

Neighborhood Street Light Program Application Guide

UTILITIES

City of Sandy Springs Public Works

Contents

Overview	2
Online Application Steps.....	3

This document is a guide through the process of reporting street light issues for the City of Sandy Springs.
(*asterisk means see note below)

Overview

Cost Sharing Program for New Residential Street Lights

For citizen/neighborhood initiated street light request that require City of Sandy Springs standard decorative street lights, The City offers a cost sharing program for qualified requests. "Qualified Requests" are determined by The City of Sandy Springs street light standards (See Sections I-II). Request shall be prioritized by the total cost projected for the City to pay after the cost is shared with the Citizens/Neighborhood. Requests that are quoted at a lower cost relative to other requests will be prioritized until funds for the fiscal year are exhausted.

Applicants will be able to submit requests to participate in the cost sharing program for new residential street lights only during the open enrollment period as determined by The City. Citizens/Neighborhoods will be awarded funds as long as the allotted funds are available. Once the funds have been exhausted for that budget cycle, all unfunded requests will be considered during the next open enrollment period for the program.

Online Application Steps

1. Navigate to build.sandyspringsga.gov .
2. Create an account by clicking the drop down arrow next “Guest” in the upper right hand corner of the page. See below. Fill out all of the required fields and wait for the confirmation email to be sent to your email. If you do not see the email within 10 minutes check your spam.

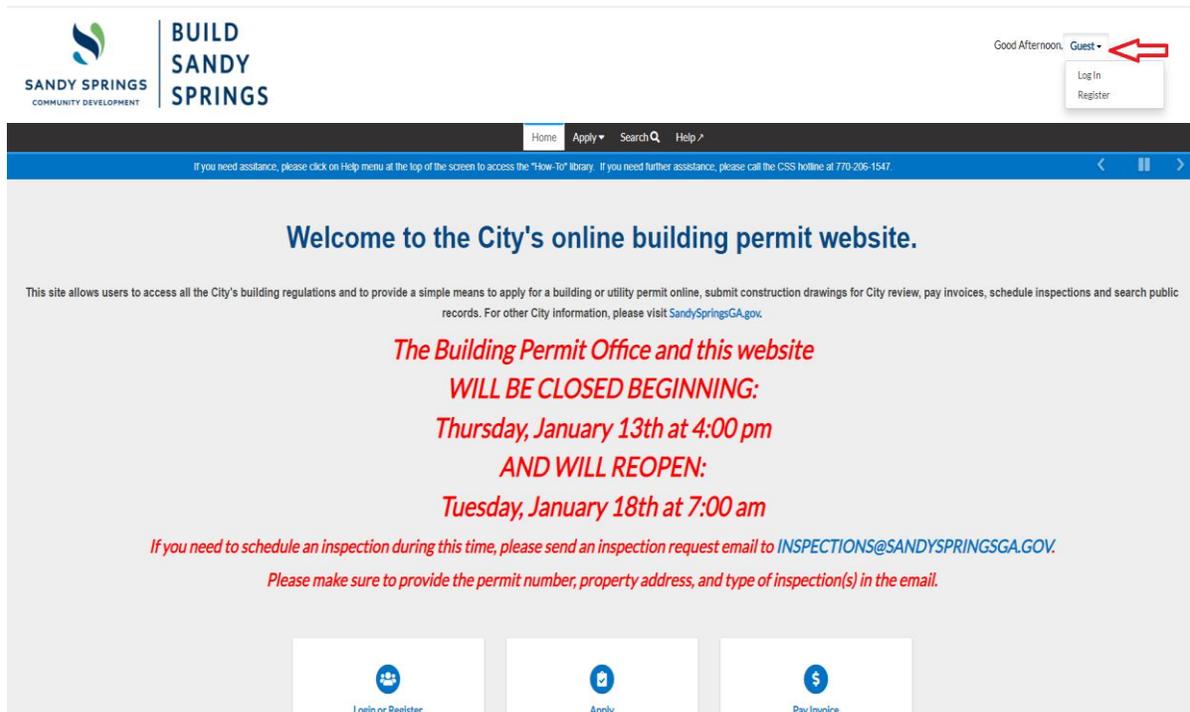


Figure 1 (Creating an Account)

