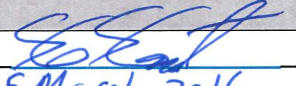




Outside Agency Utility Pole Labeling

ISSUING DIVISION: Electric Engineering
SVP SPONSOR: Kevin Keating, Manager

Signed by 
Date Signed 15 March, 2016
SHEET: Sheet 1 of 6

SECTION: Marking

OH 1615

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Scope of Standard

All Utility Poles within the Santa Clara City limits are required to be labeled. This document describes the labeling guidelines that may be used to identify Wooden Utility Poles that are owned by entities other than Silicon Valley Power. These guidelines do not apply to labeling traffic signal poles, traffic safety lights or streetlights.

Purpose of Standard

The purpose of this document is to establish a standard labeling method for Utility Poles that are located in areas where SVP utility poles would normally be found. The City of Santa Clara's Electric Department, Silicon Valley Power (SVP) owns and maintains wooden utility poles within the City limits. Other entities and/ or joint pole associations may also own and maintain utility poles in the City of Santa Clara as well. Properly marking and identifying the facility's owners reduces the confusion that comes from having multiple facilities owned by different entities. For SVP owned pole labeling requirements, refer to SVP Standard OH 1610

Purpose of Revision

This is a new document. There are no revisions.

References

- Silicon Valley Power Standard OH 1610, "Pole Labeling: May 15, 2014

Rescissions

This is a new document. There are no rescissions.

Rev.	Date	Description	Appr.	Rev.	Date	Description	Appr.
By: Joseph Bruzzone		Outside Agency Utility Pole Labeling				Drawn By: Joseph Bruzzone	
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Definition of Terms

- **City:** City of Santa Clara or the City Council of the City of Santa Clara.
- **Contractor:** The person or persons, firm, partnership, corporation or combination thereof, who has entered into a contract with the City of Santa Clara, as a party or parties of the second part of his or their legal representative.
- **Electrolier:** The complete street light assembly consisting of metal pole, arm and luminaire.
- **Primary Conductors:** Conductors that operate between 12,000 and 60,000 volts
- **Silicon Valley Power (SVP):** Municipal Electric Department of the City of Santa Clara.
- **Transmission:** SVP electric system where the nominal system voltage is equal to or greater than 60,000 volts.
- **Utility Pole:** A vertical wooden or metal pole set into the ground for the purpose of supporting utility equipment and utility conductors at prescribed clearance heights.

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Required Information

Basic information that is expected to be displayed on each pole is as follows:

- Unique Pole Identification Number
- Owner of the Pole

Pole Label

Any entity or agency that owns or maintains utility poles in the Santa Clara city limits should submit their individual standards for pole labeling to the City. This will give City staff the ability to recognize different entities' labels. If an entity does not have a set standard for pole labeling, then the following pole label requirements should be met within the city limits.

- The letters and numbers on the label shall be reflective.
- Letters and numbers shall be a minimum of 2 inches high by 1 inch wide.
- The label mounting plate should be installed in such a way that either the nails or bands used to secure it to the pole will not obscure the label.
- All items used shall be durable and readable for a minimum of 10 years.
- Labels should be clearly visible and easily read at all times.

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Pole Label Installation

It is recommended that pole labels be attached to poles using the following guidelines. These recommendations do not apply if the pole owners have supplied their standards to the city.

The pole labels should be installed with the bottom of the label no less than 8 feet above grade or above any obstructions whichever is higher, but still readable from the ground.

Pole labels should be installed in such a way that the number is easily visible from the street or access path. Common mounting locations are:

- On streets and road ways, the label should be mounted so that it is facing into the street. (Figure 1)
- In parking lots the pole number should face parking areas. (Figure 2)
- In back yards of private residences, the label should be mounted facing the nearest street and visible from above the fence without having to enter the yard. If that is impossible due to the location of the pole, then the label should be facing into the yard of the poles recorded address unobstructed by fencing or landscaping. (Figure 3)
- Along creek beds, the pole numbers should be facing and visible from the nearest bridge or along an established path along the creek bed.

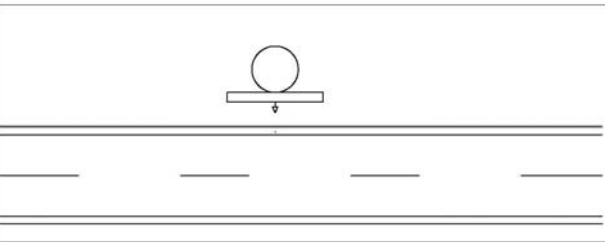


Figure 1: Street Location Example

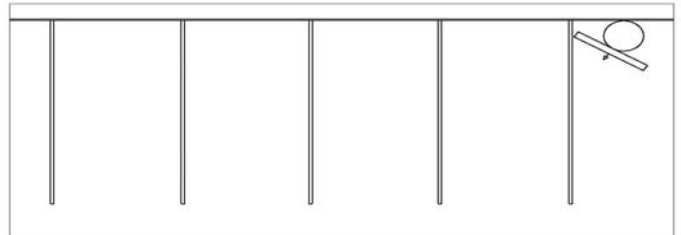


Figure 2: Parking Lot Location Example

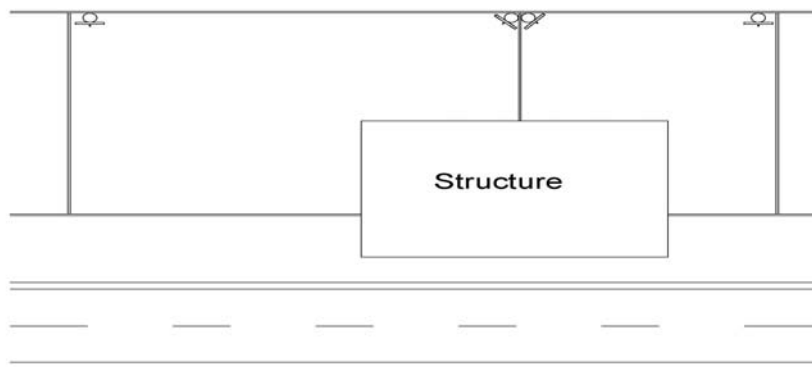


Figure 3: Backyard Location Example

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Unmarked Utility Poles

Poles should be labeled at all times. A label should only be removed if a new label is planned to immediately replace it, either due to weathering or ownership change.

It is important to note that a pole label indicates that a pole is owned by a particular entity. The label also signifies that the particular entity is responsible for the pole. The label should be updated as soon as the ownership of the pole changes. Furthermore, an entity should remove its label as soon as it relinquishes ownership of the pole.

Any unmarked utility poles in the city limits are assumed to be under the control of the city for public and City staff safety purposes only. If an unmarked pole needs to be removed due to law, ordinance, or land owner request, commercially reasonable efforts will be made to locate the pole's owner. If the owner is not located, the City shall perform the needed work. If ownership is determined after the pole has been removed, then the owner will be contacted and remediation efforts appropriate to the situation will be made.

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