

## XI. STREET LIGHT PROCEDURES

This section was prepared to assist those whose projects require the installation of street lights within the County of Riverside. A separate street light plan, typically on one sheet is required and shall be submitted with the street improvement plans as part of the submittal package, multiple sheets may be used if approved by Transportation. The design engineer shall locate the street lights on the plan and provide the required information per "Plan Submittal" below prior to submittal. Street light plans may be signed ahead of the rest of the improvement plans, but only after a complete first submittal is reviewed.

The Transportation Department, Development Plan Check Section's head is responsible for the approval of street light types and locations on Riverside County maintained roads. A procedure has been established for the Transportation Department to check and approve street light layouts for developments see section "C" of this chapter. When submitting plans included with the street improvement package, see Improvement Plan Submittals chapter for number of prints and this chapter section "A" for plan requirements.

Street lighting plans are generally returned to the submitter of the plans with the street and other plans as a plan checked package. The street light plan review process may consist of a field review. See this chapter section "B" for the particulars. The Street Light Authorization Form needs to be filled out by the Transportation or CSA administrator and taken to SCE or IID with the approved plans for processing.

### A. PLAN SUBMITTAL

#### Plan Standards:

1. 22"x34" using standard County title block. (See Title Block Exhibit)
2. Minimum scale 1"=100 and a single sheet index map type plan
3. North arrow (up or to right if possible)
4. Project boundaries, or map limits. Use heavy dark line & label
5. Vicinity map with Township, Range, Section (A photocopy of Thomas Guide book is not acceptable)
6. Right of Way lines (label "proposed" and "existing")
7. Centerlines, including stations (100' foot intervals) will be shown on plans, and will correspond with centerline stationing shown on street improvement plans.
8. Dimensions to centerline, curb lines, right of way lines.
9. Minimum lettering size is 0.12"
10. Show "Street Light Plan", project and "IP" number in standard title block. (See Title Block Exhibit )
11. No adhesive-backed ("sticky back") material on final mylar

12. Plans are to be signed & stamped by the applicant engineer (Civil or Traffic)
13. Show existing street lights within project limits, and 300' beyond. Street light layouts shall apply only to one tract number, parcel map number, or project number. Show "future" street lights in a reasonable placement format to demonstrate that this design will work both now, and when future development occurs. Label signalized intersections.
14. Multiple projects shall not be shown on one street lighting layout plan as each project is assessed for its own lights based on this plan
15. Lot Lines and Lot Numbers
16. Show street light locations with stations or dimensions from road curves or property lines
17. Show the quantities of each type of street light used including wattage and lumens with a project total. The wattage and lumens is based on road width and distant from Mt Palomar. The project total must match the number on the Construction Cost Worksheet.
18. Avoid placing lights on the tract boundary. This can create problems for assessments and funding of maintenance/energy charges if the light is partially in one tract and partially in another. Show the number of street lights for each tract on the legend and for MS cases call out which street light goes to which tract.
19. At intersections, a minimum of one light is required at the far right return. If the project is conditioned for a signal and there is an existing street light at the intersection the plan has to call for its removal.
20. If any street lights will be installed much later, they need to be shown and called out for assessment only.
21. Street light plan is not for construction, but only for location. Do not show/call out conduits, pull boxes, etc.

General Notes (show on street light plan):

1. All work shall conform to the most current requirements of the County of Riverside Transportation Department, Improvement Standards and Specifications, County Ordinance No. 461 and subsequent amendments.
2. It shall be the responsibility of the developer or contractor to apply for an encroachment permit for work performed within County right-of-way.
3. The contractor shall contact Underground Service Alert at (800) 227-2600 at least 48 hours prior to any excavation. The contractor accepts all responsibility for any and all damages to existing utilities.
4. This project is / is not within 30 miles of Mt Palomar. (Determine with APN and County GIS via internet)
5. SCE / IID Service planner \_\_\_\_\_, Work order number \_\_\_\_\_  
(Please determine if the project is in SCE, IID or other service area). (See map on website)
6. Energy charges paid by \_\_\_\_\_ (LLMD, CSA, EDA, OTHER).