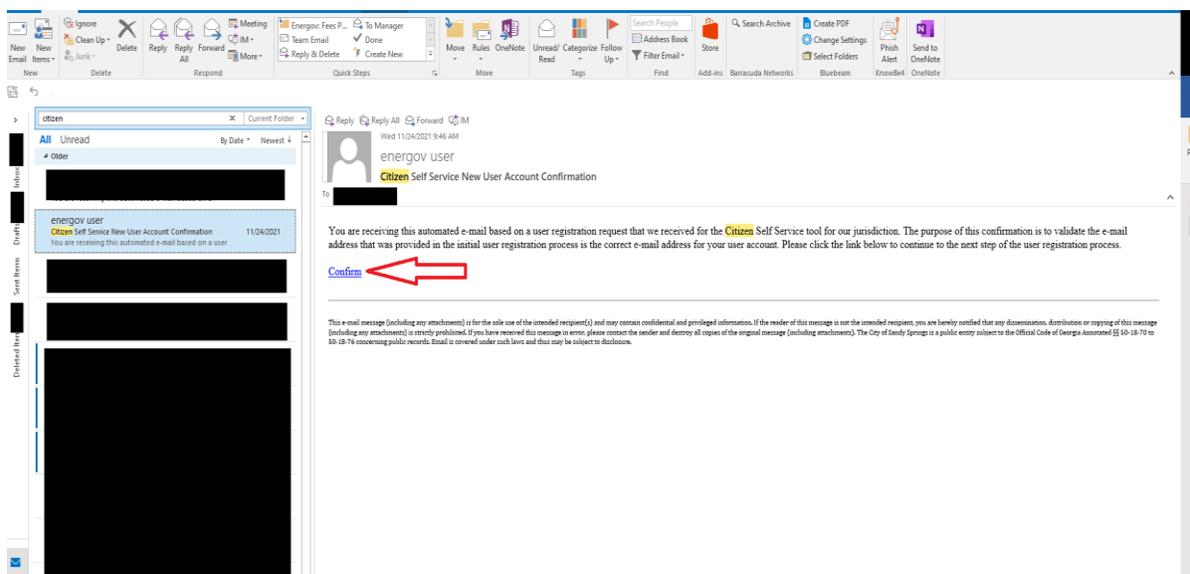


Figure 2 (Confirming Email)

