

SPECIAL ASSESSMENT PROCEDURE
(in Clinton Township)

Under Michigan Act 188 of 1954 as amended through 1986 (PA 180 of 1986)
for sewers, water main, roads, sidewalks, parks, bicycle paths, dikes and lighting

1. Citizen requests a petition from the Clerk's office
2. Clerk sends request to Engineer for preparation of a preliminary estimate of cost, district and improvement description and a sketch.
3. Clerk sends to Assessor for list of record owners and recorded title holders and recorded land contract purchasers (either may sign the petition on behalf of that parcel), and after receipt thereof prepares the petition and gives to Circulator. (List both title holder and contract purchaser on the petition).
4. Circulator obtains sufficient signatures and returns.
5. Clerk verifies signatures and forwards to Engineer to compute percentage of correct signatures then certifies percentage to the Clerk. (Requires over 50% of benefiting property)
6. Township Board accepts the petitions and adopts **RESOLUTION NO. 1** which accepts the petition and directs the preparation of the improvement plans.
7. Township Board adopts **RESOLUTION NO. 2** which sets the date of the Hearing of Necessity (known as Public Hearing No. 1).
8. Clerk sends a notice of said Public Hearing No. 1 to title holders, land contract purchasers, and to taxpayers named on the tax roll in the district and advertises same in a local paper.
9. Township Board holds the Public Hearing No. 1, closes the Public Hearing and adopts **RESOLUTION NO. 3** which declares the project a necessity and directs the Assessor to prepare the Assessment Roll.
10. Township Board adopts **RESOLUTION NO. 4** which sets the date of the Public Hearing on the Assessment Roll (known as Public Hearing No. 2).
11. Clerk sends a Notice of said Public Hearing No. 2 to all title holders, land contract purchasers and to taxpayers named on the tax roll in the district and advertises same in local paper.
12. Township Board holds the Public Hearing No. 2, closes the Public Hearing and confirms the Assessment Roll by adopting **RESOLUTION NO. 5**. (Note: this action establishes a lien on the land for the assessments shown on the roll).
13. Township Board adopts **RESOLUTION NO. 6** which authorizes selling bonds to finance the improvement.
14. Attorney sends file to Bonding Attorney and thence to the State Municipal Finance Commission (MFC) for their approval to sell bonds.
15. After MFC approval, the bonds sale is advertised and bond bids received by the Township Board.
16. After award of the bond bids the money is normally received in approximately one month.
17. Engineer advertises for construction contract bids - received at a Township Board meeting and recommends an award.
18. Township Board awards bids and authorizes Clerk and Supervisor to sign the construction contracts.
19. The Township and the Contractor sign the construction contracts (for sewer, water, drainage and sidewalks). Engineer administers the contracts to completion. The Township Sewer & Water Department provides inspection for Sewer, Water and Drainage Projects.

Paving contracts are awarded by the Road Commission (who inspects the work) and the Township transfers money to them from the proceeds of the special assessment bond issue.

NOTE: Sometimes step 17 is done between steps 9 and 10.

SAD# _____

CHARTER TOWNSHIP OF CLINTON
REQUEST FOR SPECIAL ASSESSMENT IMPROVEMENT

Sanitary Sewer Water Drains Sidewalks Re-Capping Paving Lighting

Please Print:

Name: _____

Address: _____

Phone: Res: _____ Bus: _____ Cell: _____

E-Mail Address: _____

Location of Improvement (Street Names): _____

Date of Request: _____ Signature: _____

STOP - RETURN FORM TO CLERK'S OFFICE (40700 Romeo Plank, Clinton Twp. 48038)

Date sent to Township Engineer: _____ By: _____ Date Returned: _____

Estimated Cost per Assessable Front Foot: _____

Pre-Meeting Date: _____ Percent Verified: _____

Termination Date: _____ Reason: _____

Date Petition sent to Petitioner: _____ By: _____ Date Returned: _____

_____ Resolution #1 Adopted (Accepts Petition & Directs Engineer to Prepare Plans)

_____ Resolution #2 Adopted (Sets Date of Hearing of Necessity - Public Hearing #1)

_____ Resolution #3 Adopted (Declares Necessity & Directs Assessor to Prepare Rolls)

_____ Resolution #4 Adopted (Sets Date of Hearing on Assessment Roll - Public Hearing #2)

_____ Resolution #5 Adopted (Confirms Roll/Sets Lein on Land)

_____ Resolution #6 Adopted (Authorizes Selling Bonds)

_____ Resolution/Intent to Reimburse