

# ***PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION***

## ***STREET LIGHTING GUIDE FOR DEVELOPERS***



The Prince William County Street Lighting Guide for Developers has been developed and designated as a quick reference to assist developers with the policies and regulations that apply to the street lighting requirements within Prince William County.

*This guide does not preclude any authority of the Design and Construction Standards Manual, Zoning Ordinance, Uniform Building Code, Special Use Permit Conditions, Proffer Conditions or VDOT specifications and standards. Should there be any questions, please contact the County's Planning Department at (703) 792-6830 or the Street Lighting Branch at (703) 792-6823.*

## Index

<u>Section</u>	<u>Page</u>
Cover & Purpose . . . . .	N/A
Index, Abbreviations & Preface . . . . .	I
General Street Lighting Notes . . . . .	1 – 3
Special Notes . . . . .	3
Occupancy Inspections for Street Lighting . . . . .	4
Street Lighting Packet Requirements . . . . .	5 - 6
Street Lighting Packet Example . . . . .	7 - 13
Street Light Installation Typical . . . . .	14
VDOT Street Light Acceptance Requirements . . . . .	15 - 16
Acknowledgement of Streetlight Installations Form . . . . .	17
Street Light Occupancy Requirement Form . . . . .	18
Frequently Asked Questions . . . . .	19
Contact Information . . . . .	20

## Abbreviations

SLP – Street Lighting Packet

SLPC – Street Lighting Program Coordinator (Prince William County)

DCSM – Design and Construction Standards Manual (Prince William County)

PWC – Prince William County

VDOT – Virginia Department of Transportation

VPD – Vehicles Per Day

HPSV – High Pressure Sodium Vapor

LED – Light Emitting Diode

Ord. – Ordinance (Prince William County)

Guide – Street Lighting Guide for Developers (Prince William County)

## Preface

***The following pages contain miscellaneous requirements, notes, forms, and examples which are pertinent to the County’s street lighting process***

***This Guide has been provided as a courtesy and every effort has been made to provide accurate policy details and updated revisions. It shall be the sole responsibility of the developer to design their developments street lighting plans according to the most current Prince William County (PWC) and Virginia Department of Transportation (VDOT) specifications and standards.***

## **General Street Lighting Notes**

The developer shall contact the Street Lighting Program Coordinator (SLPC) within 10 days of the preconstruction meeting to initiate the installation process. The street lighting process can be extensive and may take longer than six months to complete. Therefore developers shall submit their project's Street Lighting Packet to the SLPC within 30 days of the pre-construction meeting. If revisions are made to the projects street lighting design the developer shall be responsible for submitting a revised Street Lighting Packet to the SLPC.

An approved County site plan does not constitute an approved street lighting plan. The approved County plan will be checked for deficiencies pertaining to the DCSM street lighting requirements by the SLPC. The applicant will be notified if corrections to the submitted plans are necessary. All site plans will have a final review for street lighting requirements by the SLPC. If revisions are necessary it is the sole responsibility of the developer/applicant to make the necessary changes to meet the County's or VDOT's street lighting requirements. It is also the responsibility of the developer/applicant to contact the SLPC for corrections concerning street lighting requirements.

Developers are required by the County to install street lighting in all new developments. Section 602.13 now requires that in single-family detached residential developments and single-family attached and multi-family developments a minimum of two (2) luminaires shall be provided at all entrances. A minimum of two (2) luminaires shall be provided at all internal intersections within the development where the minor street carries greater than four hundred (400) vehicles per day. One luminaire shall also be provided at all public and private cul-de-sacs, stub-outs, and dead ends, including temporary cul-de-sacs. In addition, two (2) roadway luminaires shall be provided at all entrances of commercial and industrial developments that carry greater than four hundred (400) vehicles per day (vpd). One (1) roadway luminaire shall be provided at all primary and secondary entrances of commercial and industrial developments that carry greater than two hundred (200) vehicles per day (vpd).

The developer shall submit to the SLPC a Street Lighting Packet to include a clear and legible copy of the most recent and up to date set of approved County site plan sheets pertinent to the street lighting for their project; with a plan cover sheet, plan pages that have been highlighted showing the proposed streetlight types and their locations as well as the unit price list/quantities sheet. Together with the plan sheets shall be a cover letter outlining the proposed number of streetlights, fixture type, wattage, project name, project address, Prince William County approved plan/file number, contact information for the developer (and or party responsible for billing), magisterial district and the name of the servicing power company. A PDF file of the complete approved plan set shall also be submitted for the Counties electronic filing system. Incomplete packets shall be returned for correction and re-submittal. (*See Street Lighting Packet Submittal Requirements and Street Lighting Packet examples on pages 5-13*).

If applicable the developer will be responsible for providing copies of all Special Use Permit Conditions as well as all Proffers which pertain to street lighting for their proposed development.

It shall be the sole responsibility of the developer to make sure that the proposed streetlight designs are in accordance with the most current Prince William County Design and Construction Standards Manual (DCSM) and the Virginia Department of Transportation (VDOT) specifications and standards. If discrepancies are found in the developers design, the SLPC will issue a letter to the developer outlining the deficiencies which will need to be corrected before final approval is given. Once the appropriate corrections have been made, the developer shall submit a revised set of site plans to the SLPC for review and final approval. If the specifications and standards are met then the SLPC will issue an authorization letter and preliminary design sketch to the servicing power company to obtain a cost estimate for the developments proposed street lighting.

Waivers to the DCSM criteria for street lighting are reviewed on a case-by-case basis. Whenever feasible a field adjustment to the approved site plan will be made to correct the deficiency in lieu of a waiver. If the waiver is still necessary, it shall be the responsibility of the applicant to fill out and submit the DCSM Waiver Form. The applicant shall also be responsible for all costs associated with the processing of the waiver and or required plan revisions.

