



**Department of
Transportation**

City of Winston-Salem
P.O. Box 2511
Winston-Salem, NC 27102
336-722-8000
CityofWS.org

Requesting Decorative Lighting in New Developments

New Development is defined as a development where at least 50% of developable lots are still vacant, or with multiple phases still being built. Decorative lighting for new developments targets developments that are permitted for construction in which the developer determines to pursue decorative streetlighting.

1. The developer makes the initial request for decorative streetlighting
2. The City requests a copy of the Homeowners Associations' Articles of Incorporation and Restrictive Covenants. (NOTE: If a Homeowners Association has not been formed, an Association must be established prior to any Agreement with the City for decorative lights).
3. Decorative streetlighting fixtures and pole choices are given to the Association/ Developer for review. Both the City and Duke Energy can attend any meetings requested by the Association to discuss options, procedures, etc. Upon choosing a fixture, maps depicting lighting locations for both decorative and standard systems are prepared and a preliminary cost estimate. The Association is given the opportunity to provide input on the locations of the streetlights; however, the spacing requirements set by Duke Energy and the City of Winston-Salem will be followed.
 - a. Spacing Requirements: for a standard wood pole 30' fixture the WSDOT uses 200' spacing between streetlights to determine the number of lights to be installed. For a decorative layout, the City gives "credit" or "reimbursement" based off this layout. For example, if there are 10 decorative streetlights every 50' then the City will give credit for one standard streetlight per four decorative streetlights. Initial streetlight layouts are designed by duke and spacing is determined by which fixture is chosen by the developer/HOA.
4. The City Attorney's office reviews the Homeowners Associations documents for wording that gives the Association the power to assess each homeowner for the payment of the decorative lighting system. (One hundred percent (100%) of the homeowners must be members of the Association).
5. A written request is sent to Duke Energy for a written cost quote, including, but not limited to: Decorative adder charge, Initial cost to install the decorative system, "Early Out" charge for removal of existing streetlighting system if one exists.
6. The City forwards this written quote and the length of the contract period to the Association/Developer. (The length of the contract period is based on the State Utility Commission approved PL Schedule, currently 10 years for contract length).
7. The Association/Developer sends a letter of intent to the City stating its desire to have decorative streetlights and its understanding that the decorative adder/installation charges must be paid up-front before the streetlighting can be installed by Duke Energy.

YOUR LINK TO CITY SERVICES



CALL: 311 [336-727-8000]
TEXT: 855-481-LINK [5465]
citylink@cityofws.org

City Council: Mayor Allen Joines; Denise D. Adams, Mayor Pro Tempore, North Ward; Barbara Hanes Burke, Northeast Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Kevin Mundy, Southwest Ward; Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: W. Patrick Pate

8. WSDOT compiles all information to enter a contract between the City and the Homeowners Association. Upon contract execution, the Association/Developer signs the contract to pay the cost difference between the standard streetlight system and the decorative system as well as any other charges associated with the installation and/or removal in the development.
9. Duke Energy Company sends the Association/Developer the invoice for the upfront charges.
10. The Association pays Duke Energy directly for the up-front charges. The City issues a work order to Duke Energy after the contract has been executed between the City and the Homeowners Association/Developer.
11. The City invoices the Association/Developer annually for the electrical cost difference and administrative cost for the term of the contract period. The first invoice is issued one year after the system is installed.

Requesting Decorative Lighting in Existing Developments

Existing Development is defined as a development where a fully built out development where Homeowners Association contacts the City for new decorative streetlighting.

1. The Homeowners Association makes initial request for decorative streetlighting
2. The City requests a copy of the Homeowners Associations' Articles of Incorporation and Restrictive Covenants.
3. Decorative streetlighting fixtures and pole choices are given to the Association/ Developer for review. Both the City and Duke Energy can attend any meetings requested by the Association to discuss options, procedures, etc. Upon choosing a fixture, maps depicting lighting locations for both decorative and standard systems are prepared and a preliminary cost estimate. The Association is given the opportunity to provide input on the locations of the streetlights; however, the spacing requirements set by Duke Energy and the City of Winston-Salem will be followed.
 - a. Spacing Requirements: for a standard wood pole 30' fixture the WSDOT uses 200' spacing between streetlights to determine the number of lights to be installed. For a decorative layout, the City gives "credit" or "reimbursement" based off this layout. For example, if there are 10 decorative streetlights every 50' then the City will give credit for one standard streetlight per four decorative streetlights. Initial streetlight layouts are designed by duke and spacing is determined by which fixture is chosen by the developer/HOA.
4. The City Attorney's office reviews the Associations documents for wording that gives the Association the power to assess each homeowner for the payment of the decorative lighting system. (One hundred percent (100%) of the homeowners must be members of the Association).
5. A written request is sent to Duke Energy for a written cost quote, including, but not limited to: Decorative adder charge, Initial cost to install the decorative system, "Early Out" charge for removal of existing streetlighting system if one exists.
6. The City forwards this written quote and the length of the contract period to the Association/Developer. (The length of the contract period is based on the State Utility Commission approved PL Schedule, currently 10 years for contract length).

7. The Homeowner Association sends a letter of intent to the City stating its desire to have decorative streetlights and its understanding that the decorative adder/installation charges must be paid up-front before the streetlighting can be installed by Duke Energy.
8. WSDOT packages all information and prepares a Public Works Committee item for a review and recommendation. If recommended for approval, WSDOT will submit proper documentation to the City Attorney's office to enter into a contract between the City and the Homeowners Association. Upon contract execution, the Association/Developer signs the contract to pay the cost difference between the standard streetlight system and the decorative system as well as any other charges associated with the installation and/or removal in the development.
9. Duke Energy sends the Association/Developer the invoice for the upfront charges.
10. The Association pays Duke Energy directly for the up-front charges. The City issues a work order to Duke Energy after the contract has been executed between the City and the Homeowners Association/Developer.
11. The City invoices the Association/Developer annually for the electrical cost difference and administrative cost for the term of the contract period. The first invoice is issued one year after the system is installed.

Exception to the Streetlighting Policy

Residents not wanting public lighting along a roadway can petition the City for an Exception to the Streetlighting Policy.

1. Residents send letter to the Department of Transportation requesting Exception to the Policy. The request should include location, description of street, and reason they are requesting the exemption. Letter must be signed by ALL residents of the street in favor of exception.
2. Request sent back to City of Winston-Salem, DOT c/o Reid Hutchins, P.O Box 2511, Winston-Salem, NC 27102-2511.
3. The Department of Transportation reviews the request and sends a memorandum to the Assistant City Manager of Public Works asking for review by the Public Works Committee.
4. Upon decision of the Department/Public Works Committee, a letter is sent to the residents informing them of the decision of their request.