

Macomb Township
54111 Broughton Road
Macomb, MI 48042
(586) 922-0710 x 3



APPLICATION PACKET FOR SPECIAL ASSESSMENT DISTRICT

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

**Kristi L. Pozzi
Township Clerk**

Step 1: All SAD requests are referred first to the Supervisor for research and feasibility. The Supervisor's Office will notify the Clerk's Office whether to proceed with the review process.

Step 2: Applicant shall submit a completed application packet.

Step 3: The application is sent to the Township Engineer and Attorney for review.

Step 4: Once review is received from Engineer, the petition is drafted and the petitioner is contacted to pick it up.

Step 5: The Petitioner must submit a valid petition within 60 days of pick up.

Step 6: Send submitted petition to Engineer for verification and to Attorney for title work.

Step 7: Upon verification, the request is placed on the next Board of Trustees agenda for "Consideration of Special Assessment District; Informal Petition for (project name); (project location); Sanitary Sewer Special Assessment."

Step 8: If the Board of Trustees decides to accept the SAD, then the issue is sent to Attorney and Engineer will research.

Step 9: Attorney's office will prepare the Formal Petition, after which the petitioner should be notified to pick it up.

Step 10: Petitioner must submit a valid Formal Petition within 60 days of pick up. If submitted after the deadline, then the petitioner shall begin again from Step 2.

Step 11: The Formal Petition is sent to the Township Engineer for verification.

Step 12: After verification, the request will then go back to the Township Board for consideration of the district. They will decide whether to accept the Formal Petition (thereby directing the Engineer to prepare the plans and estimate the cost of the project) and will set a public hearing date where they will hear objections to the creation of the district. All property owners within the district will be notified of the meeting date and will be given an opportunity to object or support the request.

Step 13: The Township Board will hold a public hearing on the request to hear objections to the creation of the district. After hearing discussion on the request, they will vote to either accept or deny the petition and will set another public hearing date where they will hear objections to the special assessment roll created by the Engineer.

Step 14: The Township Engineer will begin the process to prepare the plans and cost estimates. From those estimates, an assessment roll will be developed showing the breakdown of cost across all property owners within the district.

Step 15: The Township Board will hold the second public hearing to hear objections to the roll. After hearing discussion on the request, the Board will vote to either create or reject the district.

Step 16: If they choose to create the district, the Clerk will draft a "Notice of Special Assessment" and will record it with the County Register of Deeds. The Engineer is then directed to seek bids for the project and commence with the improvement.

Step 17: The cost of the assessment improvement will be spread across those owners within the district, according to the approved roll. The Township will bill each owner annually for their portion of the cost.

APPLICATION FOR SPECIAL ASSESSMENT IMPROVEMENT

MACOMB TOWNSHIP SAD Request Application Packet

54111 Broughton Road
Macomb, MI 48042
(586) 992-0710 ext. 3

Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)

Please indicate what type of improvement is requested:

- ☐ Water Service
- ☐ Sanitary Sewer Service
- ☐ Sidewalks
- ☐ Street Paving
- ☐ Drains
- ☐ Retention/Detention
- ☐ Street Lighting
- ☐ Other _____

SAD #: _____

Name of Person Requesting Petition: _____

Phone: _____

Address: _____

City: _____

Zip Code: _____

Location of Requested Improvement: _____

Name of Subdivision (if applicable): _____

Affecting Lot Numbers: _____

Applicant's Signature: _____

Date: _____