Town of Atlantic Beach
Final Policy and Procedures
For Streetlight Requests
Approved by Council June 24, 2024

PURPOSE
To provide policy and procedures for requests to add or remove streetlights on town-maintained streets in Atlantic Beach.

POLICY
Streetlights are necessary for vehicular and pedestrian traffic safety in Atlantic Beach neighborhoods. Streets must typically be residential in nature for consideration under this policy. The following policies and procedures are intended to install streetlights as needed and in community-supported areas. In addition to citizen requests, streetlight projects can also be identified by Town staff and/ or the Town Council.

The following procedure will be used to identify, evaluate, and consider street lighting projects in Atlantic Beach:

1. A citizen interested in requesting a streetlight (the "Requesting Citizen") must complete a Petition for Residential Streetlight form that will be provided by the Town of Atlantic Beach (the "Town"). A list of Interested Property Owners must be provided as part of a complete petition. Upon request, the Town Planning Department can assist the petitioner in forming a list of impacted property owners. For the purposes of this policy, the Interested Property Owners shall be the owners of property within 600ft of the proposed streetlight location. For the Town to consider the request for a streetlight, **two-thirds (66%)** of the Interested Property Owners must sign the Petition. Only one signature per parcel will be allowed. The Requesting Citizen is responsible for obtaining the signatures on the Petition form and returning the completed form to the Town Clerk or Public Services Department.

2. Upon receipt of a valid and complete Petition for a Residential Streetlight an assessment will be completed by representatives from Public Services, Planning and Zoning, Fire Department, and the Police Department. A project plan will be developed using the following procedures:
    - Assess problems and needs.
    - Evaluate alternatives.
    - Propose a plan (may include recommendations other than the installation of a streetlight)

3. The Public Services Department will work with the appropriate electric service provider to prepare a cost estimate for the proposed project.

4. Projects will be prioritized based on need.

5. When a streetlight Petition is received, vetted by town staff, and ready for final consideration, it will be presented to the Town Council at their next regularly scheduled meeting. The Town Clerk will notify the Requesting Citizen of when the Town Council will consider the proposal.

6. Citizens requesting a streetlight removal will follow a similar process with minor changes outlined in the petition documents.

PETITION FOR RESIDENTIAL STREETLIGHT

The Town of Atlantic Beach provides a residential streetlighting program to requesting citizens. The residential streetlight program applies to public streets **ONLY**; private streets, alleys, parking lots, and private properties are not eligible under this program. To process and validate the petition, it is important that the lead petitioner circulates and attempts to obtain signatures from all residents/property owners (We will accept a minimum of 66% but prefer 100%) along the requesting street or block. At a minimum, all properties within 600ft of the proposed light location must be included. All streetlighting requests should be directed to:

Atlantic Beach Public Services
ATTN: Streetlight Request
PO Box 10
Atlantic Beach, NC 28512

ABPS can also be reached Monday through Friday from 8:00 AM to 4:30 PM by calling **(252) 726-1366**.

Street: _____ From: _____ To: _____

Lead Petitioner Name: _____

Petitioner's Address: _____

Daytime Phone Number: _____

Signature: _____

Streetlight requests will be sent to Duke Energy upon receipt of a valid petition and approval by the Town Council. The number of streetlights to be added on a street block will be based on the street width, length, obstructions, and service availability. The placement of streetlights will, at a minimum, be 150 feet from the nearest streetlight. The UDO requires contractors to install a streetlight every 600-800feet.

Petitioners should be aware that new service poles might need to be installed when existing poles are unavailable to support the additional streetlights. In areas where electrical service is available only from the rear of private property, the affected property will need to grant permission to Duke Power Company access to the power source. Upon completion, the trenched areas will be filled back to the original grade.

PLEASE NOTE: Following installation, should residents decide that removal or modification of streetlighting is desired, an additional petition process will be required for any such change. ALL costs associated with the removal / modification of streetlight(s) shall be the sole responsibility of the petitioning residents.

PETITION FOR RESIDENTIAL STREETLIGHTS

Property Owners Signatures (One Per Parcel)	Printed Name	Address	Telephone

Note: Do not sign this petition until you have read and agree with the conditions.

PETITION FOR REMOVAL OF RESIDENTIAL STREETLIGHT

The Town of Atlantic Beach provides a residential streetlighting program to requesting citizens. The residential streetlight program applies to public streets **ONLY**; private streets, alleys, parking lots, and private properties are not eligible under this program.

Existing streetlights can be removed by completing the petition below. **All** property owners who reside along the block or street where the existing light(s) is/are located must sign the petition in agreement to have the light(s) removed. Also, the property owners must understand that the existing utility pole(s) will not be removed if approved.

Any streetlights removed may not be done to bypass the regulations in UDO Section 18.7.3 Street Lighting.

If a valid petition is obtained to remove existing streetlights, no lights can be added to the same area within 2 years. After 2 years, **all** residents must sign a petition for new streetlights.

PLEASE NOTE: Following removal, should residents decide that re-installation or modification of streetlighting is desired, ALL costs associated with the re-installation / modification of streetlight(s) shall be the sole responsibility of the petitioning residents.

Atlantic Beach Public Services
ATTN: Streetlight Request
PO Box 10
Atlantic Beach, NC 28512
ABPS can also be reached Monday through Friday from 8:00 AM to 4:30 PM by calling **(252) 726-1366**.

Pole Address: _____ Pole Number(s): _____

Lead Petitioner Name: _____
Petitioner's Address: _____
Daytime Phone Number: _____
Signature: _____

PETITION FOR REMOVAL OF RESIDENTIAL STREETLIGHTS

Property Owners Signatures (One Per Parcel)	Printed Name	Address	Telephone

Note: Do not sign this petition until you have read and agree with the conditions.