 2024 2:34 PM	Apr 24, 2024 2:34 PM		Open

5. Application opens to General Tab to review application
6. Click on "Documents Tab"



7. Download “Review Comments” It will be a PDF or word document with detail explanations regarding application.

Application can be revised in the Pending Actions Grid

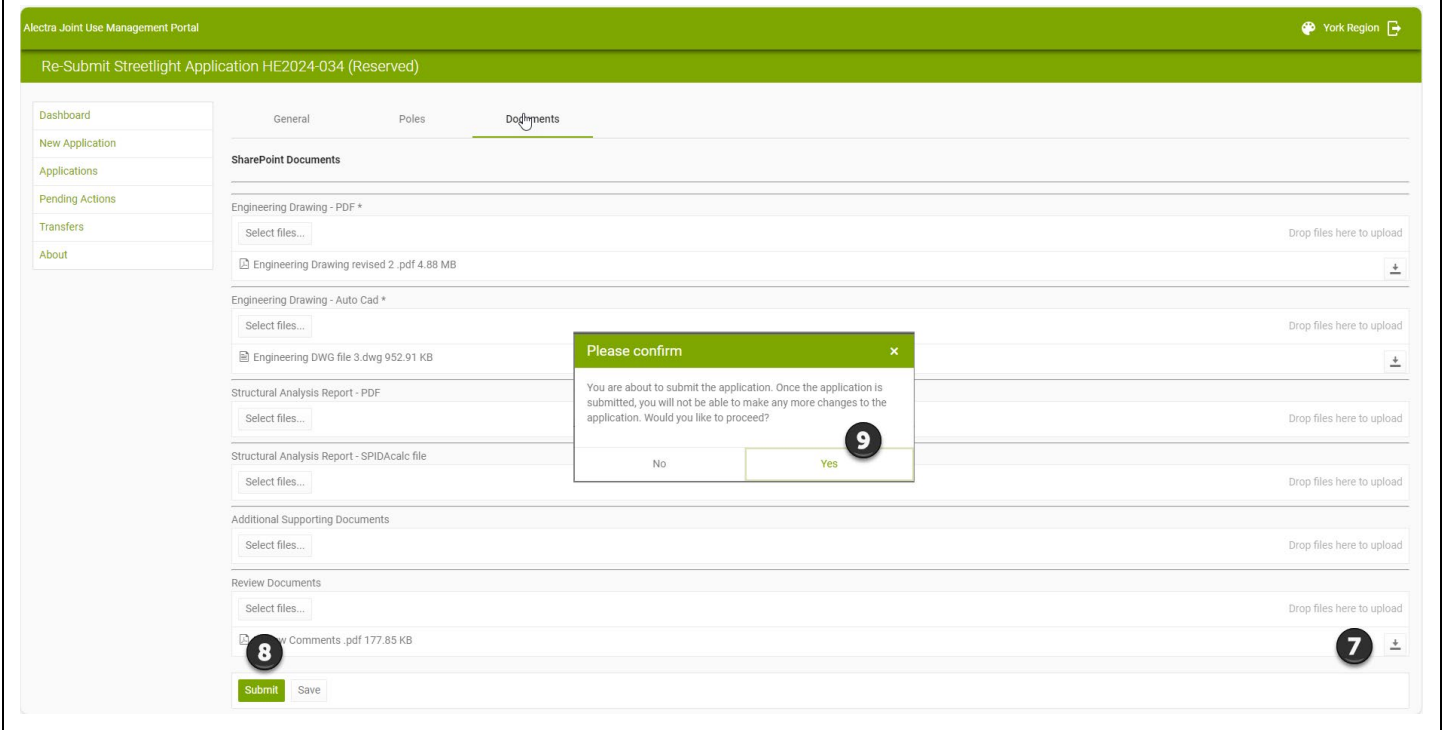
Add/Remove poles – Pole Tab

Upload Revised drawings – Documents Tab

Once all revisions completed

8. “Submit”

9. Confirm Submission Click “YES”



The application will be submitted back to the Consultant to review and process through the application steps.

