

City of Rochester Hills

Subdivision Street Lighting Policy

July, 2015

OVERVIEW

The intent of this policy is to specify procedures for the installation and maintenance of street lights located in subdivisions throughout the city.

Street lighting plans shall be submitted to the city for review, with the final approval of the plan determined by the city engineer.

Existing Development, New Lights

Homeowners Associations and/or property owners may request additional lighting for their neighborhoods through a petitioning process. It is requested that petitioners contact the city prior to circulating their petition, to obtain direction as to where a special lighting district may need to be defined. The petitioning process will be as follows:

- The homeowners associations or property owner shall contact the city engineering department and provide the location of the proposed light(s). The engineering department will then determine the affected area that will become a special lighting district.
- The city engineering department will contact DTE Energy on behalf of the homeowners association/property owner to obtain a quote, which shall include all capital costs for installation and maintenance of the proposed light(s).
- The petitioner shall circulate a petition and obtain signatures from 51 percent of the property owners in the affected area that are in favor of the proposed light location(s). The petition shall include the proposed light location(s), cost of installation and monthly maintenance cost. All costs associated with the purchase, installation, and maintenance of the proposed light(s) shall be divided among the affected area property owners.
 - A special assessment district shall be set up to collect the maintenance fees on the light(s). All costs associated with the maintenance of the proposed light(s) shall be divided among the affected area property owners and placed on the yearly property tax roll.
 - If the proposed request adds new light(s) to an existing special lighting district, a special assessment district shall be set up to collect the maintenance fees on all the lights within the special lighting district. All costs associated with the maintenance of the proposed light(s) and existing light(s) shall be divided among the affected area property owners and placed on the yearly property tax roll.
- The clerks department will validate the petition for accuracy.

- If approved, payment shall be made prior to the installation of the light(s), including the cost of poles, fixtures, wiring, labor, and any other costs that may be associated with the operation of the light(s). The method of payment shall be as directed by the city finance department.

New Development, New Lights

Developers of new construction subdivisions may request additional lighting for their developments. It is requested that developer contact the city to obtain direction as to where a special lighting district may need to be defined. The process will be as follows:

- The developer shall contact the city engineering department and provide the location of the proposed light(s). The engineering department will then determine the affected area that will become a special lighting district.
- The city engineering department will contact DTE Energy on behalf of the developer to obtain a quote, which shall include all capital costs for installation and maintenance of the proposed light(s).
- If approved, payment shall be made prior to the installation of the light(s), including the cost of poles, fixtures, wiring, labor, and any other costs that may be associated with the operation of the light(s). The method of payment shall be as directed by the city finance department.
- The approved light(s) shall not be installed until eighty percent (80%) of the new homes are occupied. If the city grants an exception on this matter, the developer will be financially responsible for all damages and requests for modifications. The developer will also be financially responsible for the monthly maintenance charges until more than eighty percent (80%) of the homes are sold.
- For all new developments, a special assessment district shall be set up to collect the maintenance fees on the light(s). All costs associated with the maintenance of the proposed light(s) shall be divided among the affected area property owners and placed yearly on the property tax roll.

Existing Development, Upgrades to Existing Lights

Homeowners Associations and/or property owners may request upgrades to their existing lighting for their neighborhoods through the city engineering department. The process will be as follows:

- The homeowners associations or property owner shall contact the city engineering department and provide the location and description of upgrade of the proposed light(s) to be upgraded.

- The city engineering department will contact DTE Energy on behalf of the homeowners association/property owner to obtain a quote, which shall include all capital costs for installation and maintenance of the proposed upgrades to the light(s).
- All costs associated with the purchase of the upgrade, including installation and maintenance of the proposed light(s) shall be divided among the affected area property owners.
- The homeowners association may choose to become a special assessment district for the payment of monthly maintenance fees divided among all affected property owners and placed on the yearly property tax roll. This payment option will forgo the city's administration fee that is currently being charged. To choose this option, a petition in favor of the special assessment district must be signed by 51% of the affected property owners and verified by the city clerk for accuracy.

Existing Development, No Changes to Lights

The homeowners association, who currently has a street lighting agreement with the City, may choose to convert their current payment arrangements with the City to a special assessment district for the payment of monthly maintenance fees divided among all affected property owners and placed on the yearly property tax roll. This payment option will forgo the city's administration fee (5% - 20%) that is currently being applied to their payment arrangements with the City. To choose this option, a petition in favor of the special assessment district must be signed by 51% of the affected property owners and verified by the city clerk for accuracy.

- The engineering department will determine the affected area that will become a special lighting district.
- The petitioner (i.e. the homeowners association) shall circulate a petition and obtain signatures from 51 percent of the property owners, in the affected area, that are in favor of converting their current payment arrangement, with the City, to a special assessment district. The petition shall include the proposed cost of the annual monthly maintenance cost. All costs associated with the maintenance of the light(s) shall be divided among the affected area property owners.
- The clerks department will validate the petition for accuracy.