The developer is responsible for granting utility easements and financing the cost of all construction related to the installation of streetlights for their development. Upon final inspection and approval by the County the servicing electric company will then be authorized to add the projects streetlights monthly service and yearly maintenance costs to the County's street lighting account.

The developer shall have the "Acknowledgement of Streetlight Installations Form" signed by the prospective property owners and notarized if the required streetlights have not been installed by the servicing power company prior to the request for occupancy. If the proposed streetlights are on the property line then the developer shall be responsible for obtaining the signatures of both property owners. This form will be required for final lot grading inspection. Per section 601.09 of the DCSM occupancy will not be granted and developers will not be released from bond unless the "Acknowledgement of Streetlight Installations Form" is signed, notarized, and the developer possesses a paid receipt for the developments streetlights from the servicing power company (See *Acknowledgement of Streetlight Installations Form on page 17*).

The developer will be responsible for all costs of streetlight construction, including easement acquisitions if necessary. The servicing power company will inform the developer of any modifications or field adjustments that are needed to the streetlights shown on the approved plans that may be required to comply with current Virginia Department of Transportation specifications and standards.

Street lighting cost estimates from the servicing power company are good for 90 days. If the cost is not paid within that timeframe then the project will have to be recalculated. Should conditions exist beyond levels included in the cost estimate (Such as the need for rock excavation and/or blasting or the presence of hazardous materials, etc.) which may substantially change the magnitude of the project, the servicing power company reserves the right to halt construction and submit a revised cost estimate. Also, the project cannot be released to their construction crews until full payment has been made by the developer.

If the developer decides to not move forward with their lighting project or there is a significant lag in development time then the servicing power company reserves the right to collect associated design fees. This amount is typically between \$400 and \$600 depending upon the complexity of the associated work. In addition, if any type of redesign is needed during the design phase, the servicing power company reserves the right to charge additional fees. These fees shall be paid by the developer and may need to be collected before they will continue their design process.

Section 601.09 of the DCSM no longer allows the use of decorative streetlight fixtures at the entrances to residential communities or commercial/industrial properties. The amended standard requires the use of either the cobra head or expressway/interstate style fixtures. In addition, the fixtures shall have full cut-off lenses and provide type III light distribution. Waivers for this requirement will not be granted. Decorative, area, or security lighting fixtures are acceptable as internal roadway lighting if the fixtures have full cut-off lenses and provide Type III light distribution.

When a developer is requesting a change and or pole relocation on a plan after it has been approved by the Planning Department, a field revision may be granted by the Street Lighting Program Coordinator (SLPC) without the developer having to resubmit a revised site plan through the Planning Department. This shall be done only if all specifications and standards are met. The developer will submit in writing, as well as a revised plan showing the proposed changes. Once the letter and plans have been reviewed and approved by the SLPC then a field revision approval letter will be issued to the developer by the SLPC. However, if the proposed revisions will require an easement then the developer will have to submit a revised plan through the Planning Department for approval (This is required due to the fact that all easements are recorded within the Planning Department).

From receipt of the developer's Street Lighting Packet the SLPC shall have 45 days to review the developers Street Lighting Packet and confirm that the proposed street lighting is acceptable per the County's DCSM, Special Use Permit Conditions and Proffers as well as VDOT's standards. If discrepancies are found within the site plan, the developer shall be responsible for making the appropriate changes and resubmitting a revised Street Lighting Packet. From receipt of the revised packet the SLPC shall have an additional 14 days to complete the review process. If a DCSM Waiver is requested, upon receipt of the processed waiver the SLPC shall have 14 days to complete the review.

Developers which have not met the required lighting standards per their developments approved plan shall not receive priority status for reviews. i.e.; developers who are within the Occupancy or Bond Release process, shall not receive preferential treatment over applicants all ready within the review process. In these situations they will be reviewed on a case-by-case basis.

If a DSCM Waiver is requested and either Special Use Permit Conditions or Proffers exist pertaining to street lighting for the proposed development it may be denied. Special Use Permit Conditions and Proffers would preside over Waivers. In these situations, they will be reviewed on a case-by-case basis.

The servicing power company will not release jobs for construction until the developer/applicant has made full payment for their bonded streetlights. In addition the developer must have finalized all the cable runs, grading within the area or lot where the lighting is proposed is within six inches of final grade and all sidewalks, shared use trails and guardrail have been installed.

The County street lighting requirements may be found within the Prince William County Design and Construction Standards Manual (DCSM) in Sections 600 & 700; as well as the County's Zoning Ordinance. Streetlight installation may also be governed by the developments Special Use Permit Conditions and Proffer Requirements.

### **\*\*Special Notes\*\***

**It shall be the sole responsibility of the developer to confirm that the pole placements are correct and meet all current Prince William County and Virginia Department of Transportation's specifications and standards. If relocation of the lights within the project is required to meet current standards subsequent to installation, the developer will be responsible for all expenses incurred by the servicing power company. The developer shall also be responsible for the cost of any required easements if relocation is necessary.**

**Poles which are set within utility strips, VDOT clear zone, VDOT right of way, or any other easements (without County & VDOT permits) whether they are shown in those locations on the approved site plan or not shall be the sole responsibility of the developer to have relocated and pay any associated fees for their relocation.**

**It shall be the sole responsibility of the developer to have all private utilities marked. These may include but are not limited to the following; sprinkler systems, invisible fencing or phone and water lines. It is the developer's responsibility to mark any private facilities that may be damaged during the streetlight construction. The servicing power company will not be responsible for damage to private facilities if their location is not clearly marked in the field.**

**The developer shall be responsible for all costs associated with the relocation of any poles which do not meet current County and State specifications and standards. This includes any easement costs and or permit costs which may be associated with the relocation.**

**The developer's bond money will be used to correct any deficiencies pertaining to the projects street lighting plan. Occupancy permits will not be granted and the bond money will not be released until all current standards and specifications have been met.**

## **Occupancy Inspections for Street Lighting**

Prior to the issuance of occupancy permits, the streetlights shall be installed as per approved plans at the project entrances, street intersections, cul-de-sacs, etc. and in the general vicinity of the houses to be occupied. However, if street lights have not been installed due to servicing Power Company's scheduling procedures, the following two documents must be submitted to the County inspector conducting the occupancy inspections:

1. A paid receipt from the servicing power company, at least 30 days prior to the occupancy request. This will indicate that the developer has paid the necessary fees allowing the servicing power company sufficient time to install the required street lights.
2. A fully executed Statement of "Acknowledgement of Streetlight Installations Form" signed by the future property owners at closing.

