

Town of Southington

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July 31, 2008

TOWN OF SOUTHTON, CT **Procedure for Installation of Street Lights in New Subdivisions**

REVISED 10/26/2009, 11/03/2009, 12/09/2013

STEP

ACTION REQUIRED

- 1) Developer obtains subdivision approval from Town of Southington (ToS) Planning and Zoning Commission.
- 2) Developer submits written request for street lighting to ToS along with project plans in ACAD (version 2013 or earlier). This data to include Developer contact information.
- 3) ToS designs street light locations from data submitted in No. 2 above.
- 4) ToS completes initial NB-208 form.
- 5) ToS transmits approved plan of street light locations and initial NB-208 form to Developer and CL&P for Primary, Secondary, and Street Light Electric Facility Design.
- 6) Developer contacts the ToS's Streetlight Maintenance Contractor for materials only purchase.

A Materials only agreement will be generated by the Contractor and sent to Developer. Developer agrees to and signs agreement and returns along with a certified bank check to the Contractor. Materials for each pole set consist of 1 each: pole, fixture, lamp, and photo cell.

Developer purchases equipment from the Contractor.

- 7) Arrangements are made between the Contractor and Developer to deliver materials to agreed-upon address. Materials are delivered along with installation instructions and poles and fixtures are mounted. NOTE: Photo cell and lamp will remain in protective boxes to protect from damage.

**Procedure for Installation of
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-2-

July 31, 2008

- 8) Developer installs equipment per specs/details and conduit per CL&P requirements.
- 9) Developer notifies ToS and Contractor in writing of completion of installation.
- 10) Contractor will complete final NB-208 form and return to ToS.
- 11) ToS signs and transmits final NB-208 (authorization to bill) form to CL&P.
- 12) CL&P pulls wires and energizes lights.
- 13) ToS adds lights to GIS street light layer.
- 14) Developer must reimburse ToS for all energy costs prior to final acceptance of new roads.