



# 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 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 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 whose property abuts the section of road to be illuminated. 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: This information must be verified by the Palm Beach County Sheriff's Office, by the time of application review:
  - a. high volume of nighttime service calls and reported crimes
  - b. high nighttime vehicular accident rate.

## General Conditions

- The OCR, in coordination with Florida Power and Light (FPL) or Lake Worth Utilities (LWU), and Palm Beach County Department of Engineering, will make a final determination on the 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 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 requesting community must provide for any easements required by FPL 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. PBC will send specific easement agreements/plats to the appropriate homeowners for their signature.
- The Community will be required to provide any landscape adjustments, including removal or trimming, and/or irrigation relocation.
- Lighting fixtures shall consist of standard "cobrahead" design. However, decorative (tear drop) street lighting is eligible for funding through this program. However, the following conditions are applicable:

- The community must pay for the difference between standard (“cobra head”) lighting and the decorative fixtures, as decorative fixtures incur increased costs. This payment includes trenching, fixtures, installation and the differential maintenance cost between overhead and underground service. Many of these costs will be required up front.

## 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.

Applicants wishing to contribute may do so under the following conditions:

1. If the community wishes to pay for streetlights in excess of the 20 allowed through the program, the contribution must cover costs for **both** installation and maintenance for each additional light.
2. If the community wishes to have special decorative lighting installed, they will be required to pay the differential cost, for **both** installation and maintenance, between standard lighting and decorative lighting.

## 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

All petitions will be considered on a first-come first-serve basis and will undergo a review by OCR staff using the eligibility criteria previously listed on page 1. All applicants will be notified in writing of the result of the preliminary review and, if needed, additional information may be requested. All applicants will be given a deadline to respond and submit, in writing, the additional requested information.

## 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, County staff will verify that the area meets the parameters established, and would therefore benefit from the installation of the requested streetlights. Additionally, PBC Engineering and the utility company will determine the feasibility of the project. Based on this total analysis, OCR will make a determination as to whether a project should be funded.

## **Final Funding Recommendations**

All OCR recommendations will be presented to the BCC for final approval. 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. Phasing of projects or multiyear projects will not be considered.

## **Selection Status Notification**

All applicants will receive written notification of the following events so as to be properly 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.

## **General Program Requirements**

All BCC approved applicants who are contributing funds to install and maintain additional streetlights beyond the maximum allowable in this Program, or are requesting decorative streetlights, must execute a Memorandum of Understanding (MOU) or agreement with the County. The County shall determine whether a MOU or Contract is necessary. If required by the County, an applicant's failure to sign a MOU or agreement shall result in a denial of funding by the BCC.

**2008  
Palm Beach County  
Neighborhood Street Lighting Program**

**Application Form**

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

This application and petition, with \_\_\_\_\_ attached signature sheets and 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: \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:**

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**NEED FOR IMPROVEMENT:** (This includes a description of crime or vehicular/pedestrian accident trends that exist in the neighborhood and how the street lighting will be a benefit to the neighborhood.)

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**LOCATION:** (Please provide a street map showing the location of the project)

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Number of Street Lights Requested: \_\_\_\_\_

**Type of Street Lights Requested (check one)**

Cobra Head (Standard): \_\_\_\_\_

Tear Drop (Decorative): \_\_\_\_\_

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: \_\_\_\_\_

**They are certified as residents of the area who will benefit by this project. I attest that the attached petitioners have seen the sketch of the standard cobra head roadway lighting fixture or decorative lighting fixtures that are available for installation. They have also been given the opportunity to review the proposed street lighting layout for the community.**

Signature of Community Leader or Homeowners' Association President

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



