

METRO AUTHORITY
Route Map Minimum Requirement Instructions/Guidelines
June 12, 2008

I. Purpose

The purpose of these instructions/guidelines is to provide minimum standards for route map details pursuant to the requirements of Section 6(3) of the METRO Act (P.A. 48 of 2002). These instructions/guidelines are based on the collaborative consensus of the Route Map Work Group, established guidelines/instructions for map requirements for telecommunication providers in accordance with Section 6 of the METRO Act.

II. Background

The METRO Act, Section 6(5) requires that unilateral or bilateral permit applications by telecommunication providers to municipalities shall include route maps showing the location of the provider's existing and proposed facilities in the format as required by the METRO Authority in the format prescribed by the Michigan Public Service Commission (MPSC). Since enactment of the METRO Act, municipalities have asserted that route maps should include the minimum requirements prescribed on June 27, 2003 by the MPSC and the METRO Authority; and that telecom providers need to submit route maps in the GIS rather than PDF format. Conversely, telecom providers assert that the METRO Act does not require route maps to be as detailed as desired by municipalities; and that the METRO Authority has limited or no authority to prescribe the contents of route maps.

In February 2006, the METRO Authority established the Route Map Work Group consisting of:

- a) 5 members representing municipality interests consisting of:
 - a. Michigan Municipal League
 - b. Michigan Townships Association
 - c. City of Detroit
 - d. Charter Township of Clinton
 - e. PROTEC

- b) 5 members representing municipality interests consisting of:
 - a. AT&T
 - b. Verizon
 - c. Telecommunications Association of Michigan (TAM)
 - d. Competitive Local Exchange Carriers Association
 - e. Great Lakes Comnet

It was the intent of the METRO Authority that the Work Group reach consensus and/or propose options to resolve route map issues in compliance with METRO Act requirements.

The METRO Authority would then issue instructions/guidelines that included agreements reached by the Work Group.

The Work Group's *primary mission* was, by consensus, to determine:

- a. What a route map consists of and level of detail required (i.e., line drawing; above, below, left, right, ID of street names; indicator of linear feet or scaled; municipal boundaries; etc.).
- b. Necessity/requirement for "as built" route maps.
- c. Any other disputed issues relating to route map requirements.

III. Work Group Consensus Findings

Several (5) Work Group collaborative meetings resulted in the following findings:

1. Route Map Format: Pursuant to Section 6(8) of the Act and with input from providers and municipalities, the Michigan Public Service Commission (MPSC) on November 23, 2003 issued the following Opinion and Order that stipulates:

"Providers shall submit maps to the municipalities and the Commission on a compact disk (CD) in an electronic format with any of the following file extensions: DGN, DWG, or DXF. If the MPSC staff does not have the software required to read the CD, it is the company's responsibility to provide MPSC staff with the software needed to read the information contained on the CD. The company can either provide the MPSC staff with a copy of the software, or provide an html link to download the free viewer, or, as a last resort, provide access to a computer containing the software at a convenient company location or at the MPSC offices.

In order to avoid any violation of license agreements with base map providers, the telecommunications providers may need to amend their current contracts with their base map providers and include METRO Act requirements.

If the provider is not able to provide electronic maps, the provider must seek a waiver from the commission. A request for a waiver shall include all necessary supporting documentation. If a municipality does not have electronic capabilities, the municipality and the provider should work out an acceptable agreement.

Providers are still subject to municipal construction permitting requirements that are separate and distinct from the permit and mapping requirements of the METRO Act."

2. Route Map Submission: For the purpose of the METRO Act, route maps required are for all telecommunication provider permits sought or obtained after November 1, 2002. Providers are not summarily required to submit route maps for facilities installed prior to the enactment of the METRO Act. For work done on facility installations and/or renovations installed prior to November 1, 2002, only route maps of the area being worked-on are required.

3. MEDC Position on Route Maps: The Michigan Economic Development Corporation (MEDC) indicates that for economic development purposes, it did not need information regarding the specific location of telecommunication providers' facilities in municipality's public rights-of-way. The information most helpful to MEDC is to be able to tell a prospective business the type of infrastructure (fiber-optic lines, BPL, T-1 Lines, etc.) that is located in a municipality.
4. Level of Route Map Details: There remained a lack of consensus as to the level of detail needed or required to be included in route map submissions.
5. Completion of Construction Route Maps: Section 6(7) of the METRO Act regarding the submittal of route maps to the MPSC and municipalities showing the location of telecommunication facilities within 90 days of substantial completion was not consistently being complied with. Only one large provider was submitting the required route maps to the MPSC and municipalities but even these route maps contained little or no details. Some small providers were properly submitting the route maps, but again some without any route map details.
6. Construction Permit vs. Route Map: Clarification that details illustrated on a construction permit, while very informative, are not necessarily required on route maps per Section 6(7) of the Act. However, a municipality may be able to revise its construction permits to capture information needed by its engineering entity, MISS DIG, etc. Further, if municipalities maintained copies of the construction permit and route maps in the same files, all necessary route map information may be available.
7. Route Map Instructions/Guidelines: On April 19, 2006, representatives of the telecommunications industry (providers) presented a "Discussion Draft" outlining proposed instructions/guidelines that provided minimum route map requirements. The Route Map Work Group, subsequently, adopted this draft as the collaborative agreement to be issued as instructions/guidelines by the METRO Authority as described below.