Whenever possible, the site inspectors should remind the developers/ superintendents that in order to avoid delays, the street lights should be installed well ahead of the planned occupancy inspection requests to the County.

Memo:

The Street Lighting Branch requires that an "Acknowledgement of Streetlight Installations Form" be signed and submitted by the builder or developer from the property owner(s) in the immediate vicinity of the proposed streetlight location requesting occupancy. This requirement will remain in effect until the servicing power company completes all the streetlight installations included with the performance bond.

***If the County required roadway lighting standards and guidelines have not been followed and the developer or their representatives have been found negligent in their responsibilities regarding these specific requirements then Occupancy or Bond Release will NOT be granted and fines may be imposed  
(See fee schedule on Page 18)***

# Prince William County Street Lighting Packet Submittal Requirements

## *Street Lighting Branch Submittal Requirements (Effective 10/31/08)*

**Initial Submittal/First submission:** Submit Two (2) 36"x24" copies of the current County approved blue or black lined plans to the Street Lighting Program Coordinator. One set will be kept on file within the Transportation Department. The second set will be delivered to the servicing power company for design purposes. Prior to submittal, the applicant shall fold each print to a size not greater than 11" x 14", with the title block showing on the outside of each print. Along with the submittal, an electronic version of the complete approved county plans for the development per the Electronic/PDF Submittal note below.

**Electronic/PDF Submittal:** With the initial submittal/first submission to the Street Lighting Program Coordinator, a copy of the approved plans in digital PDF format shall be submitted to the Transportation Department. The electronic file must include the complete approved county plan set for the development combined in a single file, and be delivered on a PC-CD ROM or via email. If a PC-CD ROM is used it must be labeled with the submittal date, file/project name, file/project number, and the developers name.

The following shall be shown clear and legible on all plans submitted:

Proposed street light locations (**Highlighted**),

Street light detail to include fixture type, pole type, height and wattage/lumens (**Highlighted**),

Existing streetlights (**Highlighted**),

Existing and proposed streets,

Existing and proposed alley ways,

Existing and proposed houses, townhouses, multi-unit dwellings, etc.,

Existing and proposed buildings,

Existing or proposed sidewalks, multi-use trails and paved paths,

Existing or proposed traffic signal equipment including cable and conduit runs,

Existing and proposed underground and overhead utilities,

Existing and or proposed drainage channels and subsurface drainage structures within or immediately adjacent to the proposed street light(s),

Approximate size, type and location of any other existing or proposed surface or subsurface structures within or immediately adjacent to the proposed street light(s),

Sight distance easements,

Public utility and drainage easement locations and sizes,

Existing and proposed public utility locations, sizes and types,

Water lines, fire hydrants, sanitary sewers, storm sewers and culverts,

Any other utilities affecting the proposed site,

Location of dedicated streets where they adjoin, or are adjacent to, the subdivision,

Street classification of each street adjacent to the subdivision in accordance with intended use based on design, such as private, local, collector or arterial, which shall be shown within parentheses next to the existing and proposed street names.

Vehicles Per Day (VPD) shall be shown within parentheses underneath the existing and proposed street names.

The approved County plan will be checked for deficiencies pertaining to the DCSM street lighting requirements by the SLPC. The applicant will be notified if corrections to the submitted plans are necessary. An approved County site plan does not constitute an approved street lighting plan. All site plans will have a final review for street lighting requirements. If revisions are needed it is the sole responsibility of the developer/applicant to make the necessary changes to meet the County's or VDOT's street lighting requirements. It is the responsibility of the developer/applicant to contact the SLPC for corrections concerning street lighting requirements.

**Re-submittal/Second Submission:** Submit Two (2) 36"x24" copies of the current County approved blue or black lined plans to the Street Lighting Program Coordinator. One set will be kept on file within the Transportation Department. The second set will be delivered to the servicing power company for design purposes. Prior to submittal, the applicant shall fold each print to a size not greater than 11" x 14", with the title block showing on the outside of each print. Along with the submittal, an electronic version of the complete approved county plans for the development per the Electronic/PDF Submittal note below.

**Electronic/PDF Submittal:** With the initial submittal/first submission to the Street Lighting Program Coordinator, a copy of the approved plans in digital PDF format shall be submitted to the Transportation Department. The electronic file must include the complete approved county plan set for the development combined in a single file, and be delivered on a PC-CD ROM or via email. If a PC-CD ROM is used it must be labeled with the submittal date, file/project name, file/project number, and the developers name.

If applicable the applicant will also be responsible for providing copies of all Special Use Permit Conditions as well as all Proffers requirements which pertain to street lighting for their proposed development.

**Submit Street Lighting Packet to:**  
Allen Hedgepeth  
Street Lighting Program Coordinator  
Prince William County  
Department of Transportation  
5 County Complex Court, Suite 290  
Woodbridge, Virginia 22192

Email: [ahedgepeth@pwcgov.org](mailto:ahedgepeth@pwcgov.org)  
Phone: 703-792-6823



***The following six pages contain examples of the Street Lighting Packet to be submitted by developers***

***The developer shall submit to the SLPC a Street Lighting Packet to include a clear and legible copy of the most recent and up to date set of approved County site plan sheets pertinent to the street lighting for their project; with a plan cover sheet, plan pages that have been highlighted showing the proposed streetlight types and their locations as well as the unit price list/quantities sheet. Together with the plan sheets shall be a cover letter outlining the proposed number of streetlights, fixture type, wattage, project name, project address, Prince William County approved plan/file number, contact information for the developer (and or party responsible for billing), magisterial district and the name of the servicing power company. An electronic copy of the full set of approved plans in PDF format shall also be submitted for the Counties electronic filing system.***

***Incomplete packets shall be returned for correction and re-submittal***

**LETTER OF TRANSMITTAL**

Building Services, Inc.

