



CHARTER TOWNSHIP OF WEST BLOOMFIELD

INSTRUCTIONS FOR CIRCULATORS OF SPECIAL ASSESSMENT DISTRICT (SAD) PETITIONS

The gathering of signatures for many petitioners is the most daunting step in the Special Assessment District (SAD) process. The following information is provided to assist circulators of the SAD to efficiently gather the required signatures necessary to continue in the process. Thank you for your assistance.

1. The Special Assessment Petition packet provided includes the petition, an engineer's estimated cost estimate and evaluation, a list of homeowners of record in the district and a map outlining the special assessment district.
2. You must obtain signatures from each homeowner of record for the district. In order for the petition to continue in the SAD process, 60% of the record owners and 60% of the land area in the special assessment district must agree with the petition.
3. Homeowners of Record for a property may include multiple owners. Examples of this most times are that of married individuals or siblings. Each owner must sign yes for a "yes" signature/vote to be counted.
4. If a homeowner listed has died, a copy of the death certificate must be attached.
5. Homeowners of Record may include land contract sellers and purchasers. Each owner must sign yes for a "yes" signature/vote to be counted. A copy of the purchase agreement must be attached.
6. If the property is owned by a Trust, you must provide a copy of documentation that identifies the individual(s) that have the legal responsibility to enter into agreements for the Trust.
7. The circulator, as evidenced by the circulator's certificate on the bottom of the petition, must be present and observe the signature of the record owner of the applicable lot or parcel of land.
8. You must also obtain the signatures of all homeowners opposed to the Special Assessment District. Please have the homeowner(s) sign the petition after drawing an "X" across the body of the petition and writing "NO" on the petition. Enclosed is a sample of a "NO" vote petition.
9. If the homeowner(s) of the properties cannot be contacted after two (2) attempts, you must file an affidavit with the petitions, identifying those properties and the dates and times you tried to make contact with them. The dates and times the circulator made the attempt should vary. This property will be counted as a "no" vote.

10. If the homeowner of record is located out of state, you may send the petition by certified mail to the homeowner. Attach a copy of the certified mail receipts to the petition. The out of state homeowner must have their signature on the petition notarized.
11. You must obtain the signatures within 90 days of the date on the petition.
12. The Township has given you an estimate of cost for the total project and for each benefiting property in the proposed special assessment district. The project cost may increase (no more than 10%) or decrease depending on various market conditions at the time bids are taken and or unforeseen conditions discovered during construction. Please make sure that this fact is clearly stated to each signer, if the question arises.
13. Once the required signatures are obtained, please return the completed Petitions to the Development Services Department (DSD).
14. After the petitions are returned to the Development Services Department, the signatures will be verified by the Assessing Department. Upon verification the Development Services Director will present your petition to Township board for approval.