## B. DESIGN LAYOUT

The streetlight plan review process consists of an office review of plans and may require a field review. Office review involves coordinating streetlight layouts of adjacent and prior approved projects with the active project. A field review of the project site is conducted by County staff to verify existing power pole locations, existing streetlights and other relevant information. This may not be required if adequate information is given on the plan and is verifiable from the office.

It is recommended to the designer to begin their layout by placing lights at intersection far-right-returns. Once the intersections are lit, fill in the lighting between them using a spacing as close to 200' as practical.

1. Streetlights shall be installed at all intersections, knuckles, cul-de-sacs and at a minimum of one streetlight staggered for each 200 linear feet of roadway, plus or minus 20 feet. Lights shall be placed in alternating fashion "staggered" so that the distance on one side of the street is 400' between lights.
2. Streetlights shall be placed at lot lines when within 20' of spacing requirement, call out stations.
3. At intersections without traffic signals, streetlights should be placed near the curb return at a far right approach. On tee intersections, only one light is required. On 4-leg intersections: Where two local streets intersect, only one light is required; where a local street intersects a General Plan road, two lights are required on the General Plan road. If new signals are required as part of the improvements, the streetlights shall be coordinated with the signal and lighting plans. (See Signal Design Criteria chapter of this document). Existing lights within 50' of a signal needs to be removed.
4. Luminaries shall be high-pressure sodium type, unless the project is located within a 30-mile radius of Mount Palomar Observatory. If the project is located within this 30 mile radius, the luminaries shall be low-pressure sodium type; as required by Board Resolution No. 84-77.
5. Street lighting shall be designed and installed in accordance with the Street Light Specification Chart found in Specification Section 22 of Ordinance 461 and Ordinance 460 Article XIII.
6. Electroliers: Unless otherwise specifically permitted by the Director of Transportation, luminaire standards shall be in accordance with the following:
  - (a) Ornamental concrete type shall be considered as the standard street lighting pole type per Riverside County Transportation Standard 1000 or 1001.
  - (b) Ornamental concrete type or fiberglass type where a six-foot mast arm is permitted by County standard.
  - (c) Spun aluminum type shall be considered as the standard in the Imperial Irrigation District.
  - (d) Other street lighting pole types may be used if mutually agreed upon by the Director of Transportation and the serving utility.
7. All installation, ownership, service, liability and maintenance shall be the responsibility of the serving utility company and shall be so defined in the Service Agreement.

8. Roadway lighting shall be required on all County of Riverside Expressway classification roadways in accordance with the County design criteria and the following:
  - (a) At-Grade intersections
  - (b) Grade separations of expressways with other public roadways, railways, pedestrian walkways, and with other public or private facilities.
  - (c) Acceleration and deceleration ramps and lanes.
  - (d) Auxiliary lanes.

The above described requirements shall apply to County designated expressway classification roadways with access openings at spacing not less than the intersection intervals designated in Standard No. 114 of Ordinance 461. Said roadway shall be provided with physical controlled access barriers such as fences and block walls. In the absence of such physical access barriers, or if the access intervals are less than that set forth in Standard 114, the roadway shall not be considered as an expressway for the purposes of street lighting, and street lighting shall therefore be installed at 200 foot spacing in accordance with the requirements of the County's Transportation Department and this section.

9. Street lights shall be placed at the beginning of the cul-de-sac, as approaching the bulb in a vehicle, not in the turn – a - round portion. Light placement may be either left or right side approaching the bulb, consistent with spacing and layout design. Do not place a street light at the end of the cul-de-sac.
10. The "first light" back from an intersection shall be placed 100' from the intersection on intersecting street only if the intersection street is lit. Regular 200' staggered spacing should be used thereafter. If the intersection is signalized, start 200' from intersection, and if not lit use 200' from far right return.
11. Dark Sky: If the project is located in the area approved by the Board of Supervisors or Planning Commission and designated as "Dark Sky" street lights should be installed per Standard at intersections, end of cul-de-sac and knuckles only.
12. Decorative street lights: Transportation Department will allow only such decorative lights previously approved by Planning and /or Transportation Department and serving utility company.