Sent via:

- FedEx
- Hand Delivery
- Fax
- Emailed

Date: July 21, 2015

<b>To:</b>	Allen Hedgepeth	Prince William County Street Lighting Program Coordinator
------------	-----------------	--

<b>From:</b>	Joe Smith	<b>Phone:</b>	(540) 555-1233
--------------	-----------	---------------	----------------

<b>Re:</b>	Neabsco Mills Road Improvements / Reinhart – Neabsco Mills Road & Offsite Watermain. Plan#: 08-00602 R00 S04
------------	--

<b>Enclosed:</b>	<p>Formal Streetlight Request Letter prepared by Reinhart dated 7/21/15 (1 page)</p> <p>The most current Approved Plan sheets including Cover Sheet, Plan sheets with streetlights highlighted and the Unit Price List/Quantities prepared by Bowman Consulting revision dated 4/8/14 (4 pages).</p>
------------------	--

<b>Remarks:</b>	<p>Mr. Hedgepeth,</p> <p>Please review and forward approval to Dominion Power for processing. Also, please send copies of all correspondence.</p> <p>If there are any discrepancies or you have questions please feel free to contact our office and or Joe Smith at 540-555-1212.</p> <p>Thank you.</p>
-----------------	--

- Timer
- Log
- Task

## Cover Letter

Building Services, Inc.

July 21, 2015

Mr. Allen Hedgepeth  
Street Lighting Program Coordinator  
Prince William County  
5 County Complex Court, Suite 290  
Prince William, Virginia 22192-5308

RE: Subdivision/Site plan Name: Neabsco Mills Road & Offsite Watermain  
PWC File Number: 08-00602 R00 S04

Dear Mr. Hedgepeth,

Enclosed for your review are copies of the street lighting plans for the Neabsco Mills Road Improvement project. Included in the copies are the letter of transmittal, cover letter, plan cover sheet and plan sheets 5, 8 & 32 of the approved County plan. The project has four proposed 250 watt HPS (SL-25) cobra head type street lights which have been highlighted on each of the plan sheets (two per sheet on pages 5 & 8).

Also for your information, the project address is 15005 Neabsco Mills Road, Woodbridge, Virginia, 22191. The project is located within the Woodbridge Magisterial District. The developer's representative is Joe Smith – Construction Services, Inc., 1254 Concord Road, Suite 203, Manassas, Virginia 20108, 540-555-1212.

At your earliest convenience please respond with a letter of authorization to Mrs. Kathy Kincaid at Dominion Power of their Woodbridge office requesting that she proceed with the streetlight design and cost estimate.

If any discrepancies are found or you have questions please feel free to contact our office.

Thank you for your assistance.

