

Town of Matthews
Streetlight Procedures
(10/31/07)

Individual Streetlight Request

Overview

Residents may request a single streetlight be installed near their home. The standard installation includes a high pressure sodium fixture mounted on a wooden utility pole. If other streetlights are present on the street or in the neighborhood, the addition of an individual light must be of the same type as those existing. The streetlight is typically placed on the property line between you home and your neighbor. To start the process, simply complete a request/petition form and return it to our Public Works Department, at the address provided. Once the required petition process has been completed, the Town of Matthews will authorize the Power Company to install the light and the Town will pay for the power to operate it.

Request/Petition Process

The installation of an individual streetlight involves a simple process. Specify the requested location for the streetlight on the attached form and **obtain a signature from at least 75% of the households within 75' of that location**. That usually includes your next door neighbor and the home(s) directly across the street. When the completed form is returned to us, we will authorize the Power Company to schedule the installation. You will receive a copy of our authorization letter to the Power Company and they will install your streetlight in about 6 weeks.

General Information & Installation Standards

- **Underground wiring** is used only in areas currently served with underground utilities.
- **Streetlight supports** are always placed on public right-of-way. They are installed along the edge of the pavement, in the planting strip or behind the sidewalk so they will not interfere with vehicular or pedestrian traffic. Occasionally, the installation of a guy wire may be required, in those cases an encroachment form may be required.
- Private items in the right-of-way, such as sprinkler systems, invisible fencing, cables, wires, PVC conduits, household water lines, etc. are **NOT** the responsibility of the Power Company or the Town of Matthews. It is recommended that such items be removed from right-of-way. At minium, they should be flagged or otherwise marked so that they may be avoided.
- The Town of Matthews retains exclusive authority to determine **final placement** of all streetlights.
- The street must have been accepted by the Town for maintenance

Neighborhood Streetlights

Overview

Residential streetlights, whether individual or for a whole subdivision, are installed within the Town of Matthews by request and petition. Neighborhood residents may request that a streetlight plan be prepared to light their entire neighborhood. We work closely with the Power Company to design a pattern of streetlights for specific neighborhoods that will best serve their needs, and meet code requirements. To start the process, simply complete a request form and return it to Matthews Public works, at the address provided.

Once the required petition process has been completed and the lights installed, the **Town of Matthews** will pay for the power to operate them. The Town also pays for the initial cost of the streetlight fixtures and supports when the **standard model** is chosen. If the neighborhood desires more decorative fixtures and supports, they will have to make arrangements to pay the initial cost for such upgrades. The costs range from just under \$600 to nearly \$1,200 **per** streetlight, depending upon the fixture selected. All up-front costs must be paid prior to installation.

Design Preparation

Once we receive your request, we ask the Power Company to prepare a design showing the proposed placement of streetlights within your neighborhood. The proposed light placement is based upon the Power Company's existing facilities and the Town of Matthews lighting requirements. A representative of the Power Company may meet you on the site to finalize the plan. The finalized plan will be sent to the neighborhood contract person by The Power Company and the Town of Matthews will receive a copy. Should the neighborhood request changes in the design that requires additional underground work by the Power Company, the neighborhood may be asked to pay for the associated costs.

Petition Process

The installation of streetlights requires support of at least 75% of the residents, measured by means of a petition. Only one signature per household will be counted. The petition may be actually printed on the streetlight design to ensure that residents have an opportunity to see exactly where the streetlights are to be placed, other times it may be a separate document. We look to the lead petitioner to deal openly with the neighborhood and share the plan with every possible household. Involving the neighborhood association is an excellent way to minimize confusion and expedite the process.

The Town is the **only** party authorized to delete lights from the plan. Streetlights shown on the plan generally cannot be relocated. Due to the ever-changing character of neighborhoods, the petition process should be completed within 90 days. Petitions returned later than that may be considered invalid.

The completed petition is returned to the Town of Matthews for final approval and authorization. You will receive a copy of our authorization letter to the Power Company and they will usually install your streetlights within 60 - 90 days.

