



Neighborhood Development Services

Standard Operating Procedure for Installing New Street Lights



Mounted on Existing Utility Poles

Upon receiving a request:

1. Traffic Engineering investigates and provides a proposed installation sketch (including location of proposed lighting with pole number, if appropriate, and location of existing lighting) to send to resident along with petition form (indicating affected residences). Check to make sure that street or alley is city-maintained before sending petition, and that proposed location is not on private property. The city is not responsible for private roads or residences.
2. Requests are done on a whole block basis, rather than installing only one light near the residence making the request. This is to avoid bright and dark areas within a given block. An attempt is made to provide lighting at intersections, then to space lights approximately 150 feet apart within a block. Be sure to assess each request critically; the city has a limited street light budget, and can only accommodate those requests in locations where street lights are absolutely necessary.
3. Existing utility poles are used whenever possible. Occasionally, a new pole will have to be added to achieve desired spacing.
4. 8,000-lumen sodium vapor lights are used as the standard residential light. Previously 7,000-lumen mercury vapor was used.
5. On receiving the completed petition, if 100% of the affected residences concur with the proposal, the request is forwarded to Mike Harlow, City of Charlottesville Public Works (970-3363 or harlowm@charlottesville.org), to contact Virginia Power for installation.

New, Decorative Underground-fed

Upon receiving a request:

1. Traffic Engineering requests a layout from Virginia Power, using 8,000 lumen lights mounted on concrete pedestal poles, colonial type fixtures, spacing 150 feet. Location of transformers, trenches on each property, etc. are shown. Estimated cost for installation is provided.
2. Proposed layout cover letter, and petition form is sent to residence making request.

3. Upon receiving completed petition, if 100% concur, Traffic Engineering requests City Manager to secure appropriation for installation costs.
4. If appropriation is approved by City Council, request for installation is forwarded to Virginia Power.