Sincerely,

*Joe Smith*

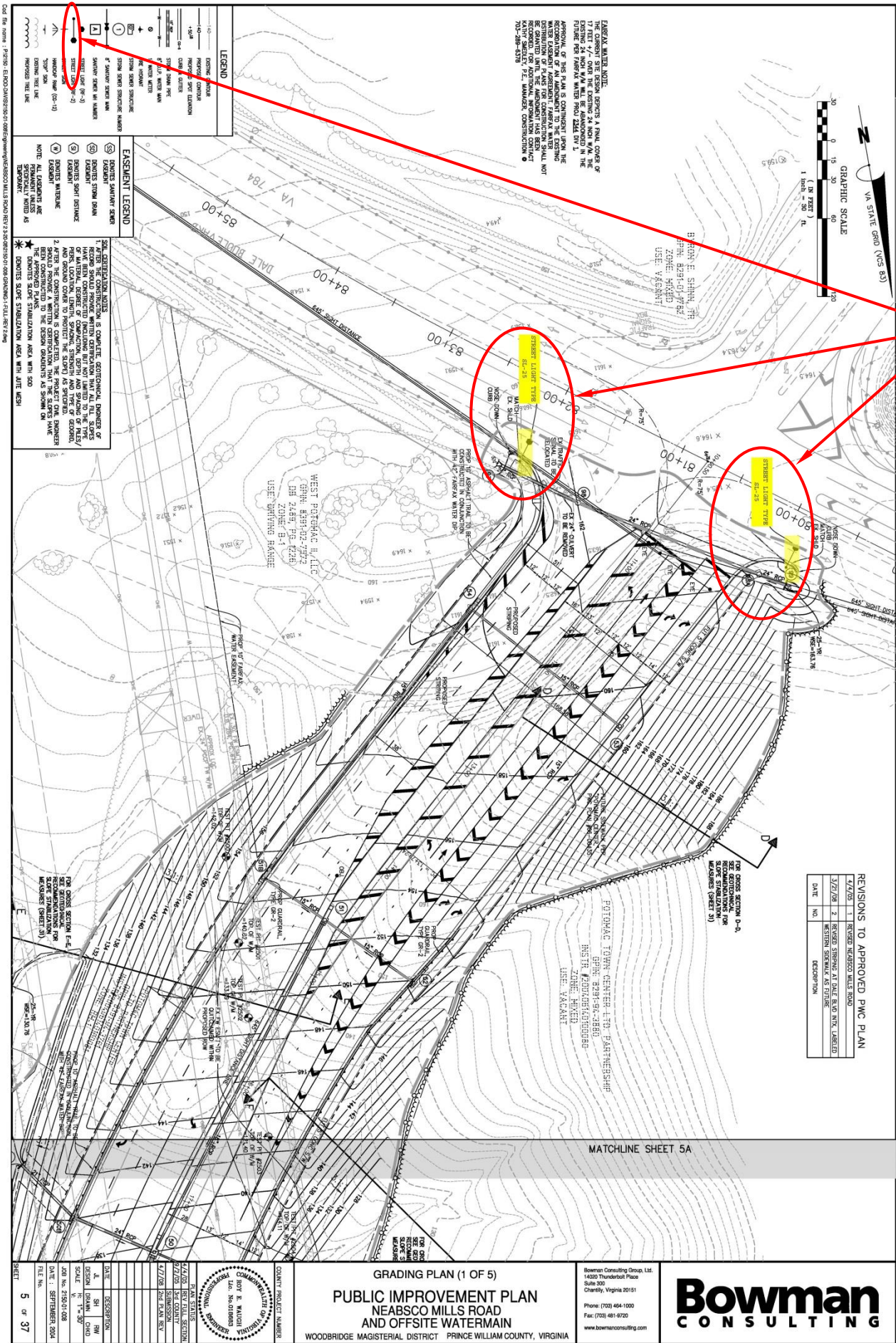
Joe Smith

Manager - Building Services, Inc.  
(540) 555-1212 office  
(703) 555-1233 cell  
joesmith@abc.com

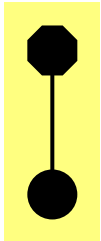
Cc: file



**Example:**  
**Site Plan Sheet for Street Lighting Packet**



STREET LIGHT TYPE  
SL-25



REVISIONS TO APPROVED PWC PLAN

DATE	NO.	DESCRIPTION
6/7/09	1	REVISED NEABSCO MILLS ROAD
3/27/08	2	REVISED SIGNING AT DALE ROAD INTERSECTION
	3	REVISED SIGNING AS FUTURE

FOR CROSS SECTION 0-0, RECOMMENDATIONS FOR REVISIONS TO BE SUBMITTED WITH THIS SHEET (SHEET 3)

DATE	NO.	DESCRIPTION
6/7/09	1	REVISED NEABSCO MILLS ROAD
3/27/08	2	REVISED SIGNING AT DALE ROAD INTERSECTION
	3	REVISED SIGNING AS FUTURE

COUNTY PROJECT NUMBER

COMMONWEALTH OF VIRGINIA

BOYD R. WATSON  
BOYD R. WATSON  
BOYD R. WATSON

DATE: SEPTEMBER 2004

GRADING PLAN (1 OF 5)

**PUBLIC IMPROVEMENT PLAN  
NEABSCO MILLS ROAD  
AND OFFSITE WATERMAIN**

WOODBRIDGE MAGISTERIAL DISTRICT PRINCE WILLIAM COUNTY, VIRGINIA

Bowman Consulting Group, Inc.  
1430 Thunderbolt Place  
Suite 300  
Charlottesville, Virginia 22911  
Phone: (703) 464-1000  
Fax: (703) 481-6720  
www.bowmanconsulting.com





# Example: Unit Price List Sheet for Street Lighting Packet

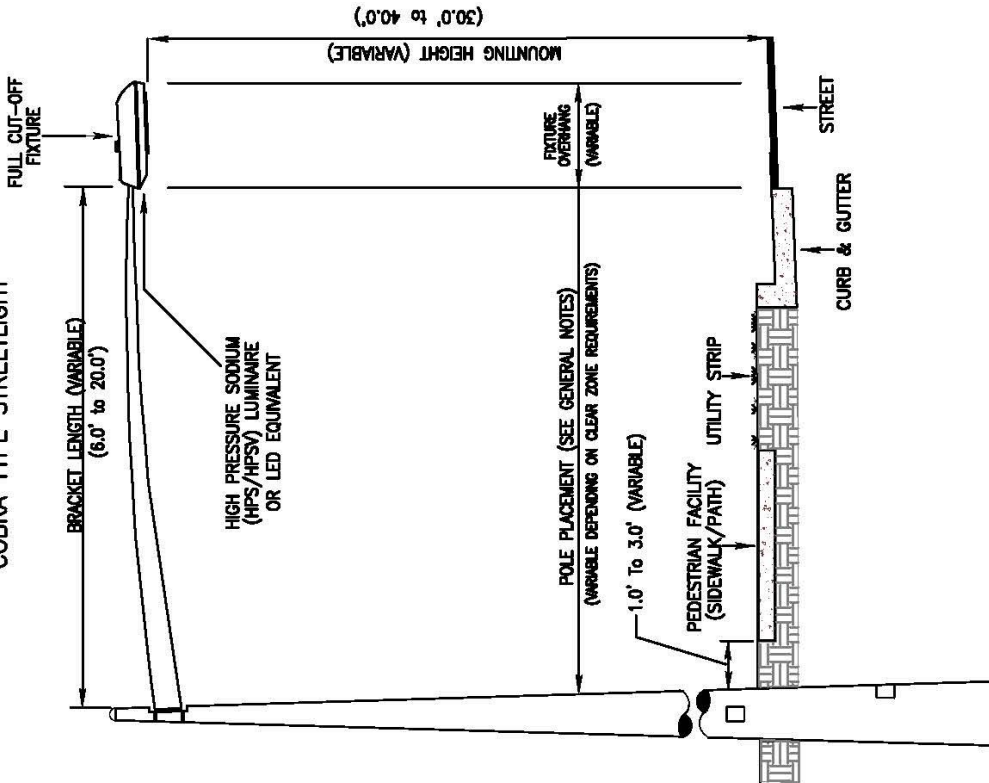
MEMBER: MAY 1980		PROJECT NAME: _____		DATE REVISION: 01-01-02	
SPECIFIC DATE: MAY 1, 1980		COUNT OF FIXTURES WILL BE		DEPARTMENT OF PUBLIC WORKS	
PERFORMANCE SPECIFICATIONS AND MATERIALS		UNIT PRICE LIST		CONTRACT NUMBER	
CONTROL SYSTEMS		CONTRACT NUMBER		CONTRACT NUMBER	
<p>NOTE: This form is to be used to prepare performance specifications, including unit prices and unit prices for proposed items, and to be used to prepare a contract. It is not to be used to prepare a contract. It is not to be used to prepare a contract. It is not to be used to prepare a contract.</p>					
<p>1. MATERIALS, EQUIPMENT, SUPPLIES, AND CONSTRUCTION EQUIPMENT</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>2. CONCRETE PAVEMENT</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>3. CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND/OR ADJACENTS</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>4. SANITARY SEWER AND STORM SEWER</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>5. UTILITIES AND ELECTRICAL</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>6. SIGNAGE AND PUBLIC CONTROL</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>7. MAINTENANCE AND OPERATIONAL EXPENSES</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>8. LANDSCAPE DESIGN</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>9. REMEDIATION</p> <p>Material/Description: _____ Unit Price: _____</p>					
<p>10. OTHER</p> <p>Material/Description: _____ Unit Price: _____</p>					
TOTAL COST		TOTAL COST		TOTAL COST	

