



Chesterfield County, Virginia Department of  
**Community Enhancement**

9800 Government Center Parkway – P.O. Box 40– Chesterfield, VA 23832-0040  
(804) 748-1500 phone – (804) 796-9695 fax – chesterfield.gov

Dan Cohen  
Director

## **APPLICATION FOR A STREETLIGHT IN AN EXISTING NEIGHBORHOOD**

### Notice for applicants:

Applications for streetlight installations must include a completed Streetlight Application form and a Streetlight Application Petition. To qualify, the petition must be signed by representatives of 75% of the households within 200 feet of the proposed streetlight and must include the signatures of a majority of the homeowners who own property at the proposed location for the streetlight. Petitions must qualify in order for the application to go forward. Signing a petition does not grant an easement to Dominion Energy or any other electric utility providing service to the neighborhood. Please note, however, that in order to be complete, the petition must include a signature and street address for each signer.

Regardless of any pre-existing street lighting style present or previously installed in a given development, Chesterfield County will only consider requests for the basic “enclosed” style fixture, in a flat lens configuration, on a wood or concrete pole, the basic “colonial” style fixture or the “Carlyle acorn” style fixture on a 14 foot fiberglass pole. Examples of the available fixtures are provided at the end of this application packet. Note, again, that Chesterfield County will only consider requests for basic colonial, Carlyle acorn or basic enclosed type flat lens configurations.

The county specifies the flat lens configuration, as it reduces light pollution. The colonial fixture and the Carlyle acorn are the only decorative fixtures allowed; requests for other decorative fixtures will not be processed.

Upon receipt of a completed application and a qualifying petition, the county’s Department of Community Enhancement will contact the electric utility providing service to the neighborhood (typically Dominion Energy) for a cost estimate quotation for the requested installation.

Should the electric utility be unable to obtain the easements necessary for the installation, the utility will not be able to submit a cost estimate to the county, and the application will be denied.

Once the electric utility provides a cost estimate to the county, the county reviews the cost. If the individual cost for a light is equal to or greater than \$5,000, the application will be subject to an administrative budgetary review. If the application/estimate is not approved through the review process, the application will be administratively denied for budgetary reasons and the project terminated. If the application/estimate is approved through the administrative budgetary review, it is either approved by the county staff if the estimated installation cost is \$1,000 or less, or it is forwarded to the Board of Supervisors for their next scheduled meeting

if the estimated cost is more than \$1,000 but less than or equal to \$5,000. If the application is forwarded to the Board, the Board will evaluate the streetlight application and approve or deny expenditure of funds for the installation. If the estimated installation cost is greater than \$5,000, an individual member of the Board of Supervisors must recommend consideration of the application in order for the application to be forwarded to and acted on by the Board.

If you have any questions, please do not hesitate to contact me at (804) 796-7081, or you may reach me by email at [BillingsleyR@chesterfield.gov](mailto:BillingsleyR@chesterfield.gov) or by mail at the address listed above.

Sincerely,

Richard Billingsley  
Chief of Operations  
Community Enhancement

**STREETLIGHT APPLICATION – EXISTING DEVELOPMENT**

Form SL-03 January 2023  
Previous forms obsolete

Name \_\_\_\_\_ of \_\_\_\_\_ Applicant:

Address: \_\_\_\_\_

Contact Number(s): Home - \_\_\_\_\_ Work - \_\_\_\_\_

Cell - \_\_\_\_\_ Email - \_\_\_\_\_

Requested streetlight is to be located at the intersection of:

\_\_\_\_\_ and  
\_\_\_\_\_

Is there an existing pole at the requested location?  Yes  No

If yes, what is the number of the pole? \_\_\_\_\_

For locations with existing poles, the enclosed style is specified by default. The flat lens fixture is the default for the enclosed style. The drop lens type fixture must specifically requested.

Where there is no existing overhead service at a location, applicants may request either the enclosed fixture, on a wood or concrete pole, or the colonial fixture on a 14-foot, smooth fiberglass pole. Please indicate your preference below. The colonial style fixture will not be installed where overhead service exists along the right of way.

If you do not indicate any preference, the installation will be an enclosed, flat lens fixture on a wood pole.

