

CITY OF KIRKLAND

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DEPARTMENT OF PUBLIC WORKS PRE-APPROVED PLANS POLICY

Policy R-30: Street Light Installation Policy

Street lighting serves a number of purposes including illuminating travel ways for vehicles, pedestrians, and bicyclists, and in some situations street lights have been shown to have an impact on crime reduction or prevention. Conversely, light pollution and/or glare can disrupt natural areas, impact views, and lead to higher energy and maintenance costs. Consideration of various factors will impact the decision of whether or not to install street lights. This policy is to assist the public and City staff to understand the process for installation of individual street lights within Kirkland.

Residents, businesses, or groups of individuals may petition the City for the installation of street lights on public streets or right of way. There are two possible scenarios for requests to install street lights; those scenarios are as follows:

1. Utility pole currently exists

The process to have a new street light installed on an existing pole is as follows:

- a) Proponent will identify the location of the utility pole to be used for the proposed street light, document the pole ID #(s), and provide this information to Public Works staff via phone call (425-587-3800), email, or letter;
- b) Within 2-3 weeks, Public Works staff will field check the location and notify the proponent(s) about the adequacy of the proposed pole. In general, street lights can be installed if no street lights exist within 100 feet of the proposed new street light location;
- c) Proponent will contact impacted residents to obtain agreement for installation of the new street light. All of the impacted residents (those within 100 feet of the new light location) must agree with the installation. Residents whose view will be impacted by the proposed light should be included even if they are beyond the 100 foot buffer;
- d) Proponent will submit the signed **Street Light Petition 1** to Public Works staff via fax (425-587-3807) or email;
- e) Public Works Staff will verify the information and contact Puget Sound Energy (PSE) to request the installation of the new street light. PSE will make a final field investigation and instigate the install; this process could take 4-5 weeks based on season and workload.
- f) If a street light can be installed on an existing utility pole, there will be **no cost to proponents** (if it is not possible, see Scenario 2). Once the light is installed, ongoing monthly costs will be paid by the City directly to PSE.

2. Utility pole does not currently exist

For this situation, proposed street lights need to be installed on new poles and underground wiring from an existing source is required. The process to have a new street light installed is as follows:

- a) Proponent will identify the proposed location for the new light and provide this information to Public Works staff via phone call (425-587-3800), email, or letter;
- b) Within 2-3 weeks, Public Works staff will field check the proposed location and notify the proponent(s) about the adequacy of the proposed location;
- c) Proponent will contact impacted residents to obtain agreement for installation of the new pole and street light. All of the impacted residents (those within 100 feet of the proposed location) must agree with the installation. Residents whose view will be impacted by the proposed light should be included even if they are beyond the 100 foot buffer;
- d) Proponent will submit the signed **Street Light Petition 2** to Public Works staff via fax (425-587-3807) or email;
- e) Public Works staff will contact PSE to request a cost estimate and will then advise the proponent about the cost of the pole/light installation. This process may take 3-4 weeks;
- f) Proponent will make the necessary arrangements directly with PSE for the installation of the new pole and street light within public right of way. **The costs involved with pole installation are the responsibility of the proponent(s)**. Once the light is installed, ongoing monthly cost is paid by the City directly to PSE.

City of Kirkland
Department of Public Works
Street Light Petition 1

Street Light on existing PSE Pole

To: Transportation Engineer/Neighborhood Traffic Control Program Coordinator

We, the undersigned, residing near _____, state that we have no objection to the installation of a street light on _____ at/near
(Address/Location) _____

We request the City of Kirkland to install the street light based on its street light installation policy.

Once installed, we understand that the ongoing cost to maintain the light will be the responsibility of the City of Kirkland.

Name	Address/Phone/e-mail	Signature

City of Kirkland
Department of Public Works
Street Light Petition 2

Street Lighting on a new PSE Pole

To: Transportation Engineer/Neighborhood Traffic Control Program Coordinator

We, the undersigned, residing near _____, state that we have no objection to the installation of a street light on _____ at/near
(Address/Location) _____

We request the City of Kirkland to approve the proposed street light on a new pole based on its street light installation policy.

Once installed, we understand that the ongoing cost to maintain the light will be the responsibility of the City of Kirkland.

Name	Address/Phone	Signature