



## CITY OF EDGEWOOD

385 Dudley Road  
Edgewood, KY 41017  
859-331-5910 • Fax: 859-331-5912  
[www.edgewoodky.gov](http://www.edgewoodky.gov)

### STREET LIGHT REQUEST POLICY

#### Overview

Residents may request a single streetlight be installed near their home. The standard installation includes a high pressure sodium fixture mounted on a wooden utility pole, if available. If your subdivision doesn't have wooden utility poles then a decorative pole will be installed. (In some cases, additional wiring is necessary for the installation of the pole. In those cases, the city will be responsible for the additional wiring costs as well as any additional pole cost regardless of the type pole.) If other streetlights are present on the street or in the neighborhood, the addition of an individual light must be of the same type as those existing. The streetlight is typically placed on the property line between your home and your neighbor. To start the process, simply complete the attached request form and return it to the city building at the address provided. Once the required process has been completed, the City of Edgewood will authorize Duke Energy to install the light and the City will pay for the power to operate it. All requests are subject to the discretionary approval of the City Council and subject to available budget authorization.

#### Request/Petition Process

The installation of an individual streetlight involves a simple process. Specify the location for the streetlight on the attached form and obtain a signature from each household within two residential lots on either side of the location of the pole and the same distance on the opposite side of the street. That usually includes your next door neighbor and the home(s) directly across the street. When the completed form is returned to us, the city administrator or designee will review the request, check the location requested, determine if a light can be installed and the resident will be notified. If approved, the city will authorize Duke Energy to schedule the installation. You will receive a copy of our authorization letter to Duke Energy and they will install your streetlight as soon as possible.

#### General Information & Installation Standards

Underground wiring is used only in areas currently served with underground utilities. Streetlight poles are always placed on the public right-of-way. Notwithstanding any configuration to the contrary, new poles will be installed on the back edge of the right-of-way so they will not interfere with vehicular or pedestrian traffic.

Should Duke Energy have a need to install cable on private property, overhead or underground we will no longer be able to install a street light at that location. This is because current company policy prohibits Duke from making such installations.

If the electric service is not within 25 feet of the pole location the installation cost would be paid for by the city.

Private items in the right-of-way, such as sprinkler systems, invisible fencing, cables, wires, PVC conduits, household water lines, etc. are NOT the responsibility of Duke Energy or the City of Edgewood. It is recommended that such items be removed from right-of-way. At minimum, they should be flagged or otherwise marked so that they may be avoided.

The City of Edgewood retains exclusive authority to determine final placement of all streetlights.

#### **The City will not install streetlights on private streets.**

If you live in a residential subdivision, with homeowner's association you must contact your homeowner's association to request a street light, if approved, you may install a streetlight yourself, Duke Energy should be contacted. The association or the individual must enter into an individual streetlight agreement with Duke Energy and make monthly payments for operation and maintenance of the light.

If you live on a public street and your requested streetlight location meets the above conditions, you must call the City Building at (859) 331-5910 to request a "Streetlight Request" form. In addition to your name, address, and house number, the form requests that you identify specific location where the desired streetlight is to be located and that in addition to approval of the homeowner's association, residential lots on either side of the location of the pole and the same distance on the opposite side of the street must also approve. Once the form is completely filled out with the approved signatures, the form is to be mailed or delivered to the City of Edgewood to be processed.

Once the City receives the form, a representative will visit the site to see if the location is acceptable. Whether it is acceptable or not, you should receive notification via letter from the City.

If the location is acceptable and the streetlight is justified, the City Administrator will prepare a standard streetlight agreement to be submitted to Duke Energy. Once submitted, installation of the streetlight may take anywhere from 5 weeks to 5 months depending on the schedule of Duke Energy and the contractor performing the installation.



# CITY OF EDGEWOOD

385 Dudley Road  
Edgewood, KY 41017  
859-331-5910 • Fax: 859-331-5912  
[www.edgewoodky.gov](http://www.edgewoodky.gov)

## STREET LIGHT REQUEST FORM

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proposed Location for New Light: \_\_\_\_\_

Explain the Reason(s) for Requesting the New Light: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The property owners of the two residential lots on either side of the pole location as well as the property owners of the same distance on the opposite side of the street must be asked whether or not they support the installation of the light. Signatures of the owners and their agreement or disagreement with the proposal must be included with this application. If your subdivision has a homeowner's association it must also approve the street light location.

The undersigned certifies that the information set forth in this request is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature Date

Please return the completed form to: City of Edgewood  
385 Dudley Road  
Edgewood, KY 41017

- Street Light Request Procedure:**
1. Applicant completes Street Light Request Form.
  2. Proposed location is reviewed by the City Administrator and General Services Director.
  3. City Administrator prepares written recommendation.
  4. Request and recommendation are placed on a City Council agenda. The City Council meets the 1st and 3rd Monday of each month.
  5. If the request is approved by the City Council, a letter of approval will be mailed to the applicant and the City Administrator will submit a written request to Duke Energy for the installation of the light.
  6. If the request is denied, a letter will be sent to the applicant with an explanation of the reasons for denial.

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Approved by City Administrator: \_\_\_\_\_ Approved by Council: \_\_\_\_\_

NEIGHBORHOOD ACKNOWLEDGMENT OF  
STREET LIGHT REQUEST

A street light request for your neighborhood is being submitted to the City of Edgewood for approval. If you agree with the installation of a street light in your area please sign below.

NAME	ADDRESS	PHONE	SIGNATURE
------	---------	-------	-----------

---

---

---

---

---

---

---

---

---

---

---