#### C. PLAN PROCESSING

1. Once the Plan Check Development Section has approved the street light layout, the applicant shall be responsible for making blue lines of the approved plan and submitting them to the CSA Administrator at the Economic Development Agency for residential developments and Transportation Administrator for commercial projects for review and processing. The project will be approved as a whole. The CSA Administrator will determine if the residential project is in an existing CSA / CSD or if annexation is required. **Please contact the CSA Administrator at (951) 955-6652 or Transportation Administrator (951) 955-6829 for direction.**
2. Approved street light plans are submitted to Southern California Edison or Imperial Irrigation District with a Street Light Authorization Form obtained from the Transportation or CSA Administrator , which ever is

processing the annexation, to obtain a work order number, an “AI” number, and planner’s name. This is to be written on the plan at note 5.

3. If annexation is required, the applicant must provide the total gross acreage and pay State Board of Equalization fees based on that acreage to the CSA Administrator before signoff to LAFCO will be provided. One (1) copy of the approved layout is to be taken by the applicant for submission to the Riverside County Local Agency Formation Commission (LAFCO) to supplement the filing of an application for annexation into a County Service Area (CSA) or Community Services District (CSD).
4. Alternately, the approved street light plan shall be submitted to the CSA Administrator or CSD if the project is within an existing one. The applicant then pays CSA Administration an advanced energy fee deposit based on the amount needed to fund the street light energy charges for the time being until the property is placed on the County Tax Rolls. The project must be in a CSA, or annexation recorded by LAFCO, by December 31 of the prior year in order for the project to be placed on the County tax rolls for the following fiscal year. For example, the annexation must be recorded by December 31, 2010, in order to be included in the fiscal year 2011-12 tax assessments.
5. Upon filing the application with LAFCO, one copy of the approved street lighting plan is to be taken to the serving utility company for the preparation of the construction plans. The serving utility company will prepare their electrical service plans, to include street lights, in accordance with the Transportation Department’s approved street light layout plan.
6. The serving utility company shall submit three (3) copies of their construction plan with an Application for Encroachment Permit to the County Transportation Department Permit Section for operation and maintenance of the proposed street light system. The developer is also required to secure a separate encroachment permit for the installation of the electrical facilities.
7. The developer or engineer will then submit three (3) prints of the utility company’s construction plan plus a copy of county’s approved street light plan to the County Transportation Department Permit Section for Application for Encroachment Permit to provide for the trenching excavation and installation of conduits, cables, and street lights.
8. The County Transportation Department Permit Section will compare the serving utility plan with the street light layout plans. The County Transportation Department Permit Section verifies that the utility company’s construction plans include street lights at locations as shown on the approved street light layout plan.
1. The approved construction and street light plans at the County Transportation Department Permit Section will be used to complete both permit application procedures.
2. For cash-in lieu lights, they will be included for the annexation , but not assessed until the lights are installed.

#### D. PROCEDURES FOR INSTALLATION

The following procedures are typical for the installation of street lights in Riverside County.

1. After obtaining encroachment permits from the Permits Section, the developer provides any trenching to the street light locations.
2. The Transportation Department's construction and permit inspectors inspect street light installations to determine that the street lights have been installed in conformance with Ordinance 461 and the approved street light layout.
3. At the time, a Notice of Completion is issued for the development. The developer shall provide a copy of the Notice of Completion to the CSA Administrative Office.
4. The utility company energized the street lights.
5. If there is a balance remaining in the energy charge deposit when energized, upon request, the CSA Administration will refund any amounts due to the developer at the beginning of the new fiscal year.

In the Imperial Irrigation District, prior to energizing the lights please submit the following items;

- A. An authorization letter, which indicates the number, size, type, luminaries and location of lights.
- B. A map of the locations with direction each streetlight is facing.
- A. All streetlights must have hand hole cover plates and covers secured at the base of poles.
- B. The grout at the base of the pole must be filled in after pole is set and plumbed.
- C. The voltage to supply the street lights must be 120.
- D. A second letter indicating when the street lights were installed and an "As built" plan, which shows the feed of the streetlights.

#### E. LAFCO APPLICATION

The LAFCO application is necessary in order for the street light energy charges to be paid through community funding. The developer is responsible for the cost of the fixtures, the installation of the conduit, and a deposit for advanced energy charges. At such time as the project is annexed into a CSA (through the application to LAFCO and placed on the County tax rolls) the energy charges are assumed by that CSA at its earliest opportunity allowed by its governing rules and regulations, and the remaining portion of the deposit is returned to the developer.