3. After your email is confirmed, log into the website and click “Apply”. See below.

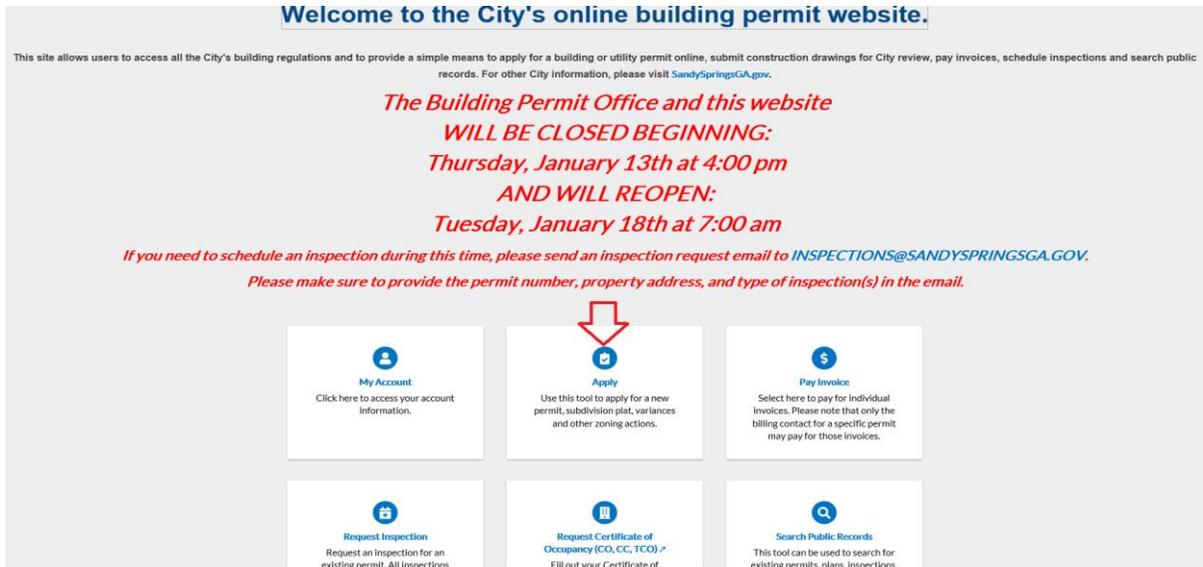


Figure 3

4. Once you're in the apply screen, utilize the search bar to search for the “Street Light Program Application”. See below.