AWAITING PAYMENT

As the application processes through the module with the Alectra Consultant and Engineering Tech, determinations are made if Hydro Make Ready Work is required for the application and Costs associated with the permit application.

The Engineering Tech will upload to the module a Permit estimate.

The Tenant will receive a Payment Pending email.

Payment for Attachment Application HE2024-034



jointuse@alectrautilities.com
To: Linda Delibato

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Wed 4/24/2024 4:06 PM

Hello Linda Delibato,

Please note that an estimate for Attachment Application HE2024-034 has been uploaded. Details can be found and payment made through the Alectra ATTACH.

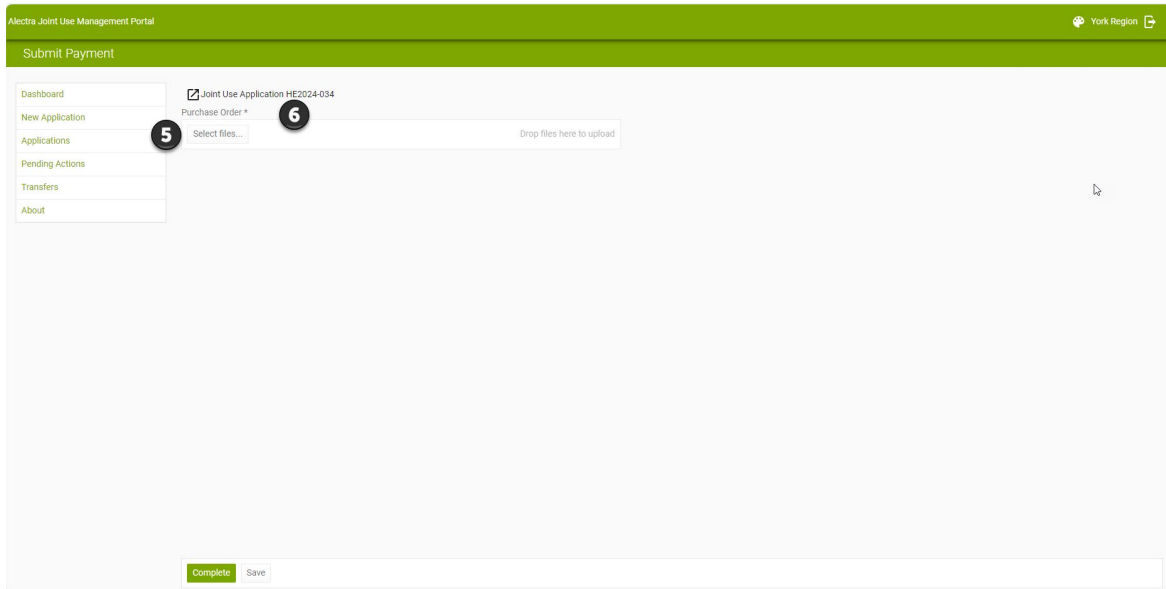
Regards,
Alectra Joint Use Team

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on **“Pending Actions”**
3. Application is now shown in the Pending Actions Grid.
4. Click **“Open”**

