

Street Light Petition Process: Currently under review.
City of Prescott 2006

1. A resident initially contacts the Transportation Services Division with a street light request.
2. The resident is mailed a cover letter indicating the procedure along with a copy of the “Street Light Installation Program” and an “Area Resident Responses” form to fill out location information and collect signatures.
3. Once the petition (51% approval required as a minimum with final determination made by the Transportation Services Division) and request form is submitted, City staff will visit the site to determine if the request meets the program guidelines.
4. If confirmed a letter is sent to APS to request a cost estimate for the installation/improvement.
5. Once APS responds back with a cost, staff will confirm that sufficient funds** are available for the street light request to move forward to construction and a purchase order is prepared and the installation/improvement is approved by the City to APS authorizing the work*.

Notes:

*A street light installation normally takes three months from the beginning of the petition process to final installation. The process may be shortened for more minor improvements such as street light visors, etc. In this case the letter requesting an itemized cost is instead done by phone with APS and a letter is prepared by the City to APS authorizing the work.

**Street light requests are funded on a first come first serve basis using limited annual funds. If the funds are depleted before all approved street light installations are completed, those pending locations will be completed in the next fiscal year in advance of any new requests.