

HOW TO GET A NEW STREET LIGHT IN RESIDENTIAL AREAS

In existing residential areas, if you or a group of residents desire to have a new street light installed on a public street, start by making an application to the City.

GENERAL INFORMATION

If the street light can be installed on an existing Puget Sound Energy (PSE) power pole, there will be no costs to residents (except in rare instances). If the installation requires the installation of a new pole, the costs involved are the responsibility of the resident or residents making the request. This cost generally includes the installation of the pole, wiring, and light. This cost could be \$2,500 or more per light requested. A check is submitted to the City and the City requests the installation by Puget Sound Energy (PSE). Installation by PSE normally takes 4-6 weeks.

Once the light is installed, the on-going monthly operating cost of the light is paid by the City.

New lights in residential areas require the approval of all residents within a 100 foot radius of the proposed new light location.

PROCEDURE

If the light will be installed on an existing power pole:

- Determine location for new light on an existing power pole.
- Talk to neighbors to obtain agreement for installation, fill out **Petition Letter Form #1** (attached below) and obtain signatures.
- Submit petition to City of Bellevue - Transportation Department, 450 – 110th Ave NE, Bellevue WA 98004, Attn: Mark Poch
- City Traffic Engineering staff will then verify information and make the necessary contacts with Puget Sound Energy for the installation.

If the light will be installed on a new pole:

- Submit initial letter of request with location sketch/map to:
City of Bellevue - Transportation Department, 450 – 110th Ave NE, Bellevue WA 98004, Attn: Mark Poch
- The City will contact PSE to determine the actual cost to install a light at the requested location.
- The City Transportation Department will then advise the applicant(s) of the cost of the light.
- Talk to neighbors to obtain agreement for installation, fill out **Petition Letter Form #2** (attached below) and obtain signatures.
- Submit petition, complete with payment, to City of Bellevue - Transportation Department, 450 – 110th Ave NE, Bellevue WA 98004, Attn: Mark Poch
- City Traffic Engineering staff will then verify information and make the necessary contacts with Puget Sound Energy for the installation.

SUBMITTAL REQUIREMENTS

Please provide the following to the City of Bellevue Transportation Department, Traffic Engineering Division:

1. A letter requesting the installation of street lighting. A petition must be attached to the letter or incorporated within the letter which states that the applicant(s) agrees to have the street light(s) installed. Two petition letter forms are shown below. **Petition Letter Form #1** is to have a street light installed on an **existing PSE pole**. **Petition Letter Form #2** is to have a street light and **new pole** installed. Fill out and return the appropriate form for your location/request. The petition must include signatures and telephone numbers of all property owners within one hundred (100) feet of the proposed new street light(s).
2. A sketch showing the location of the proposed street light(s) and the locations of the residences within one hundred (100) feet of the proposed street light(s). If possible, select an existing power pole for the new light to avoid installation charges.
3. A check, if necessary, **made payable to the City of Bellevue** for the amount determined by the City. The specific cost will be determined by the Traffic Engineering Division of the Transportation Department.



**City of Bellevue
Traffic Engineering Division**

Petition Letter Form #1

**Additional Residential Street Lighting on Existing PSE Pole
(No New Pole Required)**

To: Mark Poch
Traffic Engineering Manager
Transportation Department

We, the undersigned, residing near _____, state that we
(street name)
have no objection to the installation of a street light on _____
(street name)
at/near _____, as shown on the attached sketch.
(address/location)

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

Once installed, we understand that the on-going cost to maintain the light will be the responsibility of the City of Bellevue.

Name	Address/Phone	Signature



**City of Bellevue
Traffic Engineering Division**

Petition Letter Form #2

Additional Residential Street Lighting on New Pole

To: Mark Poch
Traffic Engineering Manager
Transportation Department

We, the undersigned, residing near _____, state that we
(street name)
have no objection to the installation of a street light on _____
(street name)
at/near _____, as shown on the attached sketch.
(address/location)

We request the City of Bellevue to install the street light based on its street light installation policy. We understand that a payment of \$ _____ to cover
(amount)
_____ must be made to the City of Bellevue
(description of the costs)
prior to installation.

Once installed, we understand that the on-going cost to maintain the light will be the responsibility of the City of Bellevue.

Name	Address/Phone	Signature