

STREET LIGHT REQUEST PROCEDURE

Rev. 3/18/22

STEP 1: Resident - Requests a new street light by way of a service request either in person at the Community Development, Engineering Division at City Hall, E-Mail: Engineering@ci.wheatridge.co.us , or call: 303-235-2846. The resident/requestor should provide an approximate location for the light, and his/her name, address, and contact information.

Lighting and Location Guidelines:

- a. Light fixture and extension arm shall be a standard XCEL overhead bulb fixture as utilized throughout the City.
- b. Existing XCEL or other utility poles shall be utilized if possible. The need for a new pole and estimated cost will be determined by XCEL.
- c. Street Lights shall be installed only at street intersections, with the following exceptions:
 - Mid-block locations where the distance from existing lights is greater than 400 feet, or where curves, hills, or other factors may need to be considered.
- d. The City shall absorb the installation and power costs.
- e. Street lights shall be considered only for public streets. Alleys, driveways, and private streets shall not be eligible.

STEP 2: Engineering Division –

- a. Conducts a site analysis and determines if the request meets the above guidelines.
- b. Determines the location of existing service, consults XCEL Energy to determine feasibility, & suggests a new light location if necessary.

STEP 3: Engineering Division – Upon receiving of information from XCEL, the following information shall be provided to the resident-contact person as follows:

- a. A proposed light location.
- b. A map and aerial photo of affected property owners (with mailing addresses).
- c. A blank petition.

STEP 4: Resident - Gets property owner signatures and forwards to Engineering Division upon completion.

- a. **Required:** All properties bordering to or adjacent to the proposed light location must sign, approve the petition.

STEP 5: Engineering Division – Forwards signed petition to XCEL for a cost estimate and approximate installation schedule.

STEP 6: XCEL – Performs a cost estimate and schedule, and forwards to Engineering Division. In the event XCEL proposes a different location or finds other unforeseen issues, the petition process may need to be revisited.

STEP 7: Engineering Division - Reviews information from XCEL, approves or disapproves the installation, and notifies both the resident contact and XCEL accordingly.

STEP 8: XCEL – Performs installation per installation schedule as provided.

QUESTIONS?

City of Wheat Ridge, Engineering Division at 303-235-2846 or email:

Engineering@ci.wheatridge.co.us.