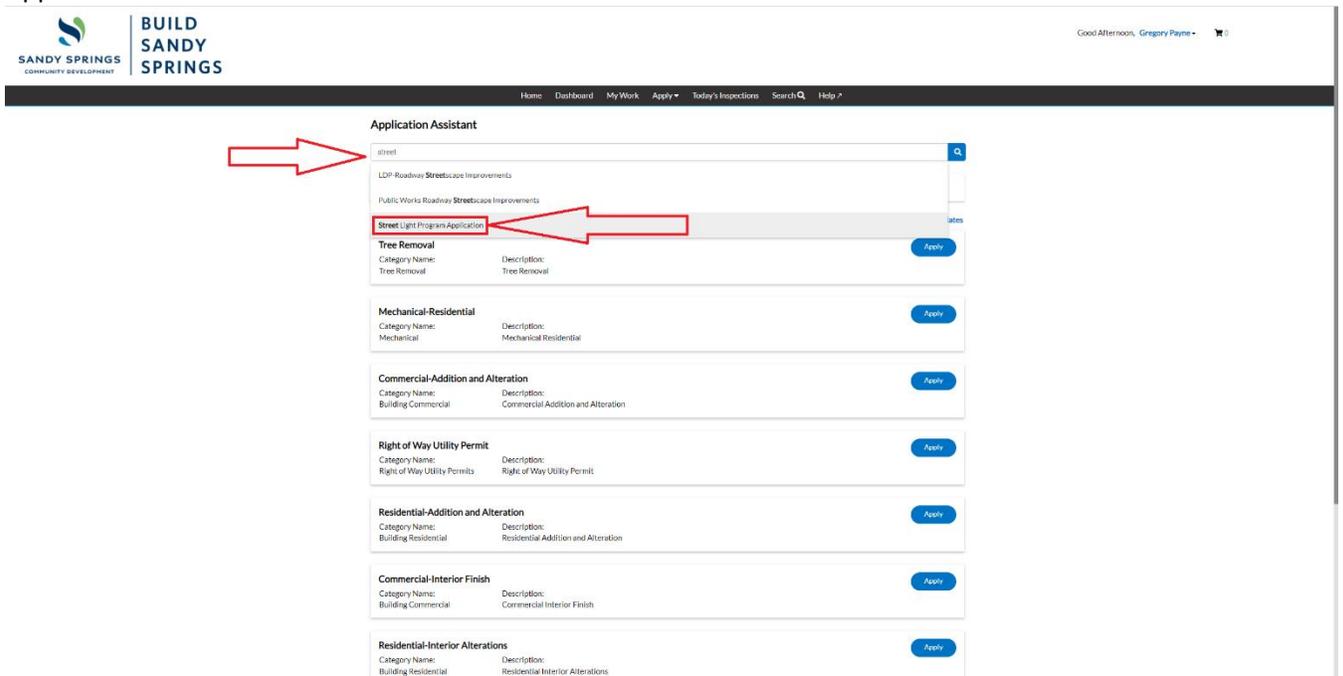


Figure 4

5. Select “Street Light Program Application” and click “Apply”. See below.

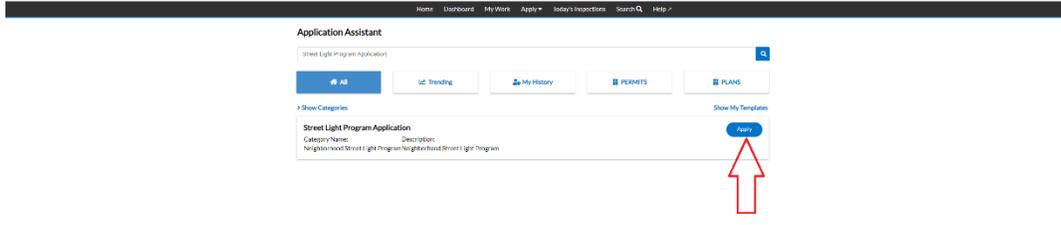


Figure 5

6. Select the location of the proposed new decorative street light. (Does not need to be specific location of the light. The closest address or first address in the subdivision will suffice)

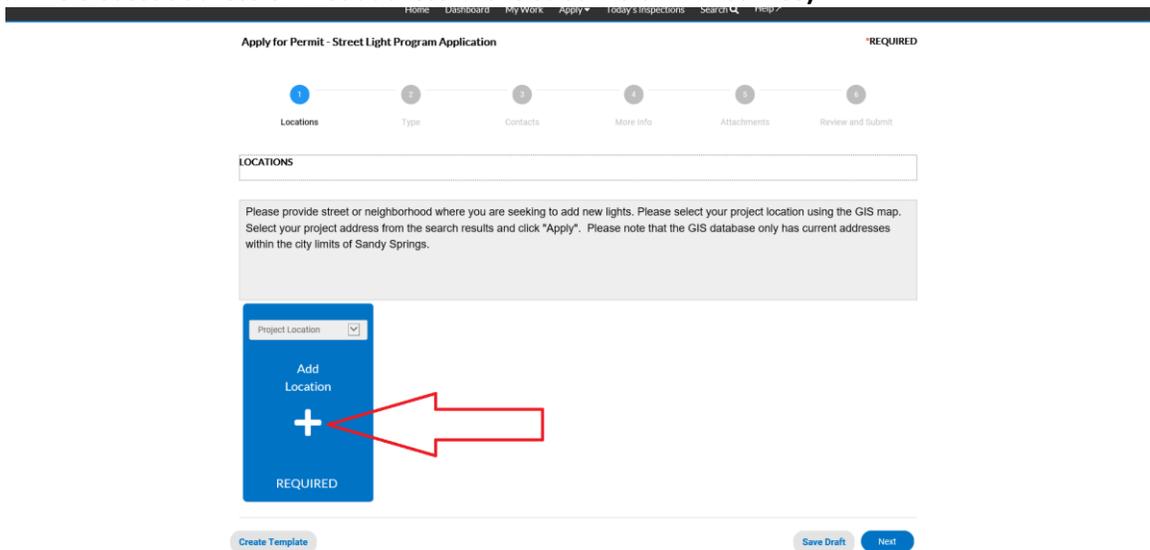


Figure 8

- Type in the address in the search bar and click the “small box” to the left of the address (check box) and select apply. See below.

