

---

---

MEMORANDUM


---

---

**Date:** September 10, 2008

**To:** Development Engineering Division  
Transportation Operations Division  
City Engineering Division  
Capital Engineering Division

**Cc:** Mike Bjorge, SCE Planner for the City of Lancaster

**From:** Marissa Diaz, Assistant Building Official 

**Subject:** Approval and Processing of LS-3 Street Lights through  
Southern California Edison (SCE)

---

On February 27, 2007, City Council adopted a resolution to place new street lights on the LS-3 Rate Schedule. LS-3 street lights are metered and will be owned and maintained by the City of Lancaster.

Prior to adoption of this resolution, all street lights were placed on either the LS-1 rate schedule (owned and maintained by SCE) or the LS-2 rate schedule (unmetered and maintained by SCE, but owned by the City).

LS-3 Street Lighting meters/pedestals shall demarcate the point of connection to SCE service and shall delineate ownership and responsibility for maintenance.

**SCE CONFIRMATION OF SERVICE AVAILABILTY**

Prior to approval of the LS-3 Street Lighting Plans, the Developer shall obtain a signed "will-serve" letter from SCE. The will-serve letter must include the City project number, project name, and a location description. For Example:

RE: SPR 06-23, Walgreens  
Located at the southeast corner of 15<sup>th</sup> Street West and Avenue J

## SCE APPROVAL OF POINT OF SERVICE CONNECTION

The location of all LS-3 Street Lighting point of service connection meters/pedestals must be approved by SCE prior to issuance of an Encroachment Permit for Street Improvements and Installation of LS-3 Street Lighting systems.

To obtain SCE approval of meter/pedestal locations, the **Developer** must:

1. Submit City of Lancaster approved LS-3 Street Lighting plans and New Service Request letter to appropriate SCE Planner.

TYPE OF PROJECT	SCE PLANNER	TELEPHONE
Tracts	Mark Vest	(661) 257-8225
Commercial (East of SR-14)	Dave Puckett	(661) 726-5628
Commercial (West of SR-14)	Katie Conklin	(661) 726-5605

**NOTE 1:** SCE will review plans to create a Work Order Map (transformers will be added by SCE as needed); work orders will take a minimum of 6 to 8 weeks to be generated by SCE.

**NOTE 2:** To avoid delays, all plans and correspondence must specify "Street Lighting Plans (LS-3 Rate Schedule)"

**NOTE 3:** For Commercial Developments, Developer must submit all approved plans for the development with the LS-3 Street Lighting Plan to provide for comprehensive SCE service planning.

2. Pay required SCE Fees and sign SCE Contracts.
3. Obtain an approved copy of the SCE Work Order Map and submit it to the City of Lancaster.

If City of Lancaster approved LS-3 Street Lighting plans require revisions due to requirements by SCE, plans shall be revised prior to issuance of an Encroachment Permit for Street Improvements and Installation of LS-3 Street Lighting systems. Revisions shall be made following the procedures outlined below.

## **REVISIONS TO APPROVED LS-3 STREET LIGHTING PLANS**

1. The Civil/Electrical Engineer of Record shall notify the Development Engineering Division of the required revisions.
2. The Civil/Electrical Engineer of Record shall submit two (2) blueline copies of the plans with the proposed revisions marked in red, with applicable fees to be determined at the time of submittal.
3. After City approval of the proposed revisions, the applicant or Civil/Electrical Engineer of Record shall obtain the original (mylar) plans from the City Development Engineering Division by signing them out so that revisions can be made on the original plan.
4. When the approved changes are made on the original, the Civil/Electrical Engineer of Record shall submit the original (with the revisions) and the marked up blueline copy. The original plans must include the revision block for the signatures of the Civil/Electrical Engineer of Record and the Development Engineering Division Manager.
5. After final approval, the applicant retains a blueprint company to pick up the signed, revised originals and re-submits them to the City Development Engineering Division with the appropriate number of blueline and PDF copies required by the Development Engineering Division.
6. The revised original plans shall remain on file with the City's Public Works Department.

The LS-3 Asset and Attribute Data report shall also be revised prior to issuance of an Encroachment Permit for Street Improvements and Installation of LS-3 Street Lighting systems.

## **TRANSFER OF SCE BILLING TO THE CITY OF LANCASTER**

Meter numbers must be provided by the Developer prior to acceptance of the LS-3 Street Lighting system as part of their As-Built Asset and Attribute Data Report.

Upon acceptance of LS-3 Street Lighting systems by City Council, the City of Lancaster Transportation Operations Division must make application to SCE for service in the City's name to transfer billing from the Developer to the City. The Transportation Operations Division shall contact SCE at (800) 655-4555 to request the transfer.