



Improvement District Outline

**City of Phoenix
Street Transportation Department**

PETITIONS PREPARED

1. Petitions are prepared by the Street Transportation Department/Improvement District Office when improvements are requested by property owners.

PETITIONS PRESENTED

2. After petitions have been signed by property owners representing a majority of the total frontage contained within the limits of the proposed district and have been presented to the Improvement District Office, the City Council will be asked to authorize the preparation of plans and detailed cost estimates. If the City Council believes that the proposed improvements are of special importance to the public health, safety or general welfare, the Council may authorize the preparation of plans and cost estimates even though the petition is not signed by owners representing a majority of the frontage.

DESIGN

3. Field surveys, plans, specifications, Ordinance of Intention and Official Engineer's Estimate are prepared.

ORDINANCE OF INTENTION

4. The Ordinance of Intention based on the approved plans and the Official Engineer's Estimate is passed by the City Council.

NOTIFICATION & DRIVE OR WALK OR SEWER TAP APPLICATION

5. All property owners within the district are notified by mail or by personal contact of the proposed project and their estimated share of the cost. The property owners are also informed that a fifteen-day period for the filing of any written protests will be provided after notices have been posted along the site of the proposed improvement.

PUBLICATION & POSTING

6. The Ordinance of Intention is published in a weekly newspaper. Notices of the passage of the Ordinance are posted along the line of the improvement.

PROTEST PERIOD

7. Once the district has been posted, the property owners have a fifteen day period during which they may file a written protest with the City Clerk. The protest must be filed in accordance with State Statutes. The Improvement District Office, telephone 262-6781, will be glad to provide detailed information. Unless formal protests are received from property owners representing a majority of the total frontage contained within the limits of the district, the City will proceed with the resolution ordering the work and the notice inviting bids.

BIDS RECEIVED

8. The request for construction bids is advertised publicly. Sealed construction bids are received and publicly opened. The bids are checked and the contract is awarded by the City Council to the lowest responsible bidder providing his bid does not exceed the official Engineer's Estimate for construction. Notice of the award is published.

PROTEST PERIOD

9. Following the publication of the notice of the contract award, the property owners have a fifteen day period during which they may file with the City Clerk notice of objections to or defects in the proceedings. Defects are waived if such objections are not filed in accordance with State Statutes. If the City Council decides that an objection is well taken, the proceedings are abandoned, otherwise the project will proceed.

CONSTRUCTION
CONTRACT

10. The contract must be executed within five days after the expiration of the period for filing such notice of defects and objections or within five days after objections are rejected. Construction must begin within ten days after the contract has been executed.

CONSTRUCTION

11. Construction is completed and final acceptance is made by the Improvement District Office. Actual quantities of work and final costs are determined and audited.

MAIL FINAL
ASSESSMENTS

12. The total cost is distributed among all parcels of property by the Improvement District Office in accordance with benefits derived and notice of final assessments due are mailed to the property owners with the date of the public hearing on assessments and information regarding methods of making payment.

PAYMENT

13. The property owners have approximately thirty days in which they may choose to pay all or part of their assessment. At the expiration of this thirty day period, the balance due on all outstanding assessments may be paid over a ten-year period at an interest on the unpaid balance as currently established by the City.

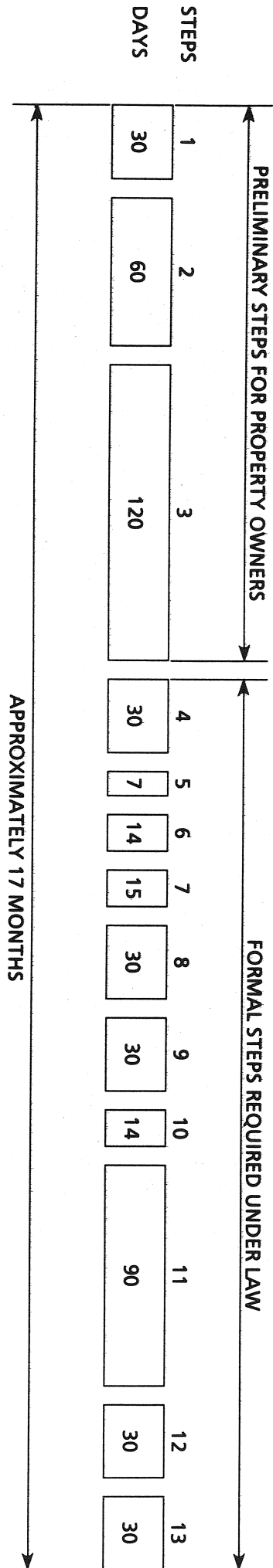
PRELIMINARY STEPS FOR PROPERTY OWNERS

FORMAL STEPS REQUIRED UNDER LAW

- 1 PETITION PREPARED
- 2 PETITION PRESENTED
- 3 DESIGN
- 4 ORDINANCE OF INTENTION

- 5 NOTIFICATION
- 6 PUBLICATION & POSTING
- 7 PROTEST PERIOD
- 8 BIDS RECEIVED

- 9 PROTEST PERIOD
- 10 CONSTRUCTION CONTRACT
- 11 CONSTRUCTION
- 12 MAIL FINAL ASSESSMENTS
- 13 PAYMENT



NORMAL TIME SCHEDULE

FOR ADDITIONAL INFORMATION CALL IMPROVEMENT DISTRICT OFFICE 262-6781