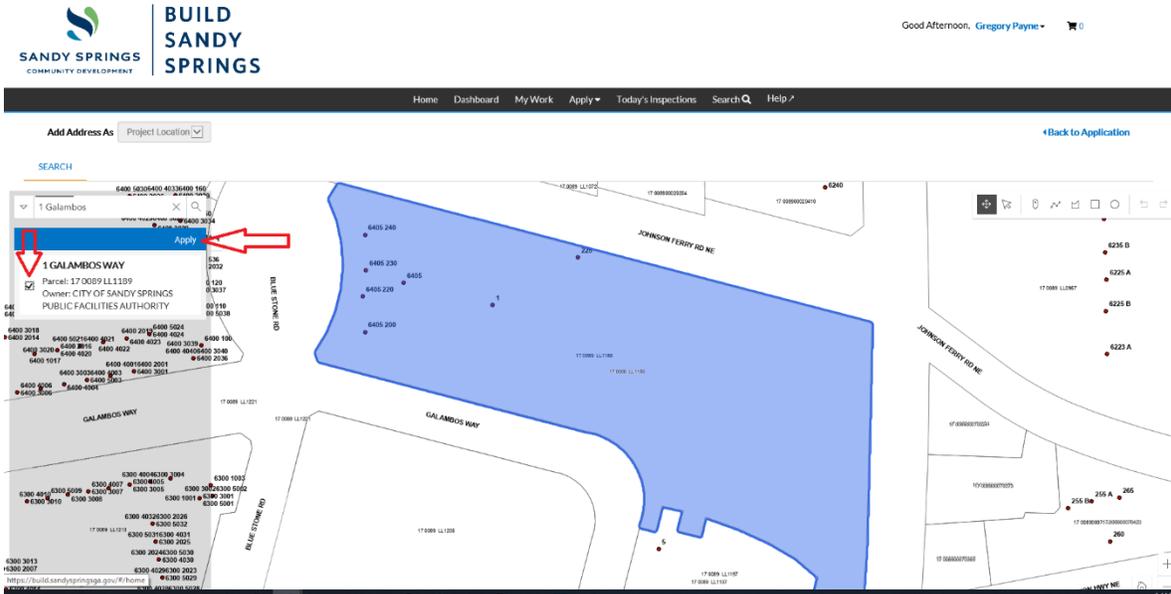


Figure 9

- Select Next. See below.

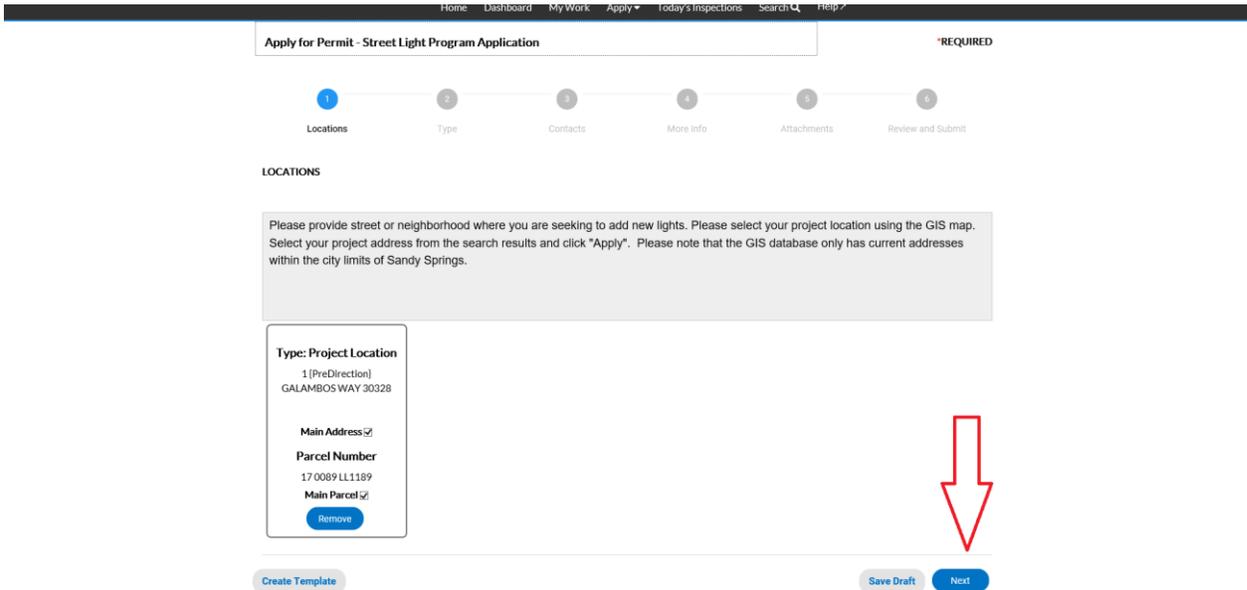


Figure 10

- Provide a description of how you're neighborhood would like to upgrade/add new decorative street lights. When complete, click next. See below.

