

COUNTY OF HIDALGO
Department of Budget & Management
Strategic Planning Division
Unincorporated Subdivision Streetlight Program

1. APPLICANT INSTRUCTIONS

Completed applications and supporting documentation must be submitted to the Department of Budget & Management Strategic Planning Division by July 1st. This due date is to ensure all information is completed by Tax Office deadlines. Any applications submitted after the deadline may be considered the following year.

Program Deadlines:

| | |
|--|-------------------------------|
| Application Availability | January 1st |
| Application Submission Deadline | July 1st |
| Cost Estimates Due Date | August 31st |

Required documentation:

1. Please submit a complete census listing signed by at least 75% of all landowners of the subdivision with the following data for each property:
 - Property Owner’s Name
 - Street Name, Number, City, & Zip Code
 - Property Description and Lot Number
 - Home Phone or Cell Number
 - Property Owner’s Signature
2. Please submit a subdivision plat for each application.

Subdivision Name and Number – This information can be found by visiting [Hidalgo CAD online](#) and conducting an advanced search using “Subdivision” in the “Additional Criteria” section advanced property.

Number of Lots in Subdivision – This information can be found by visiting [Hidalgo CAD online](#) and conducting an advanced search using “Subdivision” in the “Additional Criteria” section advanced property. Before clicking “Search” please select “250” in the “Results Display” section.

Front-of-Lot or Back-of-Lot - Back-of-lot is described as those subdivisions that have electricity poles located in the rear or in the back yard of their property. When electricity poles are located off of the street or in the “front” of the property, then this subdivision is described as Front-of-Lot. *Please see illustration below.*

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2. HIDALGO COUNTY PRECINCT INSTRUCTIONS

a. Roadway Conditions – In this section of the application the precinct must mark a check next to **Existing, Non-existing, or Repairs/Additional/Improvements** to indicate the condition of the streets of the subdivision.

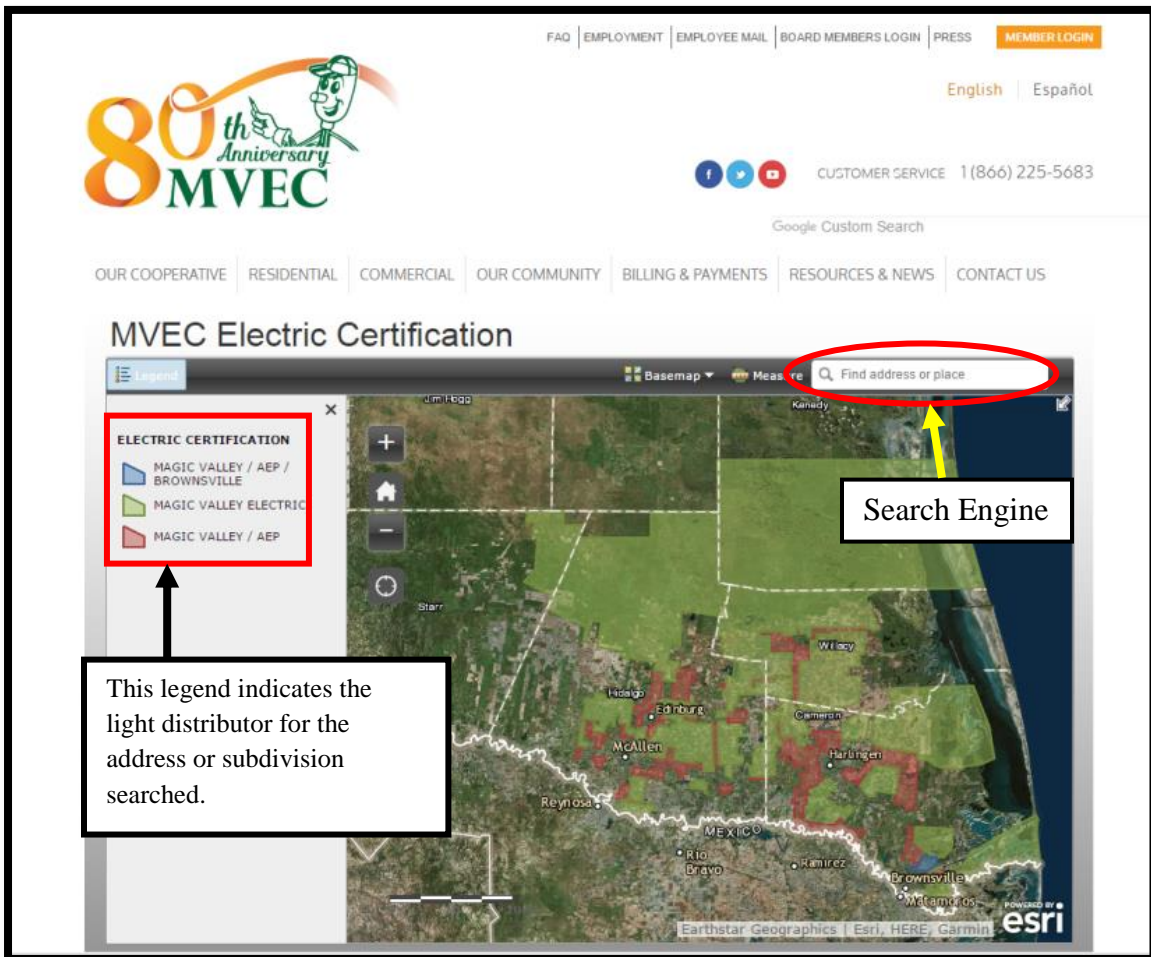
b. Drainage System Infrastructure – In this section of the application the precinct must mark a check next to **Existing, Non-existing, or Repairs/Additional/Improvements** to indicate the condition of the drainage system in the subdivision.

