

STREET LIGHT PETITION PROCEDURES

This outline is intended to provide a Procedure for the District to respond to requests additional street lighting fixtures in the County maintained street lighting districts.

There are two ways to add street lights under the Streets and Highways Code. The first method is for two members of the Board of Supervisors to petition the County Board of Supervisors for installation of a Street Light. While having been used, this isn't the routine procedure for installation of a street light. The second and more routine procedure is for twenty property-owners in the District to petition the Board of Supervisors for installation. That procedure follows this process:

Whenever a request is received for installation of a new street light, the District staff:

1. Verifies its location within a County Lighting District;
2. Verifies there is an available pole at the site to place a new fixture onto; and
3. Mails the requestor a letter of instruction and a standard petition to be signed by at least **twenty (20) property owners** paying taxes in the Street Lighting District. Renters cannot legally sign the petition, but they may contact the property owner for a signature; and
4. Mails a map with the initial letter highlighting the lighting district boundaries.

Once the Petition is signed and returned, the District staff:

1. Verifies receipt of valid property owner signatures in the appropriate street lighting district;
2. Authenticates receipt of the minimum number of valid signatures for petitioning a new street light;
3. Validates a street light is necessary at the requested location; and
4. Visits the site and takes pictures of the proposed light location.

Following verification of signatures, a letter is prepared by staff and mailed to all residents living within 300 feet of the proposed street light location. The letter informs residents of the petition and asks whether there are any objections to installation of the proposed fixture. Resident responses are requested within 15 days of receipt of the letter. Following the 15 days, staff prepares a Cover Letter and Resolution notifying the County Board of Supervisors of the street lighting petition, and requests their authorization to proceed with its installation.

If the Board approves installation, a request is sent to PG & E with details of the fixture's location, type luminaire and connection. PG & E makes a determination, and if approved, a County Electrician hangs a new fixture at the site. Usually, the District first pays a Connection Fee before an electrical connection is completed by PG & E.

The entire process can take three to six months or more. Additionally, the current energy shortage may affect the approval of additional new facilities.

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