

BGE Service Application Guidelines for Customers – Street Lighting & Private Area Lighting Installation Projects

Understanding Street Lighting & Private Area Lighting Services

Before you apply for BGE Street Lighting and/or Private Area Lighting installation projects, the first step is to gain a better understanding about the type of lighting installations that BGE provides and how they work. Following are examples of projects that qualify for service as well as key words and descriptions to which you can refer to in completing your service application:

<u>Project Examples</u>	<u>Project Key Words & Definitions</u>
Dedicated and Non-dedicated Streets	Street Lighting BGE unmetered street lighting service supplied from overhead or underground facilities on dedicated public streets and roads where required by City, Town, County, or other Municipalities and Public Agencies.
Commercial or Residential property	Private Area Lighting BGE unmetered outdoor area lighting of private property supplied from overhead or underground facilities (i.e., parking lots, HOA community property, and non-dedicated private streets).
Parking Lots	Underground or Overhead Two possible types of utility maintained, unmetered electrical services typically specified to energize an outdoor lighting system.
Apartments or Condominiums	
Relocation or upgrading of existing BGE outdoor lighting	

Requirements of the Service Application

All requests for street lighting must be filed and approved with your local municipality prior to contacting BGE with this formal request. Once approved, the municipality and/or development agency will then file a request with BGE to proceed with the street lighting project.

In order for BGE to meet your requested installation date, we strongly recommend that you submit the service application and any additional required information as early as possible in your planning process. Please print clearly or type the application. It is very important that you complete **all** of the requested information on this application. Omitting information may cause unnecessary delay of your project. Applications are subject to cancellation if you do not respond to requests for information.

It is essential that you enter your company's name accurately on the service application. When you are asked for the name of your company, please provide the legal name as it appears on file with the State of Maryland Attorney General's Office. Your company's legal name will also appear on your Charter or Articles of Incorporation.

Additional Information Required with the Service Application

To ensure the proper processing of your service application, it is necessary to include some additional documentation in regard to your project. Below is a list of items you will need to include with your application. Please include **all** additional documentation with your application where applicable.

- Additional Documentation
 - A scaled site plan with the following information included:
 - Minimum scale of 1" = 50'
 - All on-site utilities (private and/or public)
 - All structures and limits of paving outside the right of way (i.e., buildings, garages, lead walks, trails, etc.)
 - Road right of way (including limits of pavement, curb, sidewalk, driveway aprons, and street trees)
 - Site boundary, lot lines, lot numbers, and lot address
 - Street names
 - Proposed light locations
 - Municipality approved street light plan
 - Letter of transmittal for approved street light plan or Request for Proposal
 - Pole and light numbers for relocation, change, upgrade, or removal of BGE outdoor lighting facilities:
 - Include all wood pole metal tag(s) and/or yellow light location tag(s) on your required site plan (clearly marked with notations of what you want done), or describe the work to be done in the "scope of work" portion (***under Q1a. Project Name***) of the application.
 - Sketch with notations of project:
 - Please provide a site plan, if you are filling out an application for BGE lights to be installed, removed, or replaced. If a site plan is not obtainable, please use the sketch area (***located on last page of the application***) indicating the requested lighting layout. The drawing should include the same basic information as a scaled site plan (***i.e., street names, structures, proposed light locations or changes, etc.***).

Submitting your Service Application

Please package all additional documentation with your application and mail to the address listed below. You may submit a hard copy of the site plan, or provide a disc in one of the following two formats; Micro station (all releases), or AutoCAD (releases prior to Version 14).

Mail service application and complete set of plans to:	Have any questions?
BGE - Customer Planning Department Service Application Unit 1068 N. Front Street, Room 501 PO Box 1475 Baltimore, MD 21203-1475	Call the BGE New Business Department 410-637-8713 or 800-233-1854 Or Visit the BGE website: www.bge.com

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For BGE internal use only.

Date Received: _____ WMS# _____ Grid # _____

Account Rep: _____

1. Project Information (check all that apply):

Lead time for an individual job will vary depending on the scope of the work and weather conditions. Within 10 days of receipt of this application, the BGE Lighting Account Representative assigned to your project will contact you to discuss the details of your request.

Today's Date: _____ Date Service Required: _____
(mm/dd/yy) (mm/dd/yy)

Request Type: New Install Change / Upgrade Relocation Removal

Tariff Schedule: Street Lighting Private Area Lighting

Unmetered Electrical Service: BGE determined Underground Overhead

Lighting Request for: Residential Commercial Roadway Streetscape

A. Project Type: New Construction Existing Residential / Commercial Apartment /Condominium
 Parking Lot Other _____

B. Project Name: _____

Project Address: _____

City: _____ State: _____ Zip: _____

County: _____ ADC Map Page: _____ ADC Grid: _____

Scope of Work: _____

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C. Property Owner Name: _____
First MI Last

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____ Fax No: _____

E-mail: _____

2. Project Contacts:

A. Primary Contact Information (if different from owner):

Name: _____
First MI Last

Company: _____ Office Phone: _____

E-mail: _____ Cell Phone: _____ Fax No: _____

Connection to Project: HOA / Condo Board Member Property Mgr. Company Builder
 Developer Consultant Other: _____

B. Other Contacts (if applicable, please provide other contacts for the project):

Name: _____

Office Phone: _____ Cell Phone: _____ Fax No: _____

Connection to Project: _____

Name: _____

Office Phone: _____ Cell Phone: _____ Fax No: _____

Connection to Project: _____

Name: _____

Office Phone: _____ Cell Phone: _____ Fax No: _____

Connection to Project: _____

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3. Billing Information:

Customer Account History:

Do you have an existing outdoor lighting equipment contract at the requested location?

Yes: Account # _____ No

• **If yes**, has the contract term been fulfilled? Yes No Don't know

Do you currently have a commercial account with BGE? Yes: Account # _____ No

Do you currently have an existing/working application for either residential and/or commercial industrial with BGE gas or electric services? Yes No Don't know

• **If yes**, please provide a reference/WMS number: _____

New Business Construction Contact Name: _____

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Sketch Area (*applicable only if a site plan is unavailable*)

N↑