In the West Riverside area, the function of LAFCO and CSA functions are performed by either Jurupa Community Services District or Rubidoux Community Services District, depending on the development location.

Please contact the appropriate agency for applications and information:

**AGENCY**

Local Agency Formation Commission

**JURISDICTION**

Riverside easterly to Blythe

County of Riverside  
1485 Spruce Street, Suite J  
Riverside, CA 92507-2445  
(951) 369-0631 - Fax (951) 369-8479

Jurupa Community Services District  
8621 Jurupa Road  
Riverside, CA 92509  
(951) 685-7434 - Fax (951) 685-1153

Rubidoux Community Services District  
3590 Rubidoux Boulevard  
Riverside, CA 92509  
(951) 684-7580 - Fax (951) 369-4061

Pedley and Glen Avon areas

Rubidoux

NOTE: LAFCO staff will direct developers/engineers to the appropriate C.S.D. or C.S.A. as requested.

## F. OWNERSHIP OF STREET LIGHTS

On public streets in the unincorporated portion of Riverside County, most street lights are installed, owned and maintained by the utility purveyor. In Riverside County, there are two utility companies:

1. The Southern California Edison Company
2. The Imperial Irrigation District

The Transportation Department's functions are as follows:

1. To specify the location and type of street lights to be installed.
  1. To impose the requirement for street lighting for developments through the Development Conditions of Approval.

Utility companies' addresses are as follows:

Southern California Edison Company  
San Jacinto Valley District  
26100 Menifee Road  
Menifee, CA 92585  
(951) 928-8245

Southern California Edison Company  
Ontario District  
1351 East Francis Street  
Ontario, CA 91761  
(951) 930-8491

Southern California Edison Company  
Palm Springs District  
36-100 Cathedral Canyon Drive  
Cathedral City, CA 92334  
(760) 202-4286

Southern California Edison Company  
Blythe District  
505 West 14th Avenue  
Blythe, CA 92225  
(760) 922-9158

Southern California Edison Company  
Foothill District  
P.O. Box 788  
Rialto, CA 92376  
(951) 357-6226

Imperial Irrigation District  
P.O. Box 1080  
8160 Avenue 58  
La Quinta, CA 92253  
(760) 398-585

## G. REQUEST FOR STREET LIGHTS ON EXISTING COUNTY MAINTAINED ROADS

(Not related to land development)

There is essentially three ways that streetlights can be installed on County of Riverside maintained roads. The primary concern regarding street light installations is funding for the installation and ongoing energy charges for the streetlight.

1. The County of Riverside, Transportation Department can fund the installation and energy charges for safety lights at locations that meet the Board of Supervisors' Policy Number G-12 relating to safety lighting. A copy of Policy Number G-12 is in the appendix.
2. Street lights that are within a residential development and a County Service Areas (CSA) may be funded by special assessment. A CSA is a designated geographical area within which property owners are assessed parcel fees for services requested, and approved by the County of Riverside Board of Supervisors. If you have questions regarding a CSA, please contact the CSA Administrator of the Riverside County Administrative Office at (951) 955-6697. Alternately, street lights within a Community Service District may be funded by a special assessment. (See section "F" for jurisdictions).
3. An additional method of funding a streetlight is for an individual, business or homeowners association to directly set up an account with the utility company.

If a streetlight is to be installed on a County of Riverside maintained road, approval of the installation by the County Transportation Department Permit Section is required.

To acquire approval by the County Transportation Department Permit Section for the installation of a privately funded streetlight, the following procedures shall be followed:

1. The individual shall contact the service planner at the appropriate utility company.
2. The individual shall request the service planner to sketch a map of the proposed street light locations. The map shall include the street light locations, work order number and utility pole number (if applicable).
3. The service planner shall send a formal request along with four copies of the map (8.5" x 11") to County Transportation Department Permit Section. The plan will be reviewed and the permit issued.

## H. LOW PRESSURE SODIUM STREET LIGHTING

In order to mitigate the adverse effects that stray roadway light has on the use of the Mount Palomar Observatory, the Riverside County Board of Supervisors has ordered that all new lights within thirty miles of the Mount Palomar Observatory be of the low-pressure sodium type.





