

## Streetlight Tax District Application Form

Date Submitted		Application #			
Applicant Information					
Subdivision Name		New Development	Existing Development		
Applicant Name					
Address		Phone#			
		Fax#			
E-Mail					
Submission Checklist			Complete		
			Applicant	County	
Copy of an engineered subdivision plat ( <i>final plat for existing development and preliminary plat for new development</i> ) with an overlay drawn to scale showing location of proposed poles, line drops and other conduits with a signature line on the plat attested by an authorized utility representative.					
A schematic drawing, rendering or brochure with a photograph of uniform poles and light fixtures to be installed illustrating with details about materials, design, color and finish.					
A letter proposal by the applicable utility company confirming that they are able to install, maintain and make repairs as needed for the proposed streetlight district, and that all proposed easements are shown on the submitted plat.					
A petition form with legibly printed names, addresses and tax map parcel numbers, and signatures of each legal property owner or agent listed on the taxed parcel. <b>Public hearing is required if more than 75%, but less than 100% of verified property owners sign.</b>		75-99%			
		100%			
Fee Calculation					
Type of Development	Base Fee	Cost per Lot	#of Lots	Per Lot Fee (Cost per Lot times # of Lots)	Total Fee (Base Fee plus Per Lot Fee)
Existing Development (100% of petitions signed)	\$110	\$6			
Existing Development (75%-99% of petitions signed)	\$110	\$7			
New Development	\$110	\$6			

**I hereby declare that the information provided herein to be true and accurate to the best of my knowledge and I understand that false, misleading or insufficient information may cause this application to become either deferred or null and void.**

\_\_\_\_\_  
Signature of Applicant



Bulloch County Zoning Department  
P.O. Box 347, Statesboro, GA 30459  
Phone: (912) 489-1356 Fax: (912) 764-2515  
Email: [zoning@bullochcounty.net](mailto:zoning@bullochcounty.net)

## Streetlight Tax District Information

Bulloch County staff will work closely with the residents, businesses and developers of unincorporated areas to address the installation of new streetlights or upgrades to existing streetlights within their community. If requested, staff members will attend Homeowner or Business Association meetings to discuss the procedure for requesting a study and possible installation of streetlights.

To ensure adequate illumination of public rights-of-way and promote safety and security, the American National Standard Practice for Roadway Lighting of the Illuminating Engineering Society, as approved by the American National Standards Institute latest edition, as amended, is utilized as the standard for installation and operation of lighting in the public rights-of-way.

In order to obtain streetlights along residential streets (or businesses along commercial corridors), a developer or residents of a community complete an application form. All applications for street light districts must demonstrate that the streetlights are either within or serve publicly dedicated rights-of-way. The application form requests information on the community as well as a contact person's name and phone number. Upon receiving the completed application, the County then requests a complete legal description of this new area along with a new district boundary from the applicable utility. When necessary, the existing taxing district for these residential streetlights is expanded to include new areas. Residents pay for this through special assessments in their property taxes. Staff will then contact the applicable utility for a one-year cost estimate for this new location.

Once the plan has been developed, the residents of the new area will be provided with a breakdown of the costs. The cost is based on a formula using the current or estimated millage rate for the unincorporated street lighting district and the average assessment.

The next step is the completion of the application package. The contact person will be responsible for obtaining the signatures of the required minimum of seventy-five percent of homeowners in favor of street lights within their community. The petition shall have every street address within the community listed along with only one signature per lot. This seventy-five percent is required to annex the new area into the existing Taxing District. If 100% of the homeowners sign the petition, then no public hearing is required. Upon receiving the petition, staff will determine if the appropriate number of signatures have been obtained. Once approved, the residents will be billed for these streets lights through their property taxes each year. **New developments must first be reviewed by the planning and Zoning Commission. The Board of Commissioners has sole discretion to approve street light districts in new and existing developments.** The process may take 30-90 days from the time of application.

Staff will then coordinate with the applicable utility to begin the process of design and securing the necessary utility easements from residents, businesses, or developers for the installation of street light poles. Construction will begin upon receipt of the required signed and notarized easement agreement between the homeowner(s) or developer and the applicable utility.

## Existing Subdivisions Application Process

### Submission of Application Package

- Standard Application Form (each phase of installation shall be considered a separate application).
- Non-Refundable Fee (\$110 base fee plus \$6 per lot; \$7 per lot if public hearing is required; to terminate an existing district: \$100 total fee).
- Copy of a final engineered subdivision plat with an overlay drawn to scale showing location of proposed poles, line drops and other conduits with a signature line on the plat attested by an authorized utility representative.
- A schematic drawing, rendering or brochure with a photograph of uniform poles and light fixtures to be installed illustrating with sufficient detail about materials, design, color and finish.
- A letter proposal by the applicable utility company confirming that they are able to install, maintain and make repairs as needed for the proposed streetlight district, and that all proposed easements are shown on the submitted plat.
- A petition form with legibly printed names, addresses, telephone numbers, tax map parcel numbers, and signatures of each legal property owner or agent listed on the taxed parcel.

