



STEPS FOR SPECIAL IMPROVEMENT DISTRICTS

Petitioner please complete the following steps PRIOR to circulating petitions:

Step 1. _____ **City Clerk's Office** - Pick up Petition Form and 100% Waiver Form packet.

Step 2. _____ **City Engineering Department** - Meet with Engineering Department to determine:

\$ _____ total estimated cost of the project
_____ construction season to complete
_____ description of the project

Step 3. _____ **City Assessor's Office** - Meet with Assessor's Office to determine:

_____ property owners/signatures needed
_____ % property owners share of the cost
_____ % City's share of cost
_____ years (payment to be spread over a certain number of years for the district)

Step 4. _____ **Do you believe you may get 100%** approval from the property owners?

If so, you may wish to circulate BOTH the Petition and the Waiver of Notice & Appeal Form AT THE SAME TIME. This will save you a second trip to your neighbors to obtain their signatures on the Waiver form. The Waiver means that there will be no public hearings and the property owners automatically agree to pay for their share of the cost. There will be no notice and no appeal, but it will reduce the process from three months to about one month.

Through the waiver, it may also be possible for some of the property owners to pay the total cost for all property owners in a given district. Examples of this might be when a commercial property owner wishes to pay a greater portion than the residential owners or where three out of a total of five property owners wish to assume the total cost of the project. See Engineering Department for details.

STOP! Before going to Step 5, has the top part of petition and waiver been completed?

Step 5. _____ **Petitioner circulates petition and waiver** for signatures.

Step 6. _____ **Return completed petition or waiver to the City Clerk's office.** It is advisable that close to 50% of property owners who will benefit should sign the petition.

FOR YOUR INFORMATION - The following are the steps taken by the City to continue the process:

REGULAR PETITION PROCEDURE

If Petition only form (no waiver) is received:

- 1) **City Commission meeting #1**, officially receives petition, considers the support of project and may schedule a public hearing if the City Commission elects to consider the project.

Notification letter & courtesy survey cards are sent to property owners of record by City Assessor.

- 2) **City Commission meeting #2**, (one month later) A public hearing is held. City Commission may adopt resolution approving the project.

The Project is now approved.

City Engineering Department will complete in appropriate construction season.

Property owners will receive their first assessment invoice, approximately six months after the adoption of a Special Assessment District. (The actual construction work on the project may not be completed.)

WAIVER PROCEDURE

If Petition and Waiver are received:

- 1) **City Commission meeting #1**, officially receives petition and waiver, considers the support of project and may approve project without any additional consideration.

The Project is now approved.

City Engineering Department will complete in appropriate construction season.

Property owners will receive their first assessment invoice approximately six months after the adoption of a Special Assessment District. (The actual construction work on the project may not be completed.)

