

**CHARTER TOWNSHIP OF WEST BLOOMFIELD
PROCEDURE FOR ESTABLISHING A
SPECIAL ASSESSMENT DISTRICT (SAD)**

In order to initiate a construction project for the installation of water mains, sanitary sewers, public improvements, or private road paving in your neighborhood, it is necessary to establish a Special Assessment District (SAD) through the Township.

Through a SAD, the local residents benefiting from the project pay for the entire cost of the project by an assessment on their property. The design, financing, and contract management of the project is done by the Township.

In order to establish a SAD, the following steps must be taken:

1. A representative must arrange a meeting with the Development Services Department (Engineering) to outline the proposed district and verify the feasibility of undertaking the utility/infrastructure improvement. Call the Development Services Department at (248) 451-4824 to set up an appointment.
2. If the project appears feasible, as verified by the Development Services Department, then a written request must be submitted to the Township Supervisor, describing the proposed utility/infrastructure improvement project and Special Assessment District (SAD). When a request is made to the Township for the establishment of a special assessment district, the person or persons making the request shall pay a non-refundable \$2,500 Special Assessment project fee.
3. Petitions, instruction sheets, a cost estimate and a map will be prepared by the Development Services Department. These will be given to the Petitioner for circulation within the district. These petitions must be signed by 60% of the property owners. All property owners not in favor of the project must sign a separate list. If there are owners of properties who could not be contacted following at least two (2) attempts made during reasonable hours, an affidavit shall be filed with the petitions identifying those properties for which neither a negative or positive response has been received, and indicating at least two dates and times on which efforts were made to make personal contact at the properties of such owners. Return the petitions within 90 days.
4. The petitions are then returned to the Development Services Department. A copy is sent to the Assessing Department for verification of signatures.
5. After 60% of the property owners and 60% of the land area (60% of the total frontage is needed for paving projects) are determined, the Development Services Department will direct the Township Attorney to prepare Resolutions No. 1 and No. 2 for the next available Township Board meeting.
6. At the next available Township Board meeting (Meeting 1), Resolution No. 1, (Presentation of the Petitions) and Resolution No. 2 (Scheduling of the first Public Hearing of Necessity) will be considered. If approved, a formal notice will be published

by the Township Clerk for the Hearing of Necessity, inviting all within the district for comments on the proposed project.

7. The Township Attorney prepares Resolution No. 3 (A Hearing of Necessity) and the public hearing is set, usually for the next available Township Board meeting (Meeting 2). At the close of the public hearing, the Township Board will vote to proceed or reject the project. If the Board votes to proceed, this resolution also authorizes the Development Services Department to select a consulting engineer and instruct the engineering consultant to prepare construction drawings and specifications. At this same Board Meeting (Meeting 3) Resolution No. 4 (Scheduling of the Spread of the Roll) is adopted.
8. At the next Township Board meeting (Meeting 4), a (Public Hearing of the Roll) Resolution No. 5 is held and residents are notified of the assessment amount for the public improvement. Property owners are given the opportunity to speak and comment on the assessment. If the Board adopts Resolution No. 5 confirming the assessment, residents within the district have 30 days to appeal their assessment to the Michigan Tax Tribunal. If no appeals have been filed, the Township may proceed with construction of the utility.
9. Once the project is approved and the SAD confirmed, the Development Services Department's engineering consultant will prepare or have completed construction drawings and specifications. Next, the Township will apply for permits for the construction project. After the required permits are received, bids will be taken and the lowest qualified bid is presented to the Township Board at the next available Township Board meeting for acceptance.
10. Construction will continue throughout the duration of the contract. Prior to the final acceptance of the work, the Township will inspect the restoration of the disturbed area to insure work is complete.
11. If applicable, upon completion of the project residents are to contact the Water and Sewer Department for connections into the system. The number is 248-451-4780.

SAD Procedures

Board Meeting #1

- Resolution #1: Township Board declares the intent to proceed with the project
- Resolution #2: Sets the date for the Public Hearing of Necessity

Board Meeting #2

- Public Hearing of Necessity
- Resolution #3: Township Board approves the petitions, project, and properties to be included in the district and authorizes the creating of plans, specifications and to bid the project out.

Board Meeting #3

- Resolution #4: Sets the date for the Second Public Hearing on the Assessment.

Board Meeting #4

- Second Public Hearing
- Resolution #5: Spreads the Roll

Board Meeting #5

- Award of Contract

Steps are subject to modification based on the complexity of the project.