IV. METRO Authority Route Map Instructions/Guidelines

Section 6(5) of the METRO Act (2002 PA 48) provides that "An application for a permit under this section shall include route maps showing the location of the provider's existing and proposed facilities in the format as required by the authority under subsection (8). Except as otherwise provided by a mandatory protection order issued by the commission, information included in the route maps of a provider's existing and proposed facilities that is a trade secret, proprietary, or confidential information is exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 TO 15.246."

A. Route Map Detail Requirements

On November 23, 2003 the Michigan Public Service Commission (“MPSC”) issued an order requiring that route maps submitted to municipalities and the MPSC shall be on a compact disc (CD) in an electronic format.

The following route map details are sufficient to comply with the METRO Act:

1. The route maps submitted should show the location of the facilities to be installed in the public right-of-way.
2. The route maps submitted should also show the location of existing facilities to which the proposed facilities are to be attached.
3. Route maps may be as simple as a street map which legibly marks the route to be taken by the proposed facilities.
4. All route maps should be legible.

B. Submission Timelines

Additionally, Section 6(7) METRO Act provides that “Within ninety (90) days after substantial completion of construction of new facilities in a municipality, a provider shall submit route maps showing the location of the telecommunications facilities to both the Commission and the affected municipalities.”

1. The route maps submitted pursuant to Section 6(7) within ninety (90) days after substantial completion should be in substantially the same form as the route map submitted with permit applications pursuant to Section 6(5), and should identify on the route map any variations that occurred during construction.
2. The provider shall also submit the amount of linear feet of facilities installed in the public right-of-way.

Note: Attached are voluntary examples that may be used to submit Route Map Information.

A decision or assessment of the METRO Authority is subject to a de novo review by the Michigan Public Service Commission upon the request of an interested person pursuant to Section 17 of the METRO Act. Also, comments regarding these instructions/guidelines are welcomed.

SAMPLE ROUTE MAP SUBMISSION FORM/MAP

Based on Route Map Instructions/Guidelines as structured by the Route Map Work Group, the following route map details were deemed sufficient to comply with Section 6(7) of the METRO Act.

1. The route maps submitted should show the location of the facilities to be installed in the public right-of-way.
2. The route maps submitted should also show the location of existing facilities to which the proposed facilities are to be attached.
3. Route maps may be as simple as a street map which legibly marks the route to be taken by the proposed facilities.
4. All route maps should be legible.

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2. The provider shall also submit the amount of linear feet of facilities installed in the public right-of-way.