Enclosed Fixture:  Yes  Wood Pole OR  Concrete Pole  
 Drop Lens

or

Colonial Fixture:  Yes

Please provide any other information you believe may be pertinent to this application:

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Completed forms should be sent to: Streetlights, Community Enhancement, PO Box 40, Chesterfield, VA 23832

CHESTERFIELD COUNTY STREETLIGHT POLICY

612.00 STREET LIGHTING

612.01 NEW DEVELOPMENTS - *OMITTED FROM THIS DOCUMENT; AVAILABLE UPON REQUEST*

612.02 EXISTING RESIDENTIAL AREAS OR DEVELOPMENTS

**I. Criteria for Streetlight Approval Action by the Board of Supervisors**

A. To be eligible for county funding, streetlights must be limited to intersections and installed only on state or county rights-of-way or easements (i.e., streets that are in the state road system). When a streetlight is installed on existing poles, the fixture arms will be turned towards the street or intersection.

B. Any person requesting the county to fund the installation or upgrade of a streetlight must submit an application on a county-approved form. The application must include a petition signed by representatives of 75% of the households within 200 feet of the proposed streetlight location, or, if there are only 3 households within 200 feet of the proposed streetlight location, the petition must be signed by representatives from a majority of those households. Applications not meeting the petition requirements will not be acted upon.

C. Except for existing intersections where no streetlight has been installed, no streetlight shall be installed within 200 feet of an existing or proposed streetlight.

**II. Funding, Existing Development**

A. The county will pay for the installation of a streetlight meeting the approval criteria in this policy in accordance with the following:

1. Upon receipt of an application that complies with the criteria in this policy, the county's Community Enhancement Department will contact the electric utility providing service to the neighborhood (the "supplying utility") to obtain a cost estimate for the requested streetlight installation.

2. For those applications with an estimated installation cost (as reported by the supplying utility) of \$1,000 or less, staff will approve the same upon receipt and review of the application and cost estimate. Installations costing \$1,000 or less will be charged to the County Wide – Central Streetlights account.

3. For those applications with an estimated installation cost (as reported by the supplying utility) of more than \$1,000, a vote of the Board of Supervisors approving the installation funding is required.

a. County staff will forward applications with an estimated installation cost of more than \$1,000 but less than or equal to \$5,000 to the Board of Supervisors for consideration.

b. Applications with an estimated installation cost of more than \$5,000 will not be presented to the Board of Supervisors for consideration unless

directed to the contrary by the individual member of the Board of Supervisors representing the magisterial district in which the streetlight is proposed to be located.

4. If the supplying utility is unable to provide the county with an estimated installation cost, the application will be denied.
- B. Operating costs for streetlights approved in accordance with Subsection A, above, will be paid by the county.
- C. The county will take over operating cost payments for an existing private residential streetlight upon the following conditions:
1. An applicant must submit an application to the county on a county-approved form, but the application need not contain the petition described in Section I, above;
  2. The streetlight under consideration must have been installed by one of the county's supplying utilities under a flat rate agreement;
  3. The streetlight under consideration must be located at an intersection and must be adjacent to a state or county right-of-way; and
  4. The Board of Supervisors must approve the request for the county to take over operating cost payments for the streetlight.
- D. The following applies to the purchase of installation from the county in the event the Board of Supervisors denies funding for, or declines to consider, an application that meets the requirements of this policy:
1. In the event the Board of Supervisors denies funding for, or declines to consider, an application that meets the requirements of this policy (including the petition and streetlight location requirements in Section I, above), applicants, through the county's Department of Community Enhancement, may purchase the installation from the county at the county's estimated cost, provided that applicants pay to the county required costs and fees, including the installation cost, five years of operating costs (based on the current monthly charge for the type of light), and a \$50 administrative processing fee, prior to the county releasing the project to construction and installation. Such payments must be made with 30 days of the Board of Supervisor's decision to deny funding or declination to consider an installation request.
  2. If applicants request the county to obtain a separate estimate from a supplying utility, not related to any form of funding denial, applicants must agree to pay all engineering design costs of the supplying utility in the event the applicants elect not to proceed with the project.
  3. Streetlight installation purchased through the county by applicants, as described in this section, will be included in the county's streetlight program, and post-installation operating costs will be paid by the county.
- E. The county will fund an upgrade for an existing streetlight at an intersection to a higher lumen rating or from a non-LED type to the equivalent LED type upon the following conditions:
1. Applicants must submit an application and petition meeting the requirements of Section I, above, to the county.
  2. Upgrades with an estimated cost (as reported by the supplying utility) of \$1,000 or less will be approved administratively; upgrades with a reported

estimated cost in excess of \$1,000 will require approval of the Board of Supervisors.

