

MONTGOMERY COUNTY, MARYLAND  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC ENGINEERING AND OPERATIONS

**JUNE 2016**

STREETLIGHT DEVELOPMENT PROCEDURES  
UNDERGROUND DISTRIBUTION

Policy LTG-1

- I. PEPCO Region (Commercial, Industrial, and Residential)
  - A. Streetlights furnished and installed by PEPCO at the developer's request
    - 1) The developer prepares a preliminary streetlight layout on approved storm drain and paving plans (showing storm drains, water and sewer, other utilities, and driveways) and submits three copies to the Division of Traffic Engineering and Operations (DTEO) for review and approval. (The developer shall provide to DTEO a CADD file (.DXF format) of the roadway geometry and property lines for the improved area). Plans that are incorrect or incomplete will be returned to the developer for revision and resubmission.
    - 2) The streetlight plans are reviewed and minor revisions, if necessary, are made by DTEO. All three copies of the plans are approved (as revised). A Montgomery County DTEO stamp indicating the type, wattage and number of lights will be affixed to the each plan and signed as approved by the designated County official.
    - 3) DTEO shall keep one copy of the signed plan for its records and return two copies of the signed plan to the developer with an official letter of approval. A copy of the approval letter will also be sent to PEPCO (without plans).
    - 4) The developer shall submit one copy of the approved streetlight plan to PEPCO with a request for streetlight installation and energization.
    - 5) PEPCO prepares the streetlight installation/electrical drawings in accordance with the County approved streetlight layout plan and submits a cost estimate to the developer for the installation and energization of the streetlights.
    - 6) After PEPCO receives payment, the streetlights are scheduled for installation in conjunction with the construction of the subdivision streets. PEPCO advises DTEO, in writing, when payment is received.

- 7) Remittance of payment alone does not release the developer from lighting responsibility. (The developer shall repair any damage to the streetlights following their installation, and prior to County acceptance of the street(s).
  - 8) Upon notification, by the Department of Permitting Services (DPS), which the developer has applied for release of the paving permit, DTEO will inspect the project to assure that all streetlights have been installed per the approved plans.
  - 9) Once it is determined that the streetlights have been installed satisfactorily and PEPCO has confirmed in writing that they have received payment for their installation, DTEO will sign the DPS check-off sheet accepting the streetlights for county maintenance.
- B. Streetlights furnished and installed by the developer outside Urban Revitalization Districts (without streetscaping).

The streetlight development procedure is the same as in Part I, Section A, with the following exceptions:

- 1) The developer obtains the streetlight fixtures (luminaires and poles) that have been approved by DTEO;
  - 2) The developer and PEPCO shall coordinate the installation of the fixtures and underground cabling connections.
- C. Streetlights furnished and installed by the developer within an Urban Revitalization District (with streetscaping).
- 1) DTEO shall provide the developer/consultant with the design standards, equipment specifications, and construction details for the street lighting equipment.
  - 2) The developer shall prepare and submit a streetscape and streetlight plan showing streetlight locations, tree locations and connecting underground conduits. The plans shall be submitted to DTEO for review and approval.
  - 3) The plans are reviewed and minor revisions, if necessary, are made by DTEO. All three copies of the plans are approved (as revised). A Montgomery County DTEO stamp indicating the type, wattage and number of lights will be affixed to the each plan and signed as approved by the designated County official.
  - 4) The developer shall provide DTEO with seven copies of the approved streetlight plan and two copies of the approved streetscape plan with a letter committing the developer to pay PEPCO for the initial costs to energize the streetlights.

- 5) The developer obtains the County approved streetlight fixtures (luminaires and poles).
- 6) The developer and PEPCO shall coordinate the installation of the fixtures and underground cabling connections.
- 7) DTEO submits to PEPCO a written request to energize the new lights with five copies of the approved streetlight plan, and one copy of the developers' commitment to pay letter. The developer should not install conduit prior to receiving the approved electrical plan from PEPCO.
- 8) PEPCO shall determine the source and location of the power connection and provide DTEO and the developer with the approved electrical plan showing the conduit connection to the power source. PEPCO shall submit an energization cost request to the developer for payment.
- 9) The developer/contractor shall install all streetlight fixtures per County standards and install conduits in accordance with the PEPCO's electrical plan and construction standards. The developer/contractor shall coordinate inspection of all underground conduit work with PEPCO prior to backfilling.
- 10) Once all streetlight equipment is installed and wired to the bases and after PEPCO has been paid, the developer/contractor shall request PEPCO to energize the streetlights.
- 11) Once the streetlights are energized and inspected by DTEO, the permit will be released and DTEO will accept the streetlights for County maintenance.

D. Streetlights furnished and installed by PEPCO at the County's request.

- 1) DTEO prepares a streetlight layout on paving plans showing storm drains, water, sewer, driveways, and other utilities, then submits one copy of the approved plan to PEPCO with a request for streetlight installation and energization.
- 2) PEPCO submits a cost agreement to DTEO for approval. DTEO returns the signed cost agreement and encumbers the necessary funds for future payment.
- 3) PEPCO schedules the installation of the streetlights and notifies DTEO when the work has been completed. DTEO schedules an inspection of the streetlights, authorizes payment, and accepts the streetlight for County maintenance.

II. Baltimore Gas and Electric Region

- A. Streetlights furnished and installed by Baltimore Gas and Electric at the developer's request.

Streetlight procedure is the same as in PEPCO region (Part I, Section A) except that the streetlight maintenance is the responsibility of Baltimore Gas and Electric.

- B. Streetlights furnished and installed by Baltimore Gas and Electric at the County's request.

Streetlight procedure is the same as in PEPCO region (Part I, Section D) except maintenance is the responsibility of Baltimore Gas and Electric.

III. Allegheny Power Region

- A. Streetlights furnished and installed by Allegheny Power at the developer's request.

Streetlight procedure is the same as in PEPCO region (Part I, Section A) except that the streetlight maintenance is the responsibility of Allegheny Power.

- B. Streetlights furnished and installed by Allegheny Power at the County's request

Streetlight procedure is the same as in PEPCO Region (Part I, section D) except that the streetlight maintenance is the responsibility of Allegheny Power.

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