PETITION AND ASSESSMENT PROCEDURE
FOR STREETS, SEWERS, WATER AND OTHERS

COUNCIL INITIATES
Majority vote by council without a petition.
Chpt IX Sec 61 a; Article VII Sec 45-77.1

PETITION
Majority of owners based upon front footage of property to be assessed.
Chpt IX Sec 61 a

RESOLUTION OF INTENT
Engineering prepares report, cost estimate and plans; files them with the SAB secretary and notifies Treasurer’s Office.
Chpt IX Sec 61 a; Article VII Sec 45-79

ORDERING-IN RESOLUTION
City Council orders in improvement resolution.

IF INITIATED BY PETITION
Notice to property owners. Residents have 10 days to withdraw name from petition.
Article VII Sec 45-77.8

SAB HEARING
Special Assessments Board holds the public hearing.

IF INITIATED BY CITY COUNCIL

OWNERS OF PROPERTY PAYING MAJORITY OF COSTS REMAIN ON PETITION

RESOLUTION AWARDING CONTRACT
Construction begins.

PROJECT COMPLETE
Distribution of costs information sent to Auditor and Treasurer’s Offices.

PUBLICATION/NOTICE
Individual notices sent to residents 10 days prior to hearing. Notice published on website 20 days prior.
Chapter IX Sec 64 d

FINAL ASSESSMENT ROLL
Certified by council. Interest rate is approved as part of resolution. Notice of billing must be published in DNT.
Article VII Sec 45-82

PUBLICATION NOTICE
Not less than 10 days prior to hearing, notice published on website and individual notices mailed.
Chpt IX Sec 61 b; Article VII Sec 45-79

PROJECT BIDS

PUBLICATION/NOTICE
Individual notices sent to property owners.

PETITION

RESOLUTION OF INTENT
Within 10 days of filing report, SAB sets date for public hearing.
Chpt IX Sec 61 a; Article VII Sec 45-79

COUNCIL INITIATES

FINAL ASSESSMENT ROLL
Certified by council. Interest rate is approved as part of resolution. Notice of billing must be published in DNT.
Chapter IX Sec 67 a

Last updated 4/15/19