

# Town of Southington

## Highway Department

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### TOWN OF SOUTHTON, CT

#### Procedure for Installation of Street Lights in New Subdivisions

REVISED 10/26/2009, 11/03/2009, 12/09/2013, 11/07/2016

#### STEP

#### ACTION REQUIRED

- 1) Developer obtains subdivision approval from Town of Southington (ToS) Planning and Zoning Commission.
- 2) Developer submits written request for street lighting to ToS along with project plans in ACAD (version 2013 or earlier). This data to include Developer contact information.
- 3) ToS designs street light locations from data submitted in No. 2 above.
- 4) ToS completes initial NB-208 form.
- 5) ToS transmits approved plan of street light locations and initial NB-208 form to Developer and Eversource for Primary, Secondary, and Street Light Electric Facility Design.
- 6) Developer may, but is not obligated to, contact the ToS's Streetlight Maintenance Contractor for materials only purchase.

A materials only agreement will be generated by the Contractor/Vendor of the Developer's choice and sent to the Developer. Developer agrees to and signs agreement and returns along with a certified bank check to the Contractor/Vendor. Materials for each pole set consist of 1 each: pole, fixture, LED lamp, and photo cell. Please refer to attached details for required specifications. Should Developer choose to use an equal substitution, specifications must be submitted to the Town Engineer for approval.

Developer purchases equipment from the Contractor/Vendor.

- 7) Arrangements are made between the Contractor/Vendor and Developer to deliver materials to agreed-upon address. Materials shall be delivered along with installation instructions and poles and fixtures shall be mounted. NOTE: Photo cells and LED lamps shall remain in protective boxes to protect from damage.

- 8) Developer installs equipment and conduit per Eversource specifications, details, and requirements. As part of installation, Developer badges poles with assigned designation. Badges shall be affixed at approximately eye-height, and characters shall be at least two inches tall.
- 9) Developer notifies ToS in writing of completion of installation.
- 10) ToS completes final NB-208 form.
- 11) ToS signs and transmits final NB-208 form to Eversource for authorization to bill and to Contractor for addition to the streetlight inventory.
- 12) Eversource pulls wires and energizes lights.
- 13) ToS adds lights to GIS street light layer.
- 14) Developer must reimburse ToS for all energy costs prior to final acceptance of new roads.