Highlight Proposed Streetlight Quantity, Price Per Fixture and Total



Prince William County DCSM  
 650.61 Transportation System - Details:  
 (Detail SLI-1 Street Light Installation Typical)

COBRA TYPE STREETLIGHT




GENERAL NOTES:

- 1) All lighting shall be installed in accordance with the most recent County and VDOT standards. Any deviation shall require approval from the Director of Transportation and VDOT.
- 2) Poles shall be located at a distance equal or greater than the minimum clear zone requirements for different types or class of roadways.
- 3) Poles should be located in an easement and be outside of the VDOT right-of-way.
- 4) Poles shall not be located with the median.
- 5) Poles should not be located in the utility strip.
- 6) Pole locations for streetscapes or locations in front of sidewalks or shared use paths shall be reviewed and approved by VDOT on a case-by-case basis.
- 7) On ditch section roadways, poles shall be located behind the ditch line.
- 8) On curb section roadways, the poles shall be located a minimum of three feet behind the backside of the curb (measured from the backside of the curb to the face of the pole).
- 9) Poles shall be located a minimum of one foot from the the backside of the sidewalk (measured from the backside of the sidewalk to the face of the pole).
- 10) Poles shall be located a minimum of three feet from a shared use path/paved path (measured from the backside of the trail to the face of the pole).
- 11) Poles shall be located a minimum of three feet behind the guardrail (measured from the backside of the guardrail post to the face of the pole).
- 12) Footing or foundation shown is illustrative only. Standard foundation required by utility company shall be provided.
- 13) Additional County fixture types are available and when requested are reviewed on a case-by-case basis.

Detail No.  
**650.61**

**SLI-1**



COUNTY OF  
 PRINCE WILLIAM  
 VIRGINIA

TYPICAL STREET LIGHT INSTALLATION

Date  
 6/26/18



# Virginia Department of Transportation (VDOT) Streetlight Acceptance Notes

The following are some basic VDOT requirements and preferences:

VDOT clear zone requirements must be met for any road intended to be accepted by the State. Since street lights are fixed objects, they cannot be located within the clear zone.

## Right-of-way vs. Easements

For new subdivision streets: Street lights should be placed in an easement (utility). If the lights are placed in the right-of-way, and an easement is available, VDOT will inform the developer to move the lights out of the right-of-way. However, if the developer has a compelling reason why the street lights need to be in the right-of-way, then VDOT may consider allowing the street lights to remain under a permit on a case-by-case basis.

For State maintained streets: VDOT prefers that street lights be placed in easements; however, they will allow street lights to be placed in the right-of-way where easements do not exist, or where it is not practical to place the lights outside of the right-of-way. This is often the case on four lane divided roadways and large intersections.

## Curb sections

On curb sections, poles shall be placed behind the curb and preferably behind the sidewalk.

Additional requirements include:

- Poles shall be outside of the clear zone.
- Poles shall be outside of the 3 foot setback behind the curb.
- Poles shall be at least 1 foot (shy line) from the backside of a sidewalk.
- Poles shall be at least 3 feet (clear zone) from the backside of a shared use path.

If the pole placement abuts the sidewalk, then people tend to “shy” away from the pole as they walk by. Consequently, use of the full width of the sidewalk is not being obtained.

## Shoulder sections

On shoulder sections, the pole shall be placed a minimum of 10 feet from the edge of pavement and behind the ditch line.

Additional requirements include:

- Poles shall be outside of the clear zone.
- Poles shall be at least 3 feet (clear zone) from the backside of a shared use path.

## Overhang

Street light heads shall line up with the edge of the traveled way (through lane); however, VDOT will allow up to a 1-foot overhang of the traveled way (through lane). In situations where the aforementioned cannot be obtained then a waiver may be granted by VDOT on a case-by-case basis.

Additional requirements include:

- Poles shall be outside of the clear zone.
- Poles shall be at least 3 feet (clear zone) from the backside of a shared use path.

An example of the aforementioned Overhang note would be an installation where a right turn lane is present. In certain locations in order to meet clear zone requirements as well as additional street light specifications it would place the pole in a location where using the current maximum arm brackets of 20' and 22' would not extend the head of the fixture to the edge of the traveled way (through lane). In these situations the final placement of the fixture head would place it over the center of the right turn lane. In these situations, they will be reviewed on a case-by-case basis.

## Guardrail

On guardrail sections, poles shall be placed behind the guardrail.

