

Town of Southington

Engineering Department

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July 31, 2008

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

- | <u>STEP</u> | <u>ACTION REQUIRED</u> |
|-------------|---|
| 1) | Developer obtains subdivision approval from Town of Southington (ToS) Planning and Zoning Commission. |
| 2) | Developer submits his approved road plans directly to CL&P for Primary and Secondary Electric Facility Design. |
| 3) | Developer submits written request for street lighting to ToS along with project plans in ACAD (version 2004) and paper copy of CL&P design of electrical facilities obtained from No. 2 above. |
| 4) | ToS submits data from No. 3 above to Sylvania Lighting Services (SLS). This data to include Developer contact information. |
| 5) | SLS designs street lighting and supplies design to ToS for review. |
| 6) | ToS reviews and provides changes and comments to SLS. |
| 7) | ToS transmits approved design to Developer. |
| 8) | Developer transmits final lighting design to CL&P. |
| 9) | SLS contacts Developer for materials only purchase. |
| 10) | A Materials only agreement will be generated by SLS and sent to Developer. Developer agrees to and signs agreement and returns along with a certified bank check to SLS. Materials for each pole set consist of 1 each: pole, fixture, lamp and photo cell. |
| 11) | Developer purchases equipment from SLS. |

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- 12) Arrangements are made between SLS 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.
- 13) Developer installs equipment per specs/details and conduit per CL&P requirements.
- 14) Developer notifies ToS in writing of completion of installation.
- 15) SLS will complete CL&P Form NB-208A and returns to ToS.
- 16) ToS signs and transmits NB-208A (authorization to bill) form to CL&P.
- 17) CL&P pulls wires and energizes lights.
- 18) ToS adds lights to GIS street light layer.
- 19) Developer must reimburse ToS for all energy costs prior to final acceptance of new roads.