



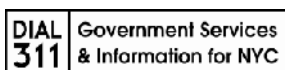
**APPLICATION FOR THE INSTALLATION OF  
TEMPORARY FESTOON/HOLIDAY LIGHTING AND/OR OTHER TEMPORARY  
LIGHTING**

**New York City Department of Transportation**  
 Division of Street Lighting  
 34-02 Queens Boulevard, 2<sup>nd</sup> floor  
 Long Island City, New York 11101  
 Telephone: 718-786-4595

<b>Applicant Information:</b>		<b>Section I (Please repeat this information on page 3.)</b>	
<b>Festival Lighting:</b> YES	NO	<b>Seasonal Holiday Lighting:</b> YES	NO
		<b>Other:</b> YES	NO
Name of Sponsoring Group: _____			
Address of Sponsoring Group: _____			
City: _____		State: _____	Zip: _____
Contact name in Group: _____		Telephone: _____	
Mayor's Office Street Activity Permit (if appropriate) #: _____ (Please attach copy of permit.)			
Electrical Contractor Performing Work: _____		License # of Contractor: _____	
Contractor <u>24 Hour</u> Contact Name: _____		Telephone: _____	
Contractor's Corporate Officer Name: _____			
Address of Contractor: _____			
Location of Project: On (main roadway/s) _____			
Cross Streets: between _____ and _____			
Borough: _____		Number of Poles Involved: _____ (Traffic Signal Poles may not be used.)	
Dates Lighting will be Attached to Poles: From _____ to _____			
Date Lighting will be illuminated; From _____ to _____		Wood Pole Area?	Yes No
Minimum Height of Installation above Roadway: _____		Sidewalk: _____	Feet
(Please show the details of the locations of the installation heights on your drawing/map.)			

**Conditions for the Installation of Temporary Festoon/Holiday Lighting and/or Other Temporary Lighting:**

1. It shall be the responsibility of the sponsoring group/organization and/or permittee to submit the signed and dated application with the detailed drawing directly to the Division of Street Lighting. The group's contractor shall not be permitted to submit the application and/or drawing.
2. The cost and expense of all work, including any damages incurred to NYC equipment, shall be borne by the sponsoring group/organization and/or permittee.
3. All work shall conform to the requirements of the New York City Department of Transportation (NYCDOT) Highway Rules (available on the NYCDOT website [www.nyc.gov/dot](http://www.nyc.gov/dot)). Please refer to Sections 2-03 and 2-14 (e) for specific provisions regarding temporary holiday lighting and other temporary lighting. This application does not include all the provisions of the rules.
4. Your group/organization, contractor and/or permittee shall obtain and maintain in force an insurance policy as provided in Section 2-02 of the Highway Rules and shall indemnify and hold the City harmless from any and all claims for personal injury or property damage arising from the installation, maintenance, operation and eventual removal of the temporary lights.
5. The sponsoring group shall make arrangements with the appropriate electric utility company to pay for the electricity that will be used to illuminate the temporary festoon/holiday lighting and/or other temporary lighting.