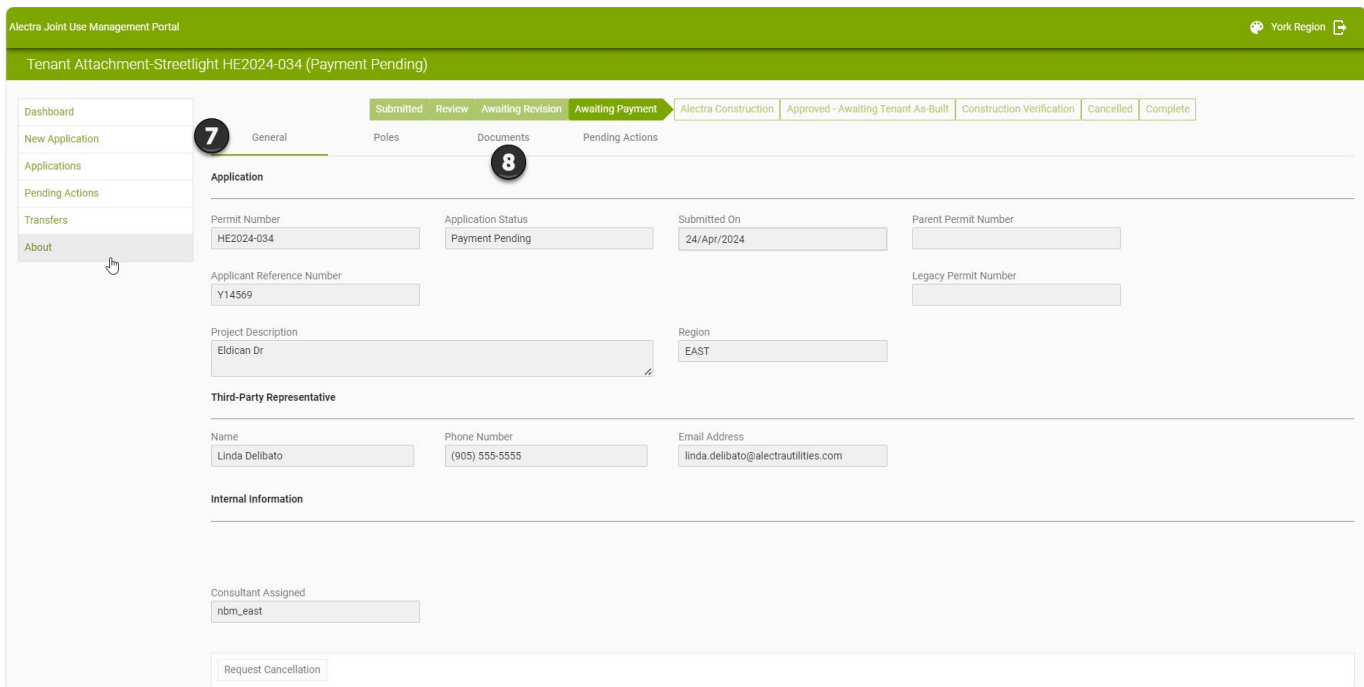
The screenshot shows the Alectra Joint Use Management Portal. On the left is a login form with a '1' in a circle next to the title 'Sign in to your account'. The form has fields for 'Username or email' (containing 'jork') and 'Password' (masked with dots), a 'Sign In' button, and an 'Alectra OKTA oidc' button. On the right is the 'Pending Actions' dashboard. A '2' in a circle points to the 'Pending Actions' link in the left sidebar. A '3' in a circle points to a row in the table with Permit Number 'HE2024-034'. A '4' in a circle points to the 'Open' button in the 'Command' column of that row.

Permit Number	Applicant	Application	Project Description	Action Sta.	Region	Last Update	Submitted	Consultant	Command
HE2024-034	Y14569	Streetlight	Tenant Attachment-Streetlight	Reserved	EAST	Apr 24, 2024 2:04 PM	Apr 24, 2024 2:34 PM		Open

5. Application opens to Upload a Payment.
6. Click on **“Permit Application Link”**



7. Application opens to General Page
8. Click on "Documents tab"



9. Download "Permit Estimate" It will be a PDF or word document with details of the permit estimate.
10. Go to Pending Actions Tab

Alectra Joint Use Management Portal York Region

Tenant Attachment-Streetlight HE2024-034 (Payment Pending)

Submitted Review Awaiting Revision **Awaiting Payment** Alectra Construction Approved - Awaiting Tenant As-Built Construction Verification Cancelled Complete

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles Documents Pending Actions

Engineering Drawing - PDF
 Engineering drawing revised 3 .pdf,16846221 0.00 KB **10**

Engineering Drawing - Auto Cad
 Engineering DWG file 3.dwg,975779 0.00 KB

Structural Analysis Report - PDF
 Structural Analysis Report - SPIDAcalc file

Purchase Order

Record of Inspection

Review Fees
 Review Fees .pdf,79617 0.00 KB

Review Comments
 Review Comments .pdf,182122 0.00 KB

As Built

Certification Letter
 Certification Letter .pdf,201396 0.00 KB

Estimate Letter
 Permit Estimate.pdf,1390875 0.00 KB **9**

MC/PUCC Approval

Request Cancellation

11. Open Application

Alectra Joint Use Management Portal York Region

Tenant Attachment-Streetlight HE2024-034 (Payment Pending)

