Petition and Assessment Procedure for Streets, Sewers, Water, and Others

Council initiates- majority vote by council without a petition (Ch IX, Sec 61 a; Art VII, Sec 45-77.1).
OR
Petition- majority of owners based upon front footage of property to be assessed (Ch IX, Sec 61 a).

Resolution of Intent (Ch IX, Sec 61 a).

Engineering prepares report, cost estimate, and plans: files them with the SAB secretary and notifies Treasurer's Office (Ch IX, Sec 61 b).

Within 10 days of filing report, SAB sets date for public hearing (Ch IX, Sec 61 a; Art VII, Sec 45-79).

Publication Notice:
Not less than 10 days prior to hearing, notice published on website and individual notices mailed (Ch IX, Sec 61 b; Art VII, Sec 45-79).

SAB Hearing:
Special Assessments Board holds the public hearing.

SAB transmits findings and recommendations to City Council.

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 (Art VII, Sec 45-77 c).

If initiated by City Council, skip the next step.

Owners of property paying majority of costs remain on petition.

Project bids.

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 (Ch 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 (Art VII, Sec 45-82).

Appeal must be filed within 20 days of certification of assessment roll (Ch IX, Sec 67 a).

Updated on 2/26/2026