

**DRAFT**

**POLICY:**

When special services or local improvement such as street lighting, landscaping, roads, canal drainage, or central water and sewer, which benefit a limited and specifically defined area of the Village are desired by a majority of the property owners, they may petition Village Council to pass a Resolution to impose annual assessments on the properties which are benefited by the service or improvements. In lieu of the petition process outlined herein, the Village Council may wave the petition process and impose the assessments where doing so is in the best interests of the Village and specifically beneficial to those properties in the assessment area.

**PROCEDURE:**

Property owners interested in adopting a special assessment for special services or local improvements shall contact the Village Manager, or designee, to notify the Village of their intent to file a petition to establish an Assessment Area. The property owners shall then comply with the following procedures:

- 1) Hold a meeting with property owners in the defined area to be benefited by the assessment.
- 2) Purchase a Tax Map of the area from the Tax Collector and outline the boundaries of the proposed benefit and Assessment Area.
- 3) Create a list of the strap numbers, in numerical order, of the parcels in the proposed Assessment Area.
- 3) Prepare an informal petition by obtain signatures of fifty-percent plus one (50% + 1) of the Owners of Record for the affected property area who support the creation of an assessment.
- 4) Submit the informal petition to the Village Manager for review.
- 5) The Village Manager, or their designee, will confirm the general services or improvements to be provided, as well as determine an estimated cost and annual budget for the provision of such services or improvements (based on consultations with utility providers, engineering consultants, and other necessary parties).
- 6) The Village Manager or their designee will then prepare the formal petition:
  - a) The petition shall clearly describe the services or improvements being requested or the changes being requested to an existing assessment unit.

- b) The petition shall set forth the method of funding the services or improvements.
- 7) The requesting property owners shall obtain "Formal Petition" signatures representing at least fifty percent plus one (50% + 1) of the owners of record.
- a) All signatures must be notarized to be valid.
  - b) In order for a signature to be valid, it must be the signature of a record title holder to a parcel or property in the unit.
  - c) Each record title holder shall be allowed one signature for each parcel owned.
  - d) In the event of multiple owners, the signature of any one owner shall give full credit for that parcel.
- 8) When the petition submittal package is received by the Village and found to be in compliance with the above, staff will proceed by scheduling a public hearing before the Village Council.
- 9) At the Public Hearing, property owners within the proposed unit are invited to participate and make their wishes known to the Village Council. If it is determined that the proposed unit is necessary and desirable the Council may adopt an Assessment Resolution with or without a referendum election. If a referendum election is to be held, Council shall establish a date for the election to be held on the question of creating the Assessment Area.
- 10) Any assessment based on a non-ad valorem basis must be noticed and adopted in conformance with the Uniform Method established pursuant to Section 197.3642, Florida Statutes, to ensure that the assessment is added to the tax rolls. The Village Manager or their designee will enter into such interlocal agreements with the tax collector, property appraiser, supervisor of elections, and such other governmental entities as necessary to implement the assessment, as well as the services or improvements requested.