Submitted Review Awaiting Revision Awaiting Payment Alectra Construction Approved - Awaiting Tenant As-Built Construction Verification Cancelled Complete

Dashboard
New Application
Applications
Pending Actions
Transfers
About

General Poles Documents Pending Actions

Export to Excel Export to PDF

Name	Application Number	Application Status	Start Date	Command
Submit Payment	HE2024-034	Reserved	Apr 24, 2024 4:06 PM	Open 11

- 12. Upload Payment – Select file or drag and drop**
- 13. “Complete”**
- 14. Please confirm- Click “Yes”**

Note: After the initial email requesting Payment. Reminder emails will be sent every 14 days. After 60 days the application will automatically cancel.

Reminder email: Example

Payment reminder for Attachment Application HE2024-034



jointuse@alectrautilities.com
To Linda Delibato

↩ Reply
↩ Reply All
→ Forward
⋮

Wed 4/24/2024 4:12 PM

Hello Linda Delibato,

Please note that an estimate for Attachment Application HE2024-034 has been uploaded. Details can be found and payment made through the Alectra ATTACH.

Regards,
Alectra Joint Use Team

T

Cancellation email: Example

Attachment Application HE2024-034 Cancelled



jointuse@alectrautilities.com
To Linda Delibato

↩ Reply
↩ Reply All
→ Forward
⋮

Wed 4/17/2024 1:27 PM

Attachment Application HE2024-034 cancelled.
Payment not recieved.

APPLICATION APPROVED

When an application is approved the tenant will receive an email.

As-built Submission for Attachment Application HE2024-034



jointuse@alectrautilities.com
To Linda Delibato

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 4/24/2024 4:23 PM

Hello Linda Delibato,

Attachment Application HE2024-034 has been approved. Please ensure that "As-built" drawings are submitted within 45 days of the completion of the work and in any event within 225 days from the date the Permit Application was approved.

Regards,
Alectra Joint Use Team

Pending actions go back to the tenant to submit as built documents.

When you complete your attachment construction, submit as built documents.

AS BUILT SUBMISSION

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on **“Pending Actions”**
3. Application is now shown in the Pending Actions Grid.
4. Click **“Open”**

The screenshot shows the Alectra Joint Use Management Portal. On the left, there is a login form with the following fields and buttons:

- 1. A large number '1' in a circle next to the heading "Sign in to your account".
- Username or email: A text input field containing "lyork".
- Password: A text input field with masked characters "....".
- Sign In: A blue button.
- Or sign in with: A heading.
- Alectra OKTA oidc: A button.

On the right, the "Pending Actions" grid is visible:

- 2. A large number '2' in a circle next to the "Pending Actions" link in the left sidebar.
- 3. A large number '3' in a circle next to the application row "HE2024-034" in the grid.
- 4. A large number '4' in a circle next to the "Open" button in the grid.

Permit Number	Applicant	Application	Project Description	Action Sta.	Region	Last Update	Submitted	Consultant	Command
HE2024-034	Y14599	Streetlight	Tenant Attachment Streetlight	Reserved	EAST	Apr 24, 2024 2:34 PM	Apr 24, 2024 2:34 PM		Open

5. Application opens to As Built Document Upload
6. **“Select file”** or **“drag and drop”** to upload Document
7. **“Complete”**
8. Please confirm- Click **“Yes”**

The screenshot shows the "Submit As-Built" page for application HE2024-034. The page includes:

- 5. A large number '5' in a circle next to the "As-Built Document" section.
- 6. A large number '6' in a circle next to the "Select files..." button.
- 7. A large number '7' in a circle next to the "Complete" button.
- 8. A large number '8' in a circle next to the "Yes" button in the confirmation dialog.

A confirmation dialog box is displayed with the following text:

Please confirm

You are about to complete document attachment process. Would you like to proceed?

