

# NOTICE

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## Department of Public Works

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### Street Light/Sign Readiness Checklist

In order to assure that street lights and traffic control signs are installed in an efficient manner, it is important that the area where these devices are to be installed is ready. Multiple site visits and damage to street lights and signs can be avoided if installation is not done too early. The purpose of this NOTICE is to define the conditions necessary before street light and traffic sign installation can be accomplished.



Christopher Phipps  
Director

**DPW B-36**

DEPARTMENT OF PUBLIC WORKS  
POLICY AND PROCEDURE MANUAL

DIVISION: Traffic Engineering  
SUBJECT: Street Light/Sign Readiness  
Checklist

**I. PURPOSE:**

In order to assure that street lights and traffic control signs are installed in an efficient manner, it is important that the area where these devices are to be installed is ready. Multiple site visits and damage to street lights and signs can be avoided if installation is not done too early. The purpose of this Policy and Procedure is to define the conditions necessary before street light and traffic sign installation can be accomplished.

**II. RESPONSIBILITY**

A) Planning and Zoning - The Office of Planning and Zoning is responsible for approving subdivision plans. They rely on input and recommendations from other agencies in granting approval.

B) Inspections and Permits - I&P has overall responsibility for inspecting work sites. They are empowered to control or stop work if approved plans and/or relevant regulations are not being followed.

C) Public Works - DPW recommends approval of signing and street light locations. DPW installs publicly owned and maintained traffic control signs. DPW also notifies BGE when sites are ready for street light installation. These responsibilities will be carried out by the Traffic Engineering Division.

D) BGE - BGE is responsible for the installation of street lights which will be owned by the County. Note that although this P&P has been developed in consultation with BGE, they alone are responsible for deciding when the installation of street lights may proceed.

E) Developer - The developer, or his/her agent, is responsible for notifying DPW when a site is ready for the installation of street lights and traffic control signs.

**III. DEFINITIONS**

A) In this P&P, Street Lights means a street light which will be owned by Anne Arundel County within County owned rights-of-way for public streets. This policy does not cover the installation of privately owned street lights, although BGE will generally look for the same conditions to be met in such cases. Neither does the policy cover the installation of lighting on County owned parks, trails, or school grounds.

B) In this P&P, Traffic Control Sign means any sign (including parking restriction signs) which will be owned and maintained by Anne Arundel County within County owned rights-of-way for public streets. It does apply to signs on County owned parks, trails, or school grounds.

IV. **POLICY** - It is the policy of the Department of Public Works to not order the installation of street lights or traffic control signs within new subdivisions unless and until the area of installation is properly prepared.

V. **PROCEDURE** - When the developer is ready for street lights and traffic control signs to be installed, he/she shall contact the Traffic Engineering Division of the Department of Public Works to request such installations. Before requesting installation, the developer must assure that the following conditions are met. Traffic Engineering will not order installations if these conditions are not met.

**1) Grading must be within 6 inches of the approved final grade**

The area of installation must be smoothly graded and within 6 inches of the approved final grade. All temporary swales or water flow through the installation area must be relocated.

**2) Area must be clear of obstructions**

The installation area must be clear of debris, construction materials, piles of dirt and gravel, equipment, and vehicles. In the case of street lighting where the feed cable has not yet been installed, this applies to the entire run of street lights, including the areas between lights. Final sodding or seeding is desirable but not required.

**3) Area must be accessible**

Street light and signing crews must be able to gain access to the installation site(s). The roadway within 20 feet on either side of each street light and sign location may not be occupied by equipment, vehicles, stockpiles, port-a-pots, building materials, or anything else which restricts access. Silt fences may be left in place provided that they are at least 2 feet from each installation point.

**4) Curbs, gutters and sidewalks must be in place**

Where final plans call for curbs, gutters, and/or sidewalks, these must be installed prior to the installation of street lights and traffic control signs.

**5) Driveway aprons should be in place**

This is not critical if street lights are properly located on lot lines and no signs are proposed in the immediate area (25' on either side of the center of the driveway.)

**6) Markings must be clear and visible**

The Traffic Engineering Division will mark the location where each street light and traffic control sign is to be installed. These marks must not be covered or obscured by dirt, debris, paint, or any other material. In the event that Traffic Engineering approves the relocation of a street light or traffic control sign, they will obliterate the old marking, mark the new location, and notify BGE of the relocation. Developers and contractors are not permitted to change locations or markings. [NOTE - This condition, by definition, can not be met before the developer or his/her agent requests installation, but the developer must make certain that markings are not obliterated before installation takes place.]

**7) Underground utilities (public and private) must be in place and marked**

All proposed underground utilities within 10 feet of each street light and traffic control sign location must be in place and marked.

**8) Pull strings must be in place if conduits are to be used for street light cable**

The developer/contractor is responsible for providing pull strings in any pre-installed conduits which are to be used for street light cable. This is not a common condition as most street light cable is direct-buried.

**9) Construction should be completed or well underway**

Street lighting is not intended as a construction site security tool. The County may decide not to authorize the installation of street lights or traffic control signs if an area has no completed and occupied homes.

**10) There must be no other impediments to street light or sign installation**

Any condition which constrains the installation and safety of street lights or traffic control signs may, at the County’s sole discretion, delay installation.

A checklist is attached for use by developers/contractors and the County.

**STREET LIGHT/TRAFFIC CONTROL SIGN SITE READINESS CHECKLIST**

CONDITION	DEVELOPER		COUNTY		COMMENTS
	PASS	FAIL	PASS	FAIL	
Grading within 6 inches of final grade					
Installation area clear of obstructions					
Installation area accessible					
Curbs, gutters, sidewalk in place <sup>1</sup>					
Driveway aprons in place <sup>2</sup>					
SL/Sign markings clear and visible					
Underground utilities in place and marked					
Pull strings in place <sup>1</sup>					
Construction completed or well underway					
No other Impediments to installation					

NOTES

1 - If applicable.

2 - If not in place, use COMMENTS to note why lack of driveways will not affect installation.