



Purpose

This document will serve as the guidelines for the plan review and submittal process for the installation of new street lighting associated with development in public rights-of-way.

Permit Types and Uses

1. **CUT Permit**
 - a. Required for trenching and working in the rights-of-way.
 - b. Trenching inspections will be performed by a civil inspector.

2. **STL Permit**
 - a. Required for installation of new street light construction associated with private development in the public rights-of-way.
 - b. Vertical street lighting and junction box inspections will be performed by a PDD Electrical Inspector.

Plan Submittal and Review

1. The developer will submit a pre-application package to the Site Development Counter.
2. The Plan Review Management Assistant will schedule the pre-application meeting, when required.
3. The Street Lighting PDD Electrical Inspector (EI) will identify whether additional streetlights will be needed and have the information available for the pre-application or preliminary meeting the developer.
 - a. If no additional lights are required, the developer shall submit three (3) copies of the preliminary approved site plan showing all existing streetlights.
 - b. A letter will be issued to the developer accepting the existing street lighting.
4. At the pre-application or preliminary meeting, the developer will be notified whether additional street lights will be required.
 - a. If no additional lights are required, the developer shall submit three (3) copies of the preliminary approved site plan showing all existing streetlights.
 - b. A letter will be issued to the developer accepting the existing street lighting.
 - c. When additional lighting is required the developer shall submit three (3) copies of the street lighting plan to the Payments and Submittals Counter. The fee will be \$405 per sheet.
5. The EI will perform a plan review to ensure that the street light plan meets the City of Phoenix specifications, details, and standards.
 - a. If the revisions are required, the developer will be notified to complete revisions and resubmit.
6. When the plans are approved, the developer will be notified that the plans have been approved and they are ready for the utility design.
7. The developer will pick up the plans and contact Arizona Public Service (APS) or Salt River Project (SRP) for the utility circuitry design.
8. APS or SRP will submit the completed utility design to the City of Phoenix, Streets Transportation Department, Utility Coordination Group.
9. When the Utility Design has been approved the Utility Coordination Group will notify the EI by sending a copy of the City of Phoenix Street Transportation Utility Permit.
10. The EI will notify Civil Permits and Water Services Counter that the Utility Trenching Plan is approved.
11. The Civil Permits and Water Services Counter will then create a CUT permit, notify the EI, collect the necessary fees and the bond.
12. The EI will create an STL permit as a child of the CUT with no fees attached.
13. The EI will then notify the developer or contractor that the permits are ready to be picked up at the Civil Permits and Water Services Counter.
14. Once the CUT and STL permits have been issued, construction may begin.

Key Contacts

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| 1. PDD Street Lighting Electrical Inspector (EI): | 602-262-7223 |
| 2. Street Transportation Utility Coordination Group: | 602-534-699 |

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.