General Information & Installation Standards

- **Standard streetlights**
Are placed on wooden utility poles, and are usually a cobra head style
- **Underground wiring**
is used only in areas currently served with underground utilities
- **Decorative streetlights**
Are used only in areas currently served with underground utilities
- Should the Power Company have a need to install cable on private property, overhead or underground, the submittal of the petition is recognized as granting them the right to make such installations. In this **rare** instance, addition of underground cable is typically the reason and a 6" trench is generally sufficient. All disturbed areas are covered and re-seeded.
- **Private items in the right-of-way**, such as sprinkler systems, invisible fencing, cables, wires, pvc conduits, household water lines, etc. are **NOT** the responsibility of the Power Company or the Town of Matthews. It is recommended that such items be removed from right-of-way. At minimum, they should be flagged or otherwise marked so that they may be avoided.
- The Town of Matthews retains exclusive authority to determine final placement of all streetlights.

New Subdivisions

In accordance with the Matthews Subdivision Ordinance all new subdivisions must submit a lighting plan, showing locations and types of lights to be used, as part of the preliminary plat process for approval by the Town. All lights must be installed prior to final acceptance of the streets by the Town. All up-front charges must be paid by the developer. Streets will not be accepted if any up-front charges to the power company remain un-paid.

Decorative Streetlights

General Information

Duke Power and Union Electric provide several styles of decorative lighting fixtures. A one-time fee may be required from the applicants prior to the installation of such lighting. Style of lighting must be approved by the Public Works Director for each location.

Decorative lighting is available to neighborhoods designated by Duke or Union as having underground electrical service. Neighborhoods with overhead electrical service may request the decorative lighting option with an additional one-time installation charge covering the cost of placing service to the lights underground. A letter from the neighborhood association, or a neighborhood commitment to a consistent style of lighting through a neighborhood is required.

Caution should be used in selecting decorative lighting. Since they are mounted at 12' instead of the 25' for standard light, lighting patterns may not provide full coverage of a street with dark spots present. Further, unlike standard fixtures which focus light on the roadway, the most common decorative fixtures shine omni-directional, which some may find objectionable.

Decorative lights are not available on thoroughfares or collector streets.

Duke Served Areas:

Style	Description	Notes
Traditional	100 watt high pressure sodium vapor fixture mounted 12' on a black fiberglass pole	Residential Areas
Acorn	100 watt high pressure sodium vapor fixture mounted 12' on a black fiberglass pole	Downtown Business District Areas Only
Deluxe Acorn	100 watt high pressure sodium vapor fixture mounted 12' on a black fiberglass pole	Residential Areas
Deluxe Traditional	100 watt high pressure sodium vapor fixture mounted 12' on a black fiberglass pole	Residential Areas
Shoebox Cutoff	150 watt high pressure sodium vapor fixture mounted 20' or 25' on a direct buried bronze fiberglass pole	Business Areas Only
The Cobra	250 watt high pressure sodium vapor fixture mounted 20' or 25' on a direct buried bronze fiberglass pole	Thoroughfares and Business Areas only

Union Power Served Areas:

Only the “Traditional Decorative” is available as an alternative to COBRA’s and standard wood poles. There is not an up-front charge at Union Power Cooperative, although there may be an “underground” charge.

STREET LIGHT PETITION

We the undersigned request the Town of Matthews consider the installation of street lights at the following location _____ or in the _____ subdivision. We are requesting the following types of fixtures: Check one:

_____ Standard Cobra Head or NEMA fixtures on Wood Poles at No Charge
_____ "Economy Decorative" Fixtures. I understand that there may be a up-front fee for this type of fixture - see chart.

Upon receipt of a petition, the Public Works Department will request The Power Company to prepare a lighting plan, which upon completion will be provided for inspection. If decorative fixtures are requested, the estimated cost will also be provided at that time. Lights are generally placed at intersections and then at about 150 to 200 foot intervals, depending on conditions.

Petition for individual light must be signed by at least 75% of the households within 75' of the proposed light location.

Neighborhood petition must be signed by at least 75% of the residents in the effected street or neighborhood.

Lead Petitioner and primary Contact:

Name _____ **Street Address** _____

Phone: _____ **E-Mail:** _____

Property Owner/Resident Signature (Please sign and print name)	Street Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Property Owner/Resident Signature _____ **Street Address** _____ **Telephone** _____
(Please sign and print name)