Figure 11

- If you're not the point of contact or additional contacts need to be added, do this at this screen. If you're the contact just continue to the next screen. See below.

Figure 12

11. Type the name of your neighborhood/HOA in the field name "Project Name", and enter the estimated number of lights in the field labeled "Estimated Number of Lights" if this information is known. Otherwise leave this field blank. Click next when you're complete. See below.

The screenshot shows the 'Apply for Permit - Street Light Program Application' interface. At the top, the 'BUILD SANDY SPRINGS' logo is on the left, and the user's name 'Good Evening, Gregory Payne' is on the right. A navigation bar includes 'Home', 'Dashboard', 'My Work', 'Apply', 'Today's Inspections', 'Search', and 'Help'. The main heading is 'Apply for Permit - Street Light Program Application' with a 'REQUIRED' indicator. A progress bar at the top shows six steps: 'Locations' (checked), 'Type' (checked), 'Contacts' (checked), 'More Info' (active), 'Attachments' (skipped), and 'Review and Submit' (skipped). Below the progress bar, a 'MORE INFO' section contains a text box with the instruction: 'Please include a project/neighborhood/HOA name in the field below.' The 'Project Name' field is empty and has a red arrow pointing to it. Below this is a note: 'Provide only if the requested number of street lights are known. Otherwise leave blank.' The 'Estimated Number of Lights' field is also empty and has a red arrow pointing to it. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Figure 13

12. Add any relevant documents if they are available. ** This is where you will upload your street light petition when its' fully executed after you submit your application. *** Click Next to go to the final step. See below.

The screenshot shows the 'Apply for Permit - Street Light Program Application' interface at the 'Attachments' step. The progress bar at the top shows steps 1-4 completed and step 5 active. The main heading is 'Apply for Permit - Street Light Program Application' with a 'REQUIRED' indicator. Below the progress bar, the 'Attachments' section contains the instruction: 'Please provide any relevant documents related to this application.' A blue 'Add Attachment' button with a white plus sign is highlighted with a red arrow. Below the button, it lists supported file types: 'Supported: pdf, jpg, png, jpeg, gif, ppt, doc, docx, xls, xlsx, txt, tiff, zip, csv, xls, doc, docx, ppt, pptx'. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next', with the 'Next' button highlighted by a red arrow.

Figure 14

- Review the information you provided for the application. If all information is correct, select "Submit". Otherwise select "Back" to make corrections. Once you submit, you will be provided a tracking number to reference when inquiring about the status of your application. You will automated email notifications when the status has been changed on your application. Final decisions will be made on all submissions after the open enrollment period (January 1- March 15th). See below.

Apply for Permit - Street Light Program Application *REQUIRED

Progress: Locations (✓), Type (✓), Contacts (✓), More Info (✓), Attachments (✓), Review and Submit (6)

Submit

Locations

Project Location: 1 [PreDirection] GALAMBOS WAY 30328

Parcel Number: 17 0089 LL1189

Basic Info

Type: Street Light Program Application

Description: Assess adding new lights throughout the "NAME OF YOUR SUBDIVISION/HOA" neighborhood. No existing decorative lights...

Applied Date: 01/10/2022

Contacts

Applicant: Gregory Payne
City of Sandy Springs

<https://build.sandyspringsga.gov/#/home>

Figure 15

Good Evening, Gregory Payne

Home Dashboard My Work Apply Today's Inspections Search Help

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Permit Number: SL-22-00011

Permit Details | Tab Elements | Main Menu

Type: Street Light Program Application Status: Plan Under Review Project Name:

IVR Number: 131780 Applied Date: 01/10/2022 Issue Date:

District: <NONE> Assigned To: Payne, Gregory Expire Date:

Finalized Date:

Description: Assess adding new lights throughout the "NAME OF YOUR SUBDIVISION/HOA" neighborhood. No existing decorative lights...

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress 0% Completed

Workflow

- Assign Reviews (NC) - Started - Scheduled for 01/25/2022
- Submittal Intake
- Public Works Pre-construction Meeting

Available Actions

<https://build.sandyspringsga.gov/#/home>

Figure 16