3. Upgrades in excess of \$5,000 will not be presented to the Board of Supervisors for consideration unless directed to the contrary by the individual member of the Board of Supervisors representing the magisterial district in which the streetlight is located.

4. Upgrades must conform to lumen ratings by intersection and streetlight configuration requirements as specified in this policy.

5. Upgrades shall be of a one-time nature; once a fixture has been upgraded, it cannot be further upgraded at the county's expense to a different fixture or lumen rating.

6. Upgrade requests for changing from a basic fixture to a premium fixture will not be considered.

F. No more than one (1) streetlight will be installed at any given intersection in an existing residential area or development.

G. For existing residential areas or developments with existing lighting, regardless of any type already or previously installed, any additional lighting requested will be restricted to the types and placement as defined in this policy (see 610.02 III - Lamp Characteristics, below). Unless otherwise stated in a streetlight application, the default fixture will be the Cobra Type LED, on a salt treated wood pole, except in the area served by the Southside Electrical Cooperative, where the default will be an enclosed type HPSV drop lens fixture.

H. For the purpose of this policy, "existing residential areas or development(s)" is defined as subdivisions, or subdivision sections, with roads accepted and maintained in the state secondary road system; residential areas not in a recorded subdivision with roads accepted and maintained in the state secondary road system; and rural/agricultural areas adjacent to roads accepted and maintained in the state secondary road system.

J. Existing commercial developments shall be responsible for their own purchase, installation, and electrical service costs for lighting within such developments and/or along public rights-of-way immediately adjacent thereto.

K. Under no circumstances will the county take over operational and maintenance costs for fixtures that are not Approved Fixtures (as defined in 610.02 III – Lamp Characteristics, below) installed by any third party or agency/department as a metered service under the auspices of the streetlight program. Third party lights and fixtures installed at the county's behest as a component of a capital project, and which become the property of the county will be maintained by the Department of General Services in its role as the maintainer of county-owned facilities.

### **III. Lamp Characteristics**

A. *Approved Fixtures* – The following are the fixture types approved for installation under this policy. All fixtures described are the supplying utility's standard basic fixtures:

1. Basic Enclosed high-pressure sodium vapor (HPSV) in either the drop lens or flat lens configuration;
2. Basic Traditional Colonial HPSV;
3. Basic Cobra in Light Emitting Diode (LED);
4. Basic Traditional Colonial LED;

5. Basic top-shielded "Carlyle" type Acorn in LED; and
6. Basic Cut-Off Colonial LED.

Requests for premium decorative fixtures or poles will not be considered or forwarded for approval.

B. *Light Source* – All light sources shall be either high pressure sodium vapor (HPSV) or Light Emitting Diode (LED) as supplied by the supplying utility.

C. *Lumen ratings*

1. The following lumen ratings shall be required at the following types of intersections:

a. 8000 lumens -

i.at an intersection of two local streets in a subdivision or subdivision section; and

ii.at an intersection of one local street and one collector street in a subdivision or subdivision section.

b. 14000 lumens

i.at an intersection of two collector streets in a subdivision or subdivision section; and

ii.at an intersection of one collector street and one major, or minor, arterial at an entrance to a subdivision.

2. Fixtures with ratings higher than 14000 lumens will not be installed in existing residential areas or developments.

3. Exact pole placement and bracket length specifications are at the sole discretion of the supplying utility as field conditions dictate.

D. *Type of Pole* – Enclosed or Cobra type fixtures will utilize concrete, salt treated wood, or grey composite poles. Traditional Colonial style fixtures, in either HPSV or LED, will utilize 14-foot smooth black fiberglass poles. Top-shielded "Carlyle" type Acorn LED fixtures will utilize a 14-foot fluted fiberglass pole. Requests for premium fluted, pedestal mounted poles will not be considered.

612.03 LIGHTING PROJECTS INITIATED BY COUNTY DEPARTMENTS OR AGENCIES OTHER THAN COMMUNITY ENHANCEMENT – OMITTED FROM THIS DOCUMENT: AVAILABLE UPON REQUEST.

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This policy approved by the Chesterfield County Board of Supervisors on January 25, 2023.



Light Emitting Diode (LED) Type Fixtures  
Dominion Energy Service Areas



Cobra Fixture



Traditional Colonial Fixture



Carlyle Acorn Fixture

High Pressure Sodium (HPSV) Fixtures  
Southside Electrical Cooperative Service Area



Enclosed Drop Lens Fixture



Cut-off Colonial

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