No Yes

If the As built document is insufficient, it will be returned to the tenant for revision with the accompanying email. Repeat about steps to upload a new As Built document.

As-built for Attachment Application HE2024-034 requires further information

 jointuse@alectrautilities.com
To: Linda Delibato

[Reply](#) [Reply All](#) [Forward](#) [More](#)
Wed 4/24/2024 4:39 PM

Hello Linda Delibato,

As-built for Attachment Application HE2024-034 requires the following attention/reason:
Please submit correct As Built documents

Regards,
Alectra Joint Use Team

APPLICATION COMPLETES

Once the As Built documents are submitted and approved. The application is Complete.

An email will be sent to the tenant

Attachment Application HE2024-034



jointuse@alectrautilities.com
To Linda Delibato

Reply Reply All Forward ...

Wed 4/24/2024 4:42 PM

Hello Linda Delibato,

For your records, Attachment Application HE2024-034 is Complete. No further action is required.

Regards,
Alectra Joint Use Team

Alectra Status on the Application and the Chevrons will appear as complete.

Alectra Joint Use Management Portal Coordinator East

Tenant Attachment-Streetlight - YORK REGION HE2024-034 (Complete)

Submitted	Review	Awaiting Revision	Awaiting Payment	Alectra Construction	Approved - Awaiting Tenant As-Built	Construction Verification	Cancelled	Complete
Application								
Permit Number	Application Status	Submitted On	Parent Permit Number					
HE2024-034	Complete	24/Apr/2024						
Applicant Reference Number			Legacy Permit Number					
Y14569								
Project Description	Region							
Eldican Dr	EAST							
Third-Party Representative								
Name	Phone Number	Email Address						
Linda Delibato	(905) 555-5555	linda.delibato@alectrautilities.com						
Internal Information								
Work Order No.	MC/PUCC Application Date	HMR Quote Requested	HMR Issued					
125896	day/month/year	24/Apr/2024	24/Apr/2024					
Consultant Assigned								
nbm_east								

CANCELLATIONS

The Tenant has 2 options to Cancel a permit application.

Before Application is Submitted

1. Click **"Cancel Application"**
2. Please confirm- Click **"Yes"**

The screenshot shows the 'Submit New Streetlight Application (Reserved)' page. The 'Cancel Application' button is highlighted with a red circle and the number 1. A confirmation dialog box is displayed, asking 'Would you like to proceed?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red circle and the number 2.


After Application is Submitted

1. Go to the application **"General Tab"**
2. Click **"Cancel Application"**
3. Please confirm- Click **"Yes"**

The screenshot shows the 'Tenant Attachment-Streetlight HE2024-035 (Review)' page. The 'General' tab is highlighted with a red circle and the number 1. The 'Request Cancellation' button is highlighted with a red circle and the number 2. A confirmation dialog box is displayed, asking 'Would you like to proceed?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red circle and the number 3.

The application will go to the Engineering Clerk to approve. Once approved the Tenant will receive a confirmation email.