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c. Street Lighting Infrastructure – In this section of the application the precinct must mark a check next to **Existing, Non-existing, or Repairs/Additional/Improvements** to indicate the condition of the light poles and electricity lines in the subdivision.

d. Electricity Distributor – The electricity distributor for each subdivision may be determined by visiting [this link](#) and entering an address of a subdivision lot in the search engine. Please reference the map's legend to determine the electricity provider pertaining to the address or subdivision that falls within a blue, green, or red shaded area. *Please see illustration below.*

NOTE: If the address or subdivision **does not fall within a shaded area** then the property may be serviced by AEP. Please contact AEP for verification.



e. Number of Streetlights – The number of streetlights can be determined by requesting a cost estimate from the subdivision's light distributor either MVEC or AEP. The number of streetlights that will be activated in each subdivision must be filled out to determine the cost each

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lot owner will incur in their annual tax statement. *Light distributors may be reached using the information below:*

MVEC:

Nancy Garza, Special Projects Manager

Email: ngarza@magicvalley.coop, cc: barbarad@magicvalley.coop, cc: edc438a@magicvalley.coop

Phone #: (956) 289-4030 or (956) 453-6252

AEP:

Lee Jones, Community Affairs Manager

Email: hljones@aep.com

Phone#: (956) 283-2441

f. Total Infrastructure Cost – The infrastructure cost is applicable to subdivisions that need to transition from **back-of-lot** to **front-of-lot** service.

Because Precincts may be unable to fund the significant costs for engineering and material associated with the transition of back-of-lot to front-of-lot, these subdivisions may not always get recommended for the program. However, Precincts may work with and utilize Urban County monies to help fund the transition of back-of-lot subdivisions to front-of-lot. Precincts should contact the Urban County Department for further assistance and planning. After this transition has taken place, the subdivision becomes eligible for the Streetlight Program. Additionally, it is an option for subdivision lot owners to pay and share this cost among all lot owners of the subdivision (*precincts should contact DBM for more information*).

The total cost for this transition may be determined by contacting the subdivision’s electricity provider and requesting a cost estimate. This cost estimate will be for the transition of back-of-lot to front-of-lot and the installation of streetlight poles in the front-of-lot.

NOTE: Please use Annual Assessment Calculator to assist in calculating the following sections (g-j).

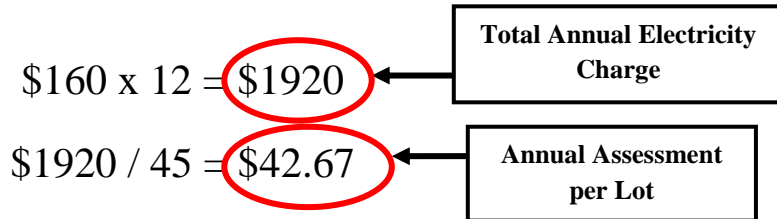
g. Monthly Electricity Charge – The monthly electricity charge may average between \$16 and \$20 a month per streetlight and is determined by the electricity provider. The total monthly electricity fee for the entire subdivision may be determined by multiplying the monthly cost per streetlight (\$16 - \$20) by the total number of streetlights in the subdivision (ex.10 street light poles).

$$\$16 \times 10 = \$160$$

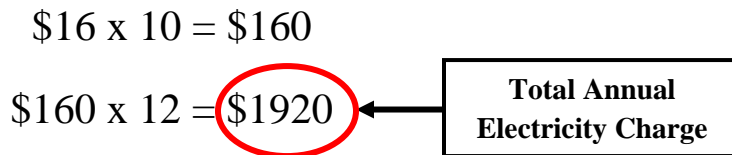
Monthly Electricity Fee for Entire Subdivision

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h. Annual Assessment per Lot – The annual assessment per lot amount is determined by dividing the Total Annual Electricity Charge of all light poles by the Total Number of Lots in the subdivision (the number of lots can be verified by searching for the subdivision using [Hidalgo CAD](#) “advanced” search). See example below to determine the annual assessment per lot (ex.45 lots).



i. Annual Electricity Charge (total) – The total annual electricity charges can be determined by multiplying the monthly charge per light pole (\$16-\$20) by the number of light poles in the subdivision (ex.10 street light poles) then by the number of months in a year (12). Please see example below.



j. Budget Appropriations (Back-of-lot) – This section applies to back-of-lot subdivision applications and shall be completed by the precinct to indicate whether or not the precinct can fund a back-of-lot subdivision and the amount the precinct has appropriated.

Upon completing the application please forward to the Department of Budget and Management for review. Applications approved by the Precincts and DBM will be presented to commissioner’s court for recommendation.

3. DEPARTMENT OF BUDGET AND MANAGEMENT

Subdivision Tax Collection History – THIS SECTION MAY BE COMPLETED BY THE DEPARTMENT OF BUDGET AND MANAGEMENT.

Total Subdivision Support – The Department of Budget and Management will review the census listing and signatures submitted by the applicant to determine whether the applicant has the required support to participate in the program. The applicant must have at least 75% of property owners.

Tax Assessor Billing Fee – All lot owners will each be assessed an administrative fee of \$7.50.

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Attention Residents: Please do not hesitate to contact your Precinct for additional information or for any questions, comments, or concerns.

Attention Precincts: For technical assistance with these instructions please contact the Department of Budget and Management Strategic Planning Division at (956) 292-7025 extension 5426 or 5413.