Additional requirements include:

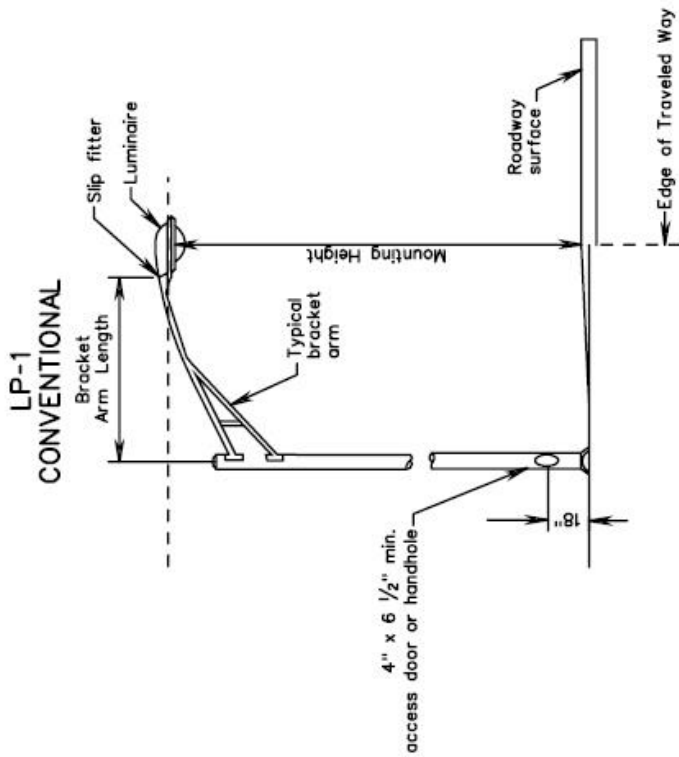
- Poles shall be outside of the clear zone.
- Poles shall be at least 3 feet from the backside of the guardrail.

## Miscellaneous

VDOT will not accept any streets with street lights in the utility strip unless they meet all VDOT requirements. In accordance with the subdivision street requirements, VDOT has a 3' minimum pole setback requirement behind the curb, one foot placement from sidewalks and 3' placement from multi-use trails (paved path). These requirements will not be waived. However, if the utility strip is 6' wide or more and meets all VDOT requirements then street lights may be placed in the utility strip. In these instances they will be reviewed on a case by case basis. In addition, VDOT has always required developers to place lights in an easement. If a utility easement exists, then the street lights should be placed outside of the right-of-way of subdivision streets.

Virginia Department of Transportation  
 LP-1, 2 Lighting Pole Details Conventional and Offset:  
 (Detail 1301.06 Street Light Installation Typical)

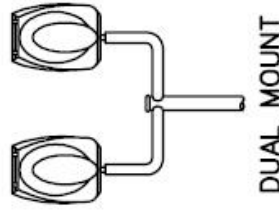
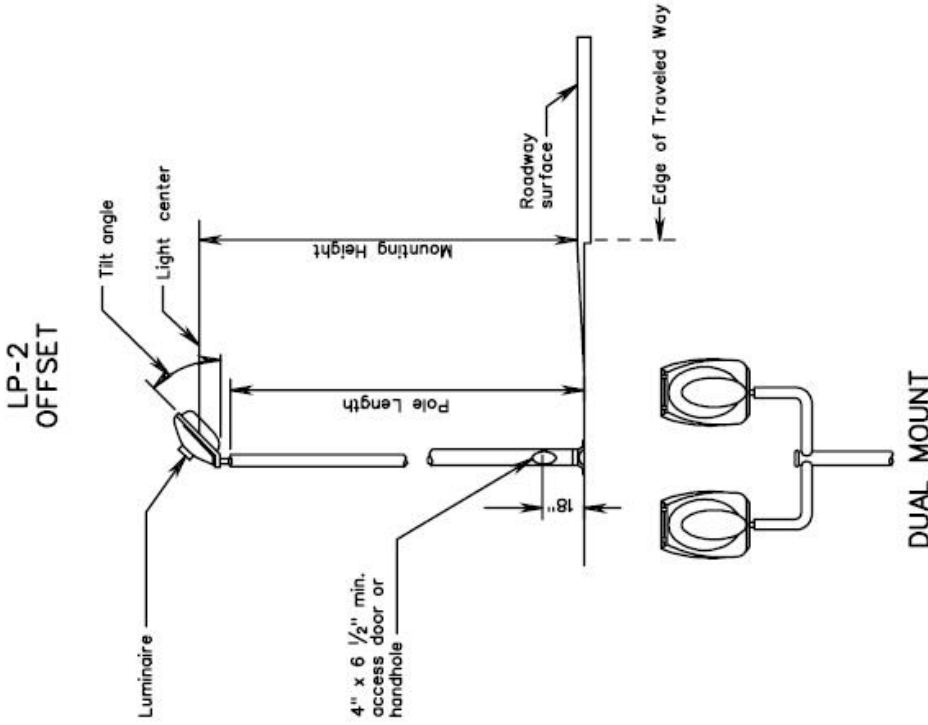
LP-1,2



**NOTE:**

The mounting height shown on the plans shall be adhered to within a tolerance of 12" and in no case less than the mounting height shown.

POLE LENGTH (feet)	BOLT CIRCLE DIAMETER	ANCHOR BOLT DIAMETER
A (5-17)	12"	1"
B (18-22)	12"	1"
C (23-27)	12"	1"
D (28-32)	12"	1"
E (33-37)	15"	1"
F (38-42)	15"	1"
G (43-47)	15"	1"
H (48-52)	16"	1"
I (53-57)	16"	1 1/4"
J (58-62)	16"	1 1/4"



**LIGHTING POLE DETAILS  
 CONVENTIONAL AND OFFSET**

VIRGINIA DEPARTMENT OF TRANSPORTATION

1301.06

**PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION**

**Acknowledgement of Streetlight Installation Form**



Prince William County requires streetlight installations prior to occupancy in residential subdivisions and on commercial or industrial sites. Sometimes the servicing power companies scheduling precludes this from happening. Therefore, in certain situations, the County will allow occupancy of residential units and commercial or industrial properties upon receipt of an acknowledged statement from the affected property owner(s).

Street lighting shall be installed in the vicinity of this property in the near future by direction of the Prince William County Department of Transportation in accordance with the approved County site plan and the Design and Construction Standards Manual.