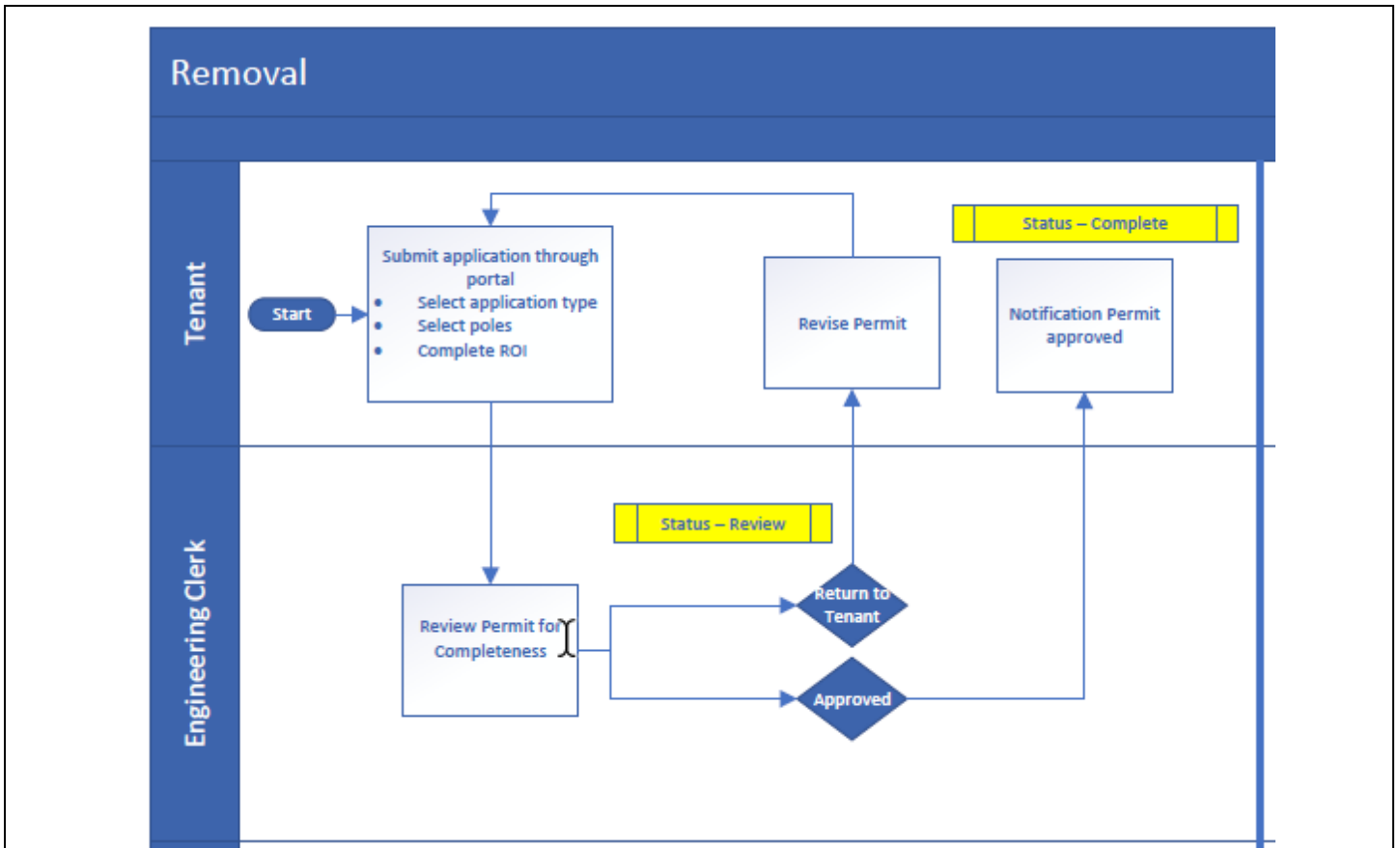
Cancellation Request for Attachment Application HE2024-035

 jointuse@alectrautilities.com
To: Linda Delibato
Cc: East Joint Use; BRUTON Steve

Hello Linda Delibato,

As requested, Attachment Application HE2024-035 has been CANCELLED.

Regards,
Alectra Joint Use Team



CREATE A REMOVAL APPLICATION

1. Log into the Alectra ATTACH Module using your user credentials
2. Click on the **“New Application”**
3. Click on **“Tenant Removal”**
4. The Module will pause and show message while creating the application.

The image shows two screenshots from the Alectra Joint Use Management Portal. The left screenshot shows the login page with a 'Sign in to your account' heading. It includes input fields for 'Username or email' (containing 'york') and 'Password' (masked with dots), a 'Sign In' button, and an option to 'Or sign in with Alectra OKTA oidc'. The right screenshot shows the 'New Application' page. A sidebar on the left lists 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main content area has a heading 'Select one of the following options to start a new application' and a list of buttons: 'Tenant Attachment - Wireless', 'Tenant Attachment - Wireless', 'Tenant Attachment - Streetlight', 'Tenant Attachment - Decorative', 'Tenant Attachment - Dip Request', 'Tenant Removal', and 'Bonding Request'. A progress indicator at the bottom right shows 'Creating Joint Use Removal Case'.

