



Palm Beach County Neighborhood Street Lighting Program

Introduction

The Board of County Commissioners (BCC) created the Countywide Community Revitalization Team (CCRT) program in 1997 to offer designated neighborhoods in unincorporated Palm Beach County specialized support services and financial assistance with resident-driven community revitalization initiatives. The Neighborhood Street Lighting (NSL) Program has been developed by the Office of Community Revitalization (OCR) as a strategy to enhance crime deterrence, as well as improve vehicular and pedestrian safety in designated CCRT areas. The NSL Program was also created as an incentive for neighborhood residents to become active partners in community revitalization. It is the goal of the NSL Program to improve the overall quality of life within the selected CCRT communities.

The NSL Program is intended to assist in the funding of the installation and maintenance of streetlights at approved isolated locations along County owned and maintained roadways (within CCRT areas) that experience above-average nighttime criminal activity, as well as unsafe pedestrian and vehicular mobility conditions.

Eligible Applicants

Applicants for the program must reside within the designated CCRT areas that are to be assisted. Eligible applicants include:

- Neighborhood organizations/groups of residents;
- Neighborhood associations with 501(c)(3) tax status;
- Formal Homeowners Associations.

Maximum Grant Request

The maximum assistance to be provided for any single project will be the installation and maintenance of up to 20 isolated streetlights or an amount as determined by the Board of County Commissioners.

Eligibility Requirements

Projects will be reviewed and compared to the eligibility requirements. Those projects not meeting these minimum requirements will not be funded.

- Only residential neighborhoods located in unincorporated Palm Beach County within one of the designated CCRT areas are eligible for streetlight assistance under this program.
- Only County-owned and maintained roadways within eligible CCRT areas are eligible for streetlights under this program.
- As part of the application process, a petition in favor of streetlights must be submitted to the OCR and be signed by at least 51% of the property owners within the community in addition to those property owners whose property abuts the section of road to be illuminated along with signed Streetlight Consent Forms from the property owners adjacent to the projected light locations. These petitions are required at the time of application submission.
- The area for which streetlights are requested must meet at least one of two parameters:
 - a. high volume of nighttime service calls and reported crimes
 - b. high nighttime vehicular accident rate.

This information must be verified by the Palm Beach County Sheriff's Office, at the time of application review:

General Conditions

- The OCR, in coordination with Palm Beach County Sheriff's Office (PBSO), Florida Power and Light (FPL) or Lake Worth Utilities (LWU) will make a final determination on the eligible project locations, quantity, and size of the requested streetlights required to light a given area.
- Contingent upon the availability of funds, there will be no direct costs to the property owners/residents for the installation of the requested streetlights. In addition, Palm Beach County will assume all costs associated with the operation and maintenance of the installed streetlights for a period of **20 years**, subject to availability of County funds. However, if lights are requested by an HOA, Palm Beach County will only assume future operations and maintenance costs for a period of **10 years**, subject to availability of County funds. Palm Beach County shall not be responsible for maintaining the installed streetlights at the end of the 20 or 10-year periods.
- Residents may only review (if requested in the petition form) the proposed streetlight layout for their information and comments. Thereafter, the recommended lighting layout will be forwarded to FPL or LWU, for final review and implementation.
- The property owners must provide for any easements required by FPL or LWU, for the streetlight installations. To that effect, applicants must inform all affected homeowners that granting easements to the utility company may be required to proceed with the project. OCR will send specific easement agreements/plats to the appropriate homeowners for their signature.
- The affected property owners will be required to provide any landscape adjustments, including removal or trimming, and/or irrigation relocation.

- Overhead street lighting fixtures shall consist of standard “cobrahead” design. The light fixtures will be installed on existing poles at the selected light locations. If no pole exists at the selected location, a pole will be installed.

Applicant Contributions

If a community contributes funds for streetlight installations in their neighborhood, they must complete the standard petition form, and sign a memorandum of understanding or contract with the County, and meet all other program eligibility requirements.

If the community wishes to pay for streetlights in excess of the number of lights recommended through the program, the contribution must cover costs for **both** installation and maintenance for each additional light.

Pre-Application Meeting

Each community group desiring to participate in the program will be required to contact, and schedule a meeting with the Program Coordinator to request information on, and direction about, the streetlight application process and the guidelines that must be adhered to. During this meeting, and if interested in the program, the prospective applicant will be required to complete a Letter of Interest which shall include the assistance being requested, the need for the project, the proposed project location, number of desired lights and type of service (underground or overhead).

