

## **STREET LIGHT APPLICATION INSTRUCTIONS**

Enclosed is a street light action application. In order to assist you in processing your request, please properly complete the form. The request will then go to the Street Light Committee, who will vote to approve, deny, or defer the request. The recommendations from the committee will then be sent to the Department of Public Works for action.

1. Check the "Installed" box if you don't have a street light and would like to have one installed.
2. Check the "Removed" box if you would like to have a street light removed.
3. Check the "Turned on" box if you currently have a street light installed but would like to have it energized.
4. Check the "Turned off" box if you have an operational street light and would like to have it deactivated.
5. Check "Retrofitted to control light trespass" box if you have an operational light nearby but would like to have the fixture retrofitted to current standards to prevent light from entering your home or nearby properties.
6. Check "Other" box if you would like to have some other type of service done.
7. Street Name - Indicate the street name where the light is to be installed, removed, deactivated, energized or modified.
8. Pole Number - Look for the metal number on the pole, if present, and write the number on the form.
9. Location - The street address nearest to the pole in question.
10. Tax Map Key # - You can obtain this number from your records, the County of Maui Website or from the Tax Map Keys in public libraries or realty offices.
11. Reason - Indicate the reason for the request, to include road description, hazards, and traffic conditions. Lights are installed primarily to improve traffic and pedestrian safety. If light trespass is a concern, you may want to request that the street light be updated to current standards. This upgrade will direct the light downward, illuminating only the roadway.
12. Supporting documentation - Submit photos, sketches, maps or other justification for the light, such as the number of accidents or incidents in the area.
13. Contact information and signatures - Be sure to contact persons either living on or owning property within 200 feet of the light and obtain address, telephone number, and their signatures. To show broader community support, you may seek support and signatures from neighbors residing farther than 200 feet away.
14. Mail the form back to the Department of Public Works at the address on the upper left hand side of the application form.
15. The application will be placed on the agenda for the next meeting date of the Street Lighting Committee.