5. General Tab opens for required entries
6. Enter Required information – Applicant Reference Number, Project Description, Representative Information
7. **“Save”**
8. When save is initiated at this point Error message appears. It is indicating that the Region has not been selected. Region selection is automatic when poles are chosen
9. Click on **“Pole Tab”**

The image shows a screenshot of the 'Submit New Removal Application (Reserved)' form in the Alectra Joint Use Management Portal. The form has a green header with the title and 'York Region' logo. Below the header is a sidebar with navigation options: 'Dashboard', 'New Application', 'Applications', 'Pending Actions', 'Transfers', and 'About'. The main content area has tabs for 'General', 'Poles', 'Record of Inspection', and 'Documents'. The 'General' tab is active. The form is divided into sections: 'APPLICATION' and 'REPRESENTATIVE INFORMATION'. In the 'APPLICATION' section, there is a 'Joint Use Application' checkbox (checked), a 'Region *' dropdown menu, and a 'Guelph Application' checkbox (unchecked) with a note 'For Guelph no GIS yet so no Poles'. Below this are fields for 'Permit Number' and 'Applicant Reference Number *' (containing 'RV25896'). A note says 'Will be generated once region defined and Saved.' The 'Project Description *' field contains 'remove Courtland streetlights'. The 'REPRESENTATIVE INFORMATION' section has fields for 'Name *' (Linda Delibato), 'Phone *' ((905) 555-5555), and 'Email *' (linda.delibato@alectrautilities.com). At the bottom, there is a 'Submit' button (highlighted with a green circle 7), a 'Save' button, and a 'Cancel Application' button. An error message (highlighted with a red circle 8) says 'Unable to get Coordinator, no region passed'. A red circle 9 points to the 'Poles' tab.

10. Enter “location” into Search area – will position the map window with your location.
11. Click on “Select Poles by Point”
12. “Click” on the select poles you want to remove the attachment. Selected poles are now highlighted in the map window with red.
13. Pole grid is now populated with pole numbers, Permit numbers and Owner.
14. “Save”
15. Click on “Record of Inspection” Tab.

Alectra Joint Use Management Portal

Submit New Removal Application (Reserved)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

General Poles Record of Inspection Documents

Search Address Pole Count: 2

Pole	Permit Number	Owner
<input type="checkbox"/> P41678	HE2024-034	YORK REGION
<input checked="" type="checkbox"/> P41679	HE2024-034	YORK REGION

Pole Number: P41679
 Height: 60
 Class:
 Material: WOOD
 Owner: COMPANY POLE
 Year:
 FID: 10348455
 State: In Service

Submit Save Cancel Application

16. Enter date of Removals with “Calendar Selection”
17. “Save”
18. Click on “Documents Tab”

Alectra Joint Use Management Portal

Submit New Removal Application (Reserved)

Dashboard

New Application

Applications

Pending Actions

Transfers

About

General Poles Record of Inspection Documents

By Entering Attachment Removal Date, Tenant acknowledges and certifies removals are compliant with "Record of Inspection by Attacher"

Record of Inspection
 This certifies that the construction work has been completed and is consistent with the application and meets the safety requirements of Section 4 of Ontario Reg. 22/04. The site has been left in a condition that presents no undue hazard.

