

### Outdoor Lighting Plan Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

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- \_\_\_\_\_ Letter of Request (Project Narrative)
  - \_\_\_\_\_ Date of Application.
  - \_\_\_\_\_ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
  - \_\_\_\_\_ Project description
  - \_\_\_\_\_ Detailed description of proposed lighting
- \_\_\_\_\_ [Letter of Consent](#) (if applicant role is as Designated Representative)
- \_\_\_\_\_ Site/Photometric Plan drawn to scale (aerial view maps will not be accepted) of the subject property that contains:
  - \_\_\_\_\_ Common address and legal description of the property
  - \_\_\_\_\_ Parcel dimensions
  - \_\_\_\_\_ Parcel acreage
  - \_\_\_\_\_ Name of access road (street) to the property
  - \_\_\_\_\_ Name of person or firm preparing the plan
  - \_\_\_\_\_ North Arrow and Scale
  - \_\_\_\_\_ Legal and physical features (e.g., easements, landscaping, utility poles, sidewalks, buildings, signs)
  - \_\_\_\_\_ Public/Private Road(s)
  - \_\_\_\_\_ Location, type, and height of the luminaries, including both building and ground mounted.
  - \_\_\_\_\_ Angle of the light emissions
  - \_\_\_\_\_ Average illumination levels (\*\*\*\* Average illumination level MUST be shown on prints \*\*\*\*)
- \_\_\_\_\_ Site/Photometric Plan drawn to scale (aerial view maps will not be accepted) of the subject property with same above information for security lighting between **midnight and 6:00 a.m**

- \_\_\_\_\_ A description of the luminaries, including lamps, poles or other supports, and shielding devices, which may be provided as catalogue cut sheets from the manufacturer;
- \_\_\_\_\_ All Commercial and Industrial lighting shown on submitted plans must:
  - \_\_\_\_\_ Be designed, located, installed and directed in such a manner to prevent objectionable light at and across the property lines, and to prevent glare at any location on or off the property;
  - \_\_\_\_\_ Be of a white light, such as metal halide, incandescent or a lamp with a color rendering index above seventy (70);
  - \_\_\_\_\_ Not exceed the maintained horizontal illuminance recommendations set by the Illuminating Engineering Society of North America (IES) or an average illumination level of 1.5 footcandles for the illuminated area;
  - \_\_\_\_\_ Not exceed one-tenth (0.1) footcandle as a direct result of the on-site lighting measured twenty (20) feet beyond the property line of the development site;
  - \_\_\_\_\_ Be full cut-off style fixtures for all parking area lighting.
  - \_\_\_\_\_ Be illuminated with flush mounted, flat lens light fixtures for all under-canopy fueling areas.
  - \_\_\_\_\_ Be shielded to prevent glare and/or light trespass from all building, site and aesthetic lighting;
  - \_\_\_\_\_ Up lighting is prohibited for externally illuminated signs except for monument signs of less than six (6) feet overall height;
  - \_\_\_\_\_ Be full cut-off or a shielded type fixture (wallpack style fixtures are not acceptable) for all building lighting for security or aesthetics.
  - \_\_\_\_\_ Floodlighting is discouraged, however, if used, it shall be shielded to prevent the following:
    - \_\_\_\_\_ Light above a ninety (90) degree horizontal plane;
    - \_\_\_\_\_ Be required to be turned off after business hours between midnight and 6:00 a.m., leaving only the necessary lighting for site and building security for all non-essential lighting. For purposes of this subsection, non-essential lighting shall include display, aesthetic and sign lighting, and may include parking lot lighting. Outdoor display lots for vehicle sales and leasing shall also comply with the requirements of this subsection by reducing the light levels between midnight and 6:00 a.m. to illumination levels sufficient for security purposes only; Security purpose lighting means reduced lighting levels as per Section 17-4-52(g), and which do not exceed .5 footcandles.

\_\_\_\_\_ Not be installed, illuminated or maintained with a permanent beacon or searchlight;  
and

\_\_\_\_\_ Have the following maximum mounting height:

\_\_\_\_\_ Twenty-four (24) feet when the fixture is located within seventy-five (75) feet of  
the site's boundary; or

\_\_\_\_\_ Forty (40) feet when the fixture is located beyond seventy-five (75) feet from  
the site's boundary.

\_\_\_\_\_ Brightness levels for reader boards (aka electronic message centers) shall be set  
at 80% for daytime use and 50% for nighttime use. Noting that should this  
Department receive complaints relative to the brightness intensity, then the  
previously stated percentages will be required to be reduced further.

\_\_\_\_\_ Cut Sheets

