

City of Bartlesville

STREET LIGHT REQUEST PROCEDURE AND APPLICATION

I. Review and Approval Steps.

- A. Complete the application and include *all required material*. The staff will make sure your application is complete; incomplete applications will not be accepted.
- B. Upon receipt of the completed application, the City Engineer will be requested to make an on-site survey to determine whether the proposed location qualifies under the Street Light Request policy criteria.
- C. If the proposed location does not meet the site or traffic criteria or crime criterion, the request will be denied.
- D. If the proposed location qualifies under any policy criterion, staff will contact AEP/PSO and request information regarding installation feasibility and costs to be incurred by the City. This information will be provided to the City Manager who will make final authorization to approve or deny requests.

If you have any further questions, please call the Engineering Department at 918-338-4251.



APPLICATION REQUESTING STREET LIGHT INSTALLATION

FOR OFFICIAL USE ONLY
Received: _____

Name: _____

Address: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Location of proposed street light installation (can be property address or general description):

THE FOLLOWING ITEMS ARE ATTACHED:

Attached

- 1. Petition consenting and requesting the street light installation signed by all property owners located within 150 feet of the proposed location.

I Certify That This Information is True and Correct.

SIGNATURE _____

Remit Application with all required information to the Engineering Department at the address shown below

EXHIBIT A

PETITION OF CONSENT

Description of proposed street light installation location:

This is a petition hereby acknowledging and consenting to the above street light installation request.

Print Name

Signature

Address

Print Name

Signature

Address

Print Name

Signature

Address

EXHIBIT A

PETITION OF CONSENT (continued)

This is a petition hereby acknowledging and consenting to the above street light installation request.

Print Name

Signature

Address

Print Name

Signature

Address

Print Name

Signature

Address

Print Name

Signature

Address

CITY OF BARTLESVILLE

Administrative Policy

REQUESTED STREET LIGHT INSTALLATIONS

GENERAL: The office of the City Manager will receive written requests for installation of street lights. Requests will be evaluated in accordance with the procedure and criteria of this policy. A decision will be made by the City Manager on each individual request.

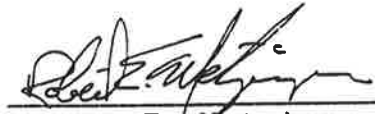
CRITERIA: The following criteria will be used to consider street light requests:

- (a) Street intersections in developed areas or where there is a moderate to large volume of vehicular or pedestrian traffic.
- (b) Interior block locations and terminal ends of non-through streets not closer than 300 feet to an adjacent street light in developed areas. Property owners within 150 feet of the proposed location of this kind of installation should concur with it. Such concurrence is to be indicated by each property owner's signature and address on the written request.
- (c) Roadway locations where illumination of an adjacent structure is needed for safety reasons.
- (d) Locations with a large amount of reported crimes.
- (e) Locations with a high incidence of traffic accidents.

PROCEDURE: Upon receipt of the written request and verification of signatures, as appropriate, the City Engineer will be requested to make an on-site survey to determine whether the proposed location qualifies under the site or traffic criteria of this policy. If it does not meet the site or traffic criteria or crime criterion, the request will be denied. If the proposed location qualifies under any policy criterion, the Executive Secretary will contact the Public Service Company of Oklahoma (PSO) and request information regarding installation feasibility and costs to be incurred by the City. Completed information will be

provided to the City Manager for his consideration.
The City Manager will authorize PSO to install
approved requests, and will advise persons making
requests of denials.

Approved this 9th day of June, 1988.



Robert E. Metzinger
City Manager