

## CITY OF KIRKLAND

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### PRE-APPROVED PLANS POLICY

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#### Policy R-21: STREET LIGHT REQUIREMENTS

##### BASIC ROLES:

Requests for street lighting can be directed to the Neighborhood Services Coordinator in the City Manager's Office or to the Transportation Engineering Group in Public Works.

- NTCP Staff will maintain a central tracking of streetlight requests and will coordinate with requestors on needed info.
- If a funding source is identified, the 'Transportation Engineer – Traffic', will be the primary contact with Puget Sound Energy (PSE) to get cost estimates and PSE's review of the request.

##### PROCESS:

1. Request for streetlight comes in to NTCP staff. If it comes in through Neighborhood Connections (NC), the request will forward it to NTCP staff.
2. NTCP staff send form response back asking for pole number(s) (or confirmation that no pole exists) and for requestor to discuss with residents who will be affected by new streetlight
3. The requestor sends pole info and assurance of neighbor contacts to NTCP Staff
4. NTCP staff enters the request into tracking spreadsheet and sends it to the 'Transportation Engineer – Traffic' for feasibility approval. This engineer alerts NTCP staff (and NC, as appropriate) of feasibility. If it's not feasible, the project ends.
5. If it's a NC project:
  - a. The NC Coordinator provides a generic estimate to the Neighborhood Association (\$500/light; \$7000/pole)
  - b. The NC Coordinator provides vote results to NTCP staff and to the Transportation Engineer - Traffic. If not approved, project ends.
  - c. The Transportation Engineer – Traffic gets estimate for approved projects from PSE and sends it NTCP and NC staff.
  - d. The NC Coordinator shares estimate info with Neighborhood Association for final approval
  - e. If approved, the Transportation Engineer – Traffic sends request to PSE to install the street light(s) and informs the NTCP staff.
  - f. When complete, the Transportation Engineer – Traffic forwards the PSE bill to the NC Coordinator for processing and informs the NTCP staff for updating the spreadsheet.
6. If it's NOT a NC project:
  - a. The 'Transportation Engineer – Traffic' verifies funding availability and, if appropriate, gets estimate from PSE and shares with NTCP staff.
  - b. If the funding availability is sufficient to meets PSE's estimate, the 'Transportation Engineer – Traffic' sends request to PSE to install and alerts NTCP staff
  - c. When complete, the 'Transportation Engineer – Traffic' notifies NTCP staff and processes the PSE invoice through funding source.