\_\_\_\_\_  
[ADDRESS]

on Lot Number \_\_\_\_ in \_\_\_\_\_ Phase \_\_\_\_ Section \_\_\_\_.  
[SUBDIVISION NAME]

I (we) am (are) the prospective property owner(s) at the above location and acknowledge that the servicing power company shall be installing the streetlight(s) per the County's approved site plan and in accordance with the Design and Construction Standards Manual as their schedule permits but not later than the release of the developer's performance bond.

***This notarized acknowledgement letter shall be signed only by the prospective property owner(s). Any other signature(s) shall not be accepted. The signed letter shall be kept on file with the developer and a copy delivered to the Prince William County Street Lighting Program Coordinator.***

State of \_\_\_\_\_ [Signature] \ [Date]

City/County of \_\_\_\_\_  
Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_ [Signature] \ [Date]  
[Year]

\_\_\_\_\_  
[Signature of Notary Public]

My commission expires \_\_\_\_\_

AFFIX SEAL



**COUNTY OF PRINCE WILLIAM  
DEPARTMENT OF TRANSPORTATION**

5 County Complex Ct. Suite 290  
Prince William County, VA 22192

**Effective Date:**  
January 7, 2019

**Temporary Street Lighting Request for Occupancy**

Fees must be paid at: Department of Transportation – Front Desk  
5 County Complex Court, Suite 190 Woodbridge, VA 22192 703-792-6823

To ensure public safety, any request for occupancy of any structure where required roadway lighting has **NOT** been installed, temporary or portable street lighting shall be set up prior to occupancy approval. All temporary street lighting requirements will be determined and approved by the PWC-DOT Street Lighting Program Coordinator, Allen Hedgepeth at 703-792-6823, [thedgepeth@pwcgov.org](mailto:thedgepeth@pwcgov.org). Any failure to have the required roadway lighting installed per the approved site plan by the time of requested occupancy shall result in a monthly fine. The fee schedule is as follows; a monthly fee of \$1,000 per month for the first 3 months, and shall be raised by an additional \$1,000 a month for the following 6 months or until such time that the servicing power company has installed and energized the required roadway lighting. (The rental fees for the temporary/portable lighting will be an additional charge and shall be covered by the developer).

Date: \_\_\_\_\_ Project \_\_\_\_\_ Plan #: \_\_\_\_\_

Date: \_\_\_\_\_ Inspection Area: \_\_\_\_\_ Inspector: \_\_\_\_\_

	Streetlight Location	Effected Lot(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<b>Total:</b>		

# Frequently Asked Questions

## **1.) *What is the latest version of the Street Lighting Guide?***

This latest version of the Street Lighting Guide is V6.1 dated January 7, 2019. The Prince William County Department of Transportation originally adopted the use of this guide on October 31, 2008, which will affect the processes in the pre-construction packet pertaining to street lighting as originally written. The version of the Guide aforementioned reflects these process changes, and will be applicable to any project not completed or submitted on, or after, November 24, 2008.

## **2.) *How are updates and revisions made to the Street Lighting Guide?***

The County Transportation Director and the Street Lighting Program Coordinator will have the authority to amend the Street Lighting Guide to effectuate the intent of the DCSM and Zoning Ordinances. Such administrative regulations, forms, and appendices will be published at least thirty (30) days prior to their effective date and placed on file within the Transportation Department for public inspection and written comment.

## **3.) *How can I comment on the Street Lighting Guide?***

The public has two ways to submit comments on the Guide. Written comments can be sent to:

- Via email at [ahedgepeth@pwcgov.org](mailto:ahedgepeth@pwcgov.org), or
- Via regular mail to: Allen Hedgepeth, Street Lighting Program Coordinator, Prince William County, Transportation Department, 5 County Complex Court Suite 290, Woodbridge, Virginia 22192.

## **4.) *Where to find a copy of the Street Lighting Guide?***

- Excerpts from the Guide will be incorporated with the preconstruction packet and distributed at the pre-construction meetings.
- You may request an electronic copy via email at [ahedgepeth@pwcgov.org](mailto:ahedgepeth@pwcgov.org), or
- Printed versions are available at the Development Services Building, 5 County Complex Court, Suite 290, Woodbridge, Virginia 22192.

## **5.) *Can I get a Waiver to the Design and Construction Standards Manual (DCSM)?***

Waivers are reviewed on a case-by-case basis. To be granted a waiver, three standards must be established. These standards are: There must be an extraordinary or exceptional situation or condition pertaining strictly to the property considered (generally due to narrowness, shallowness, unusual shape, some exceptional topographic condition or utility conflicts); Strict application of the DCSM or Zoning Ordinance would result in practical difficulties to, or undue hardship upon, the owner of the property; and the relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the DCSM and Zoning Ordinances. If these standards are established, the Director of Transportation may grant the waiver request. Developers should be aware that any plan changes made after the approval of the original site plans may need to be resubmitted to the Development Services Division for revision approval. If you would like more information about requesting a waiver, please call 703-792-6823.

## **6.) *How long will it take to get the street lights installed?***

The street lighting process can be extensive and may take longer than six months to complete. Therefore developers must contact the Street Lighting Program Coordinator within 10 days of the preconstruction meeting to initiate the installation process. Developers shall also submit their project's Street Lighting Packet to the Street Lighting Program Coordinator within 30 days of the pre-construction meeting. If revisions are made to the projects street lighting design the developer shall be responsible for submitting a revised Street Lighting Packet to the Street Lighting Program Coordinator.

You may contact Allen Hedgepeth, Street Lighting Program Coordinator at 703-792-6823-Office or 703-792-7159-FAX if you have any questions or comments.

Please submit the Street Lighting Packet to the following address:

**Allen Hedgepeth  
Street Lighting Program Coordinator  
Prince William County  
Department of Transportation  
5 County Complex Court, Suite 290  
Woodbridge, Virginia 22192**

**Email: [ahedgepeth@pwcgov.org](mailto:ahedgepeth@pwcgov.org)**