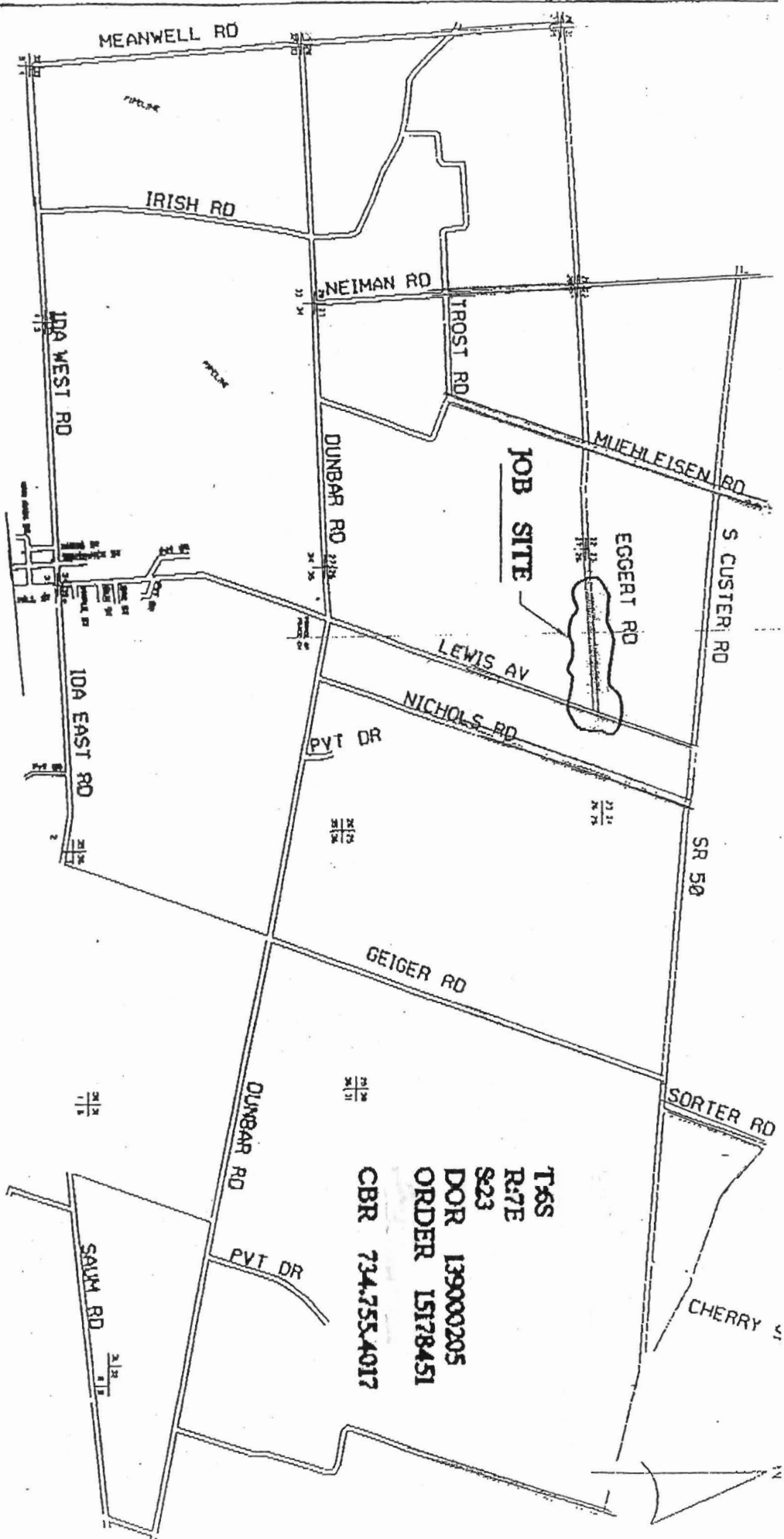
The “Sample Voluntary Route Map Submission Form/Map” on the following pages represents an example that may be used to comply with Section 6(7) of the METRO Act. Note: The use of this exemplary form and map is strictly voluntary and is intended only as a guide to assist those who wish to use them; or some derivative thereof.

SAMPLE VOLUNTARY ROUTE MAP SUBMISSION FORM/MAP

Municipality(ies) Right-of-Way (Names of Affected Municipalities)				
1.				
2.				
3.				
Date of Substantial Completion		_____ / _____ / _____ (Month) (Day) (Year)		
Construction	<input type="checkbox"/> New Facilities	<input type="checkbox"/> Renovation	<input type="checkbox"/> Inspection	<input type="checkbox"/> Other
Linear Feet/Facilities Installed (Complete Applicable Categories)				
Newly Installed	No. Feet _____ (AERIAL)	No. Feet _____ (UNDERGROUND)		
Renovated	No. Feet _____ (AERIAL)	No. Feet _____ (UNDERGROUND)		
Other	No. Feet _____ (AERIAL)	No. Feet _____ (UNDERGROUND)		
Description of Permit Construction Listing Variances from Proposed to Actual Construction				

ROUTE MAP – SEE ATTACHED				
Submitted By				Date:
Provider Name				____/____/____
Address				
Phone Number				

NOTE: THE FOLLOWING PAGE REPRESENTS A SAMPLE ROUTE MAP FOR CONSIDERATION.



NOTE AREA —
DOR-8443
1390-IDA 3P0A0AA
EGGERT RD
LOCATION MAP

T6S
 R7E
 S23
 DOR 139000205
 ORDER 15178451
 CBR 734.755.4017

AREA	9NG	AREA	STATE	MI
DIVISION	SOUTHERN	EXCHG	1390	REG. CO.
MCA	1390	NO	1390A0AA	CONTROL NUMBER
TITLE	DOR-8443 EGGERT RD			
TYPE	65	REQD	7E	SECT. 23
DATE	8/15/78	REV.	DATE	SAL. XXX
FILE	SPI	DRAWN	DWG	APPROD
		MTS	MTS	1 OF 4