**APPLICATION FOR THE INSTALLATION OF  
TEMPORARY FESTOON/HOLIDAY LIGHTING AND/OR OTHER TEMPORARY  
LIGHTING**

**Continued:**

6. All plans, maps and documentation for the installation of temporary festoon/holiday and other temporary lighting shall be received by the Division of Street Lighting **at least 60 days** in advance of the desired installation date. Plans (indicating the main street and cross streets where the lights shall be located) are to be detailed and show each pole on the street where the lighting will be installed. The plans shall also indicate from which pole(s) the electric power is to be drawn and which pole is being used solely as an attachment. The plans shall include the size of the cable and the electrical load to be used, where and how the lighting is attached on all ends, such as on another street light pole, on a building, wooden stake, etc.; the types of devices to be installed on the poles and the heights of the equipment over streets and sidewalks. (GFI outlets are required. Please be sure to refer to the Highway Rules.)
7. **No lighting shall be installed on traffic signal poles (including pedestrian signal poles) or obstruct the visibility of traffic signals.** Temporary festoon/holiday and/or other temporary lighting shall not be installed inside the borders of an intersection and shall not obstruct the visibility of any traffic signals or signs.
8. All work shall be performed by a New York City licensed electrical contractor.
9. The Division of Street Lighting (DSL) shall review the plans and shall note the disposition of the applicant's request on this application form in Section II. If approved, the signed application shall be used to apply for a NYC Department of Buildings (DOB) Permit. Copies of this signed application along with the DOB permit shall be needed when applying for a NYCDOT permit the group to perform the work, as per Section 2-14 (e) of the DOT Highway Rules. This application is NOT a permit. No lighting, including any attachments, shall be installed on a street light pole until a NYCDOT permit is acquired.
10. The NYCDOT Electrical Inspections Unit (EIU) shall be notified via fax number 718-472-5228 of all proposed work at least 72 hours prior to commencement. **A copy of your DOT permit shall also be faxed at this time.**
11. Prior to commencing any work, the electrical contractor shall test the pole for stray voltage. If a pole tests positive, the electrical contractor shall contact DOT and Con Edison immediately and shall report such test result and location of the pole. This procedure shall be repeated when installation has been completed and when the equipment is to be removed at the conclusion of the permit. The results of such tests and determinations shall be provided to the Department as requested.
12. The Department may mandate that changes be made to the work performed. If the changes are not satisfactorily made, the Department may remove the temporary lighting and charge the cost of removal to the sponsoring group/organization.
13. Any group/organization, permittee, and/or electrical contractor who fails to comply with the requirements of this procedure shall be excluded from installing any temporary lighting the following year or seasonal cycle, or any other period of time as determined by the Department.
14. The signature of a duly authorized officer of your group/organization at the foot hereof, and the return of this application to the Division of Street Lighting, shall constitute your consent to the foregoing.

The below signature, title and date must be completed. This must be an original signature with the name printed on the next line. No copies or faxes are permitted.

Signature of Officer of Sponsoring Group: \_\_\_\_\_

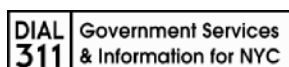
Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*(Form SL-12, revised 1/3/08)*

**Before you submit this application, have you remembered to include?:**

1. The current year's application, with signature, printed name and title of an officer of the sponsoring group. It must be dated. It must be prepared and filed by the sponsoring group. Your contractor may not file this request. The contractor's corporate officer's name(s) must be included on the application. It may not be faxed.
2. A drawing/map of the project location must be included with the application. It shall indicate which street light poles are to receive attachments, the electrical loads of the temporary lighting, the types of electrical devices to be used on the poles, and where the temporary lighting is attached when not on the described poles, etc.
3. A copy of your Mayor's Office Street Activity or other permit, if appropriate. (Your DOT permit fee may be waived if you have acquired a Mayor's Office permit for this event; however, you must still file this application and attach your Mayor's Office permit.)





APPLICATION FOR THE INSTALLATION OF
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LIGHTING

Continued: Section I (Repeated from page 1.)

Applicant Information:
Festival Lighting: YES NO Seasonal Holiday Lighting: YES NO Other: YES NO
Name of Sponsoring Group:
Address of Sponsoring Group:
City: State: ZIP:
Contact Name in Group: Telephone:
Mayor's Office Street Activity Permit (if appropriate) #: (Please attach copy of permit.)
Electrical Contractor Performing Work: License # of Contractor:
Contractor 24 Hour Contact Name: Telephone:
Contractor's Corporate Officer Name:
Address of Contractor:
Location of Project: On (main roadway/s) and
Borough: Number of Poles Involved: (Traffic Signal Poles may not be used.)
Dates Lighting will be Attached to Poles: From to
Date Light will be illuminated: From to Wood Pole Area? Yes No
Minimum Height of Installation above Roadway: Sidewalk: Feet
(Please show the details of the locations of the installation heights on your drawing/map.)

Section II

Applicant: Do Not Write in this Section. NYCDOT Street Lighting Unit Use Only
DSL # Assigned: Date Received:
Comments:
Approved: YES NO Date of Decision:
Signature of Director of Street Lighting:
(This section shall be signed by the Director of Street Lighting and returned to the applicant. The applicant shall present this approved and signed application when applying for DOT and DOB permits.)