### Procedure

- Submit application package 30 calendar days in advance of the first regular meeting in which zoning applications are typically heard by the Board of Commissioners.
- Upon consideration of staff review and comment, the Board of Commissioners will consider the application at the subsequent first regular meeting of the following month in which zoning applications are typically heard, using their available discretion to approve or deny the application with or without conditions.
- If at least 75%, but not a full 100% of petitioning lot owners in the proposed streetlight district are verified, a public hearing is required whereby a sign(s) indicating the date, time, and place of the hearing shall be posted by county staff in a visible area(s) within the proposed district, along with a notice to each property owner in the proposed district sent by first class mail.
- Should the county fail to verify, through no fault of its own, and regardless of the requirement for a public hearing, that the required number or characteristics of petitioner information and signatures are insufficient, the application shall be considered incomplete and automatically deferred until the following month along with a \$1 per lot penalty to be assessed to re-activate the application. If these application processing requirements cannot be reasonably met within the time of deferral, the application shall be deemed to be expired.

### Upon Approval

- The county requires deposits from the lot owners receiving the streetlight service in an amount sufficient to cover the estimated cost of installation and service for the respective lot until the due date for the tax bill containing the lot owner's share of expenses for the lighting service. This deposit shall be held by the county as security for payment for services rendered.
- The county shall have the authority to set off against the deposit for nonpayment for services, as necessary. In the event of a reduction in the deposit of a property owner because of failure to pay charges assessed pursuant to this article, the lot owner shall be required to restore the deposit to its required level upon request by the county. Any required deposit shall be retained by the county, so long as the streetlight tax district is in existence. Upon termination of the existence of such district, any refund of such deposits will be made to the record owner of said lot on the date of termination.
- The county may contract with the applicable utilities for the purpose of initiating the district according to conditions of approval.
- Annually, prior to the first day of October, the county shall secure a guaranteed rate from the applicable utilities for the forthcoming year of service in such street light tax districts, as tax assessment for the service is calculated and billed in advance.
- Should the utilities fail or refuse to guarantee the rate for the forthcoming year, the county may terminate or eliminate the applicable streetlight tax districts.

# New Subdivision Application Process

## Submission of Application Package

- Standard Application Form (each phase of development or installation shall be considered a separate application).
- Non-Refundable Fee (\$110 base fee plus \$6 per lot).  
Copy of preliminary subdivision engineered subdivision plat with an overlay drawn to scale showing location of proposed poles, line drops and other conduits with a signature line on the plat attested by an authorized utility representative.
- A letter proposal by the applicable utility company confirming that they are able to install, maintain and make repairs as needed for the proposed streetlight district, and that all proposed easements are shown on the submitted plat.
- A schematic drawing, rendering or brochure with a photograph of uniform poles and light fixtures to be installed illustrating with sufficient detail about materials, design, color and finish.
- A photometric rendering in accordance with Illuminating Engineering Society (IES) standards.

## Procedure

- Submit application package 25 calendar days in advance of the regular Planning and Zoning Commission meeting.
- Upon consideration of staff review and comment, the Planning and Zoning Commission will refer to Board of Commissioners with a recommendation to approve or deny with or without conditions.
- The Board of Commissioners will consider the application at the subsequent first regular meeting of the following month in which zoning applications are typically heard, using their available discretion to approve or deny the application with or without conditions.

## Upon Approval

- The developer shall be billed by the county or utility provider for those charges for the calendar year of creation of the special tax district and the calendar year thereafter. For subsequent years owners shall be billed their pro-rata share of said costs in the same manner as existing subdivisions which are designated as special tax districts. In addition, all purchases of lots located in a new subdivision which has been designated as a special tax district shall be deemed to have constructive notice of said district and the obligation imposed the property deeds and/or other public records.
- The county requires deposits from the developer or lot owners receiving the streetlight service in an amount sufficient to cover the estimated cost of installation and service for the respective lot until the due date for the tax bill containing the lot owner's share of expenses for the lighting service. This deposit shall be held by the county as security for payment for services rendered.
- The county shall have the authority to set off against the deposit for nonpayment for services, as necessary. In the event of a reduction in the deposit of a property owner because of failure to pay charges assessed pursuant to this article, the lot owner shall be required to restore the deposit to its required level upon request by the county. Any required deposit shall be retained by the county, so long as the streetlight tax district is in existence. Upon termination of the existence of such district, any refund of such deposits will be made to the record owner of said lot on the date of termination.
- The county may contract with the applicable utilities for the purpose of initiating the district according to conditions of approval.
- Annually, prior to the first day of October, the county shall secure a guaranteed rate from the applicable utilities for the forthcoming year of service in such street light tax districts, as tax assessment for the service is calculated and billed in advance.
- Should the utilities fail or refuse to guarantee the rate for the forthcoming year, the county may terminate or eliminate the applicable streetlight tax districts.

**BULLOCH COUNTY STREETLIGHT TAX DISTRICT PETITION FOR EXISTING DEVELOPMENT**

Name	Street Address	Telephone #	Tax Parcel #	Signature

Please legibly print names, addresses, telephone numbers, tax map parcel numbers, and signatures of each legal property owner or agent listed on the taxed parcel. Should the county fail to verify, through no fault of its own, and regardless of the requirement for a public hearing, that the required number or characteristics of petitioner information and signatures are insufficient, the application shall be considered incomplete and automatically deferred until the following month along with a \$1 per lot penalty to be assessed to re-activate the application. If these application processing requirements cannot be reasonably met within the time of deferral, the application shall be deemed to be expired.