

CITY OF WALDPOR STREET LIGHT INSTALLATION POLICY

A REQUEST FOR THE INSTALLATION OF A PUBLIC STREET LIGHT ON A PUBLIC RIGHT OF WAY IN THE CITY OF WALDPOR SHALL BE SUBMITTED TO THE CITY MANAGER FOR REVIEW BY THE WALDPOR PUBLIC WORKS DEPARTMENT, WHO WILL MAKE A REPORT AND RECOMMENDATION TO THE CITY MANAGER WITHIN THIRTY (30) DAYS ON THE MERIT OF THE REQUEST. THE CITY OF WALDPOR SHALL NOT BE RESPONSIBLE FOR OR PAY ANY COSTS RELATING TO THE INITIAL INSTALLATION OF ANY PUBLIC STREET LIGHT.

THE WRITTEN REQUEST FOR THE INSTALLATION OF A PUBLIC STREET LIGHT IN THE CITY OF WALDPOR SHALL PROVIDE INFORMATION RELATING TO THE FOLLOWING:

- 1) DESCRIBE THE SPECIFIC STREET LOCATION AND NEAREST CROSS STREET IN WALDPOR WHERE THE NEW STREET LIGHT INSTALLATION IS REQUESTED.
- 2) DESCRIBE ANY NIGHT TIME VEHICLE TRAFFIC SAFETY CONCERNS AT THE LOCATION.
- 3) DESCRIBE ANY NIGHT TIME PEDESTRIAN TRAFFIC SAFETY CONCERNS AT THE LOCATION.
- 4) DESCRIBE ANY CRIME PREVENTION NEED FOR STREET LIGHTING AT THE LOCATION, IF APPLICABLE.
- 5) PROVIDE THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE PERSON(S) MAKING THE STREET LIGHT INSTALLATION REQUEST, ALONG WITH THE SIGNATURE OF APPROVAL FOR THE REQUEST FROM RESIDENTIAL OR BUSINESS OCCUPANTS SITUATED WITHIN TWO HUNDRED (200) FEET OF THE REQUESTED NEW STREET LIGHT INSTALLATION LOCATION.

REQUEST FOR STREET LIGHT

To: City Manager
City of Waldport

Date of Request: _____

I/we request the installation of a public street light on a public right-of-way. I/we understand that the Waldport Public Works Department will review the request and make a report and recommendation regarding the merits of the request to the City Manager within thirty (30) days of the date of the request. It is further fully understood and agreed that the City of Waldport shall not bear or be responsible for any costs relating to the initial installation of any public street light.

Note to applicant: Please provide in writing the following information (additional pages of material may be attached to this request):

- 1) Specific street location and nearest cross street in Waldport where the street light installation is requested: _____

- 2) Describe specific night time vehicle traffic safety concerns at this location: _____

- 3) Describe specific night time pedestrian traffic safety concerns at this location: _____

- 4) Describe specific crime prevention needs for street lighting at this location, if applicable: _____

- 5) Provide the following information regarding the person making the request:
Name: _____
Address (Physical): _____
Address (Mailing): _____
Telephone Number: Home: _____ Other: _____
- 6) Provide the printed name and signature of approval of all residents or business occupants and owners of record of property within two hundred (200) feet of the location of the requested new street light installation location (Attach separate name and signature list to this request).

I/we understand and agree that the above information must be submitted to the City Manager on this request form (together with attached additional information as required above) prior to any review by the Public Works Department and recommendation to the City Manager who shall make the decision. A person(s) not satisfied with the decision of the City Manager may appeal the decision to the City Council.

Subscribed to and signed this _____ day of _____, 20____.

Requestors Herein:

X _____
(Name)

X _____
(Name)

Administrative Procedure (For City Use Only)

1. Report and recommendation to City Manager from Public Works Department authorized representative:

A. Report (Attach additional pages if necessary): _____

B. Recommendation to City Manager: _____

Subscribed to and signed this _____ day of _____, 20____.

X _____
(Public Works Director or Designee)

2. Decision of City Manager and comments, if any: _____

Subscribed to and signed this _____ day of _____, 20____.

X _____
(City Manager)