



## **City of Bellevue Residential Street Light Request Form**

In residential areas, if you or a group of residents desire a new street light installed on a public street, start by submitting 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 typically the responsibility of the resident(s) making the request and can be in the range of \$5,000 or more per light requested. This cost generally includes the installation of the pole, wiring (including trenching or overhead spanning to a power source), and light. The City will request the installation by Puget Sound Energy on behalf of the resident. Payment, by check, is submitted to Puget Sound Energy by the resident(s) prior to installation.

All new lights in residential areas require the approval of all residents within an approximate 100-foot radius of the proposed light location. In the instance that approval is denied by a single resident, installation of the light will be at the City's Traffic Engineering Manager's discretion.

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

Multiple light requests require a completed Petition Form for each light requested.



## **PROCEDURE AND SUBMITTAL REQUIREMENTS**

### **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) and obtain signatures of neighbors within 100ft of proposed light.
- Include a sketch showing the location of the proposed street light and the locations of the residences within one hundred (100) feet of the proposed street light.
- Submit Petition Letter and Sketch to:  
City of Bellevue - Transportation Department  
450 110<sup>th</sup> Ave NE, Bellevue WA 98004  
Attn: Jeremy Chin.  
Or, email petition to: Jeremy Chin ([JChin@bellevuewa.gov](mailto:JChin@bellevuewa.gov))
- City Traffic Engineering staff will then verify information and make the necessary arrangements with Puget Sound Energy for the installation. There are typically no costs to the residents. City staff will confirm this.
- After authorization is given to PSE, installation typically takes 6-8 weeks to be completed.

### **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  
450 110<sup>th</sup> Ave NE, Bellevue WA 98004  
Attn: Jeremy Chin  
Or, email request with location sketch/map to: Jeremy Chin ([JChin@bellevuewa.gov](mailto:JChin@bellevuewa.gov))
- The City will contact PSE to determine the cost to install a light at the requested location.
- The City 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) and obtain signatures of neighbors within 100ft of proposed light.
- Include a sketch showing the location of the proposed street light and the locations of the residences within one hundred (100) feet of the proposed street light.
- Submit Petition Letter and Sketch to:  
City of Bellevue - Transportation Department  
450 110<sup>th</sup> Ave NE, Bellevue WA 98004  
Attn: Jeremy Chin  
Or, email petition to: Jeremy Chin ([JChin@bellevuewa.gov](mailto:JChin@bellevuewa.gov))
- City staff will verify information and make the necessary arrangements with Puget Sound Energy for the installation.
- Resident payment must be made and submitted to PSE prior to authorization of installation.  
**Make check payable to "Puget Sound Energy"**. The City will help with this coordination.

Please contact Jeremy Chin at 425-452-4179 or [JChin@bellevuewa.gov](mailto:JChin@bellevuewa.gov) with questions.



**City of Bellevue  
Traffic Engineering Division**

**Petition Letter (Form #1)**

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

To: Jeremy Chin  
Senior Transportation Engineer  
Transportation Department

We, the undersigned, residing near \_\_\_\_\_, state that we have no objection  
(address/location)

to the installation of a street light at \_\_\_\_\_, as shown on  
the attached sketch. (address/location)

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

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

<b>Name</b>	<b>Address/Phone</b>	<b>Signature</b>



**City of Bellevue  
Traffic Engineering Division**

**Petition Letter (Form #2)**

**Additional Residential Street Lighting on New PSE Pole**

To: Jeremy Chin  
Senior Transportation Engineer  
Transportation Department

We, the undersigned, residing near \_\_\_\_\_, state that we have no objection  
(address/location)

to the installation of a street light at \_\_\_\_\_, as shown on  
the attached sketch. (address/location)

We request the City of Bellevue install the street light based on its street light installation policy. We understand that a payment of \$ \_\_\_\_\_ to cover installation of the pole, wiring  
(amount)  
(including trenching or overhead spanning to a power source), and light must be made to Puget Sound Energy prior to installation.

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

Name	Address/Phone	Signature