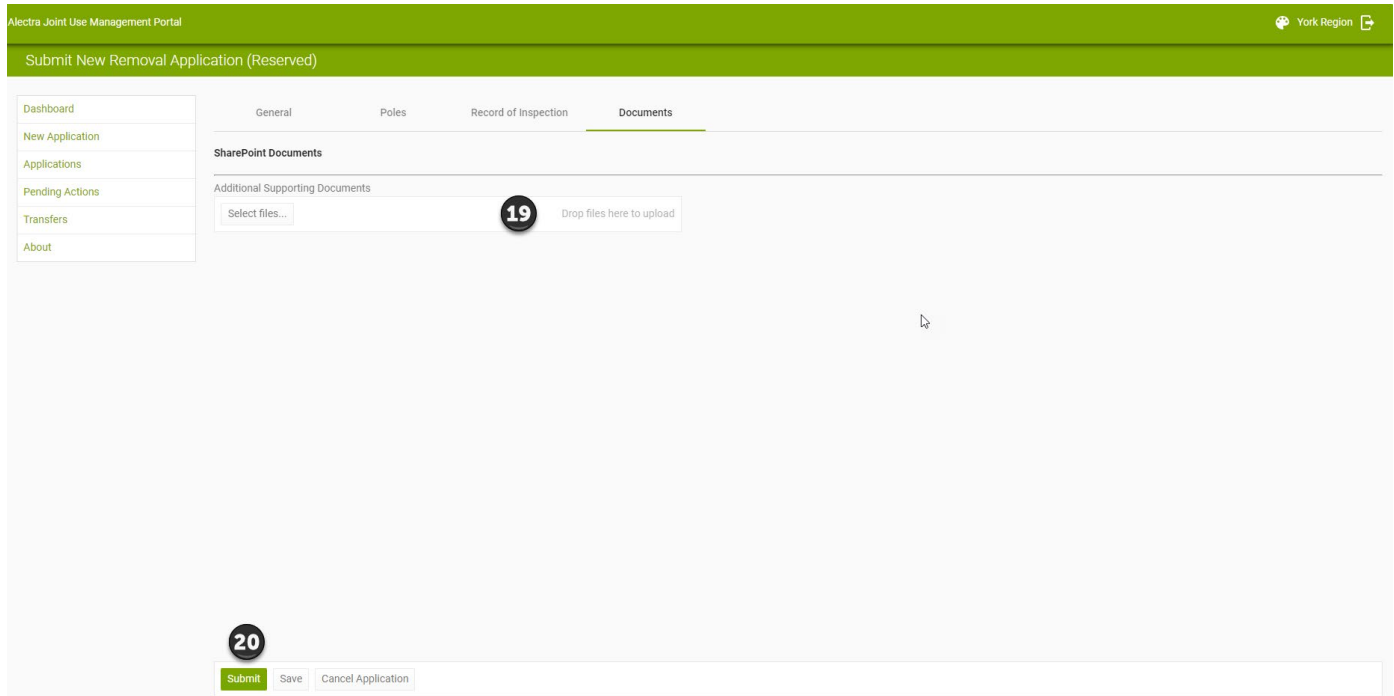
Date of Removals +
 month/day/year

Year: April 2024 TODAY

Year	SU	MO	TU	WE	TH	FR	SA
2024		1	2	3	4	5	6
Feb		7	8	9	10	11	12
Mar		14	15	16	17	18	19
Apr		21	22	23	24	25	26
May		28	29	30			
Jun							
Jul							
Aug							
Sep							

Submit Save Cancel Application

- 19. There are no required documents for a Removal application but the Tenant has the ability to upload supporting documents if required.
- 20. Click **“Submit”**



The application is now submitted to the Engineering Clerk for approval. If any discrepancies are found the Engineering Clerk may send the application back through the module for the tenant to revise application.

Once the application is complete the Tenant will receive email notification.

Removal Application HER2024-032



jointuse@alecrautilities.com
To Linda Delibato

Hello Linda Delibato,

For you records, Removal Application HER2024-032 is Complete. No further action is required.

Regards,
Alectra Joint Use Team

Note: When submitting a removal application the Tenant will only see the poles in which they have an existing attachment on.

INSPECTION PROCESS

Alectra Utilities inspects a minimum of 10% of permit applications for completion of build and adherence to ESA Reg. 22/04 requirements.

If the Inspection is deficient The As built document will be returned for revision and identifying corrections to be made.

Example Email:

As-built for Attachment Application HG2024-040 requires further information



jointuse@alectrautilities.com
To Linda Delibato

Hello Linda Delibato,

As-built for Attachment Application HG2024-040 requires the following attention/reason:
Inspection Indicates pole 3325 needs correction. Resubmit correct As Built.

Regards,
Alectra Joint Use Team

Please correct deficiency and follow steps to resubmit corrected As Built document.