PBSO and FPL Applicant Pre-screening

Once the Letter of Interest has been submitted, the Program Coordinator will conduct a preliminary review for compliance with the program guidelines entitled Neighborhood Street Lighting Program – Preliminary Screening Checklist). The Program Coordinator and representatives from both the PBSO and FPL will conduct a site visit to determine whether the area is indeed in need of streetlights and if the requested lights and locations are in compliance with program requirements. The PBSO and FPL representatives will review the Letter of Interest and complete a NSLP Preliminary Approval Form for the proposed project. The applicant will be notified in writing of the result of the preliminary review and, if needed, additional information may be requested. If the proposed project is determined to be ineligible, a Notice of Ineligibility will be forwarded to the applicant.

Formal Application Process

Upon preliminary approval by the PBSO and FPL, the Program Coordinator will meet with the applicant to go over all the guidelines of the program and what is to be included in the application. The applicant will be required to complete and submit an application to OCR.

Submitting Applications

All applications shall be submitted via hand delivery or delivery service to:

Palm Beach County
Office of Community Revitalization
C/o William Wynn, Program Coordinator
2300 N. Jog Rd, 2nd Floor
West Palm Beach, FL 33411

Application Review Process

All petitions will be considered on a first-come first-serve basis.

Evaluation of the Street Lighting Applications

OCR staff will evaluate all of the qualified NSL applications. The OCR is responsible for reviewing, evaluating, and recommending projects for funding to the BCC.

All street lighting projects will be evaluated based upon the following criteria:

- a. Demonstration of Need** – The application clearly demonstrates the need for streetlights in the neighborhood.
- b. Community Support for the Project** - The application demonstrates and documents community support and participation in the proposed project. The petition must show at least 51% of abutting property owners supporting the project.
- c. Palm Beach County Sheriff's Office (PBSO)** - A verification letter from the PBSO stating that the neighborhood safety would be enhanced with the installation of streetlights.

Project Selection

Prior to a final recommendation to the Board of County Commissioners, County staff will undertake formal site visits to each of the areas where streetlights are being requested. Through the site visits, and based on input provided by the PBSO and FPL, County staff will verify that the area meets the parameters established, and it will benefit from the installation of the requested streetlights. Additionally, the utility company will determine the feasibility of the project. Based on the outcome of the site visit and analysis, OCR will make a final determination as to whether a project should be funded.

Final Funding Recommendations

In the event the County receives petitions for a greater number of eligible projects than can be funded, priority may be given to CCRT neighborhood areas not previously granted or projects that can be reduced in scope. A detailed agenda item including the project and costs will be

prepared and forwarded to the BCC for approval. If approved, two accounts are created by OFMB for the individual street lighting project.

Selection Status Notification

All applicants will receive written notification of the following events so they are apprised of the status of their application throughout the process:

- Results of the review of the applications for meeting Eligibility Requirements.
- The date when the BCC will consider the recommended applications for approval.
- Awarding of funding for project after BCC approval.

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Application Form

TO: Palm Beach County Office of Community Revitalization
C/o William Wynn, Program Coordinator
2300 N Jog Road, 2nd Floor
West Palm Beach, FL 33411

This application and petition, with _____ attached signature sheets and _____ signed preliminary property owner street lighting consent forms with a description of improvements desired, is forwarded for Palm Beach County's consideration.

*** Applicant Name:**

Neighborhood Organization/HOA Name

Incorporated: _____ Yes _____ No. (If yes, a copy of the State of Florida incorporation certificate or acceptable alternative must be attached).

Nonprofit Status _____ Yes _____ No. (If yes, attach a copy of the IRS Letter granting the 501 © (3) tax designation to your organization).

*** Contact Person (name):**

(The person familiar enough with the project to answer all questions related to the project)

Address: _____

Phone number: _____ Day _____ Evening

Fax number: _____

Email address: _____

What type of electrical service is currently available in your neighborhood (please check one)?

Overhead Utilities

Underground Utilities

Is the community providing a financial contribution towards the streetlights? (Circle one)

Yes or No If yes, what is the amount of the contribution? _____

Signatures Total: _____

I attest that the individuals signing in the attached petition are certified as property owners of the area who will benefit by this project. I also attest that the petitioners have seen the sketch of the standard cobra head roadway lighting fixture that is available for installation, and have also been given the opportunity to review, and provide input on, the proposed street lighting layout for the community.

*** Signature of Community Leader or Homeowners' Association President**

Name (please print)

Signature

Date

