

PROCEDURES TO FOLLOW FOR THE ESTABLISHMENT
OF A VALID PETITION FOR SPECIAL ASSESSMENT
IMPROVEMENTS

- _____ 1. The proposed road to be paved shall have a minimum of 60' of right-of-way. Florida is one of two states, at this time, which requires Stormwater retention for environmental protection. The proposed road design must be permitted by the St. John's River Water Management District, and possibly by other state and federal agencies for the purposes of environmental protection. If the proposed road does not have minimum 60' right-of-way, the County will request donation of the necessary width to attain the minimum necessary to meet the above requirements for environmental protection, safety and utility accommodation.

- _____ 2. The Petition must contain signatures of at least two-thirds of the owners, or signatures of the owners representing more than two-thirds of the land area abutting the road.

- _____ 3. The name of the road or roads and their limits must be on the petition.

- _____ 4. The Petition must be complete and legible before verification of signatures will begin.

- _____ 5. Complete mailing address and legal descriptions of each property owner shall be included on the petition, or attached to the petition if the description is lengthy.

- _____ 6. Each property owner must furnish a copy of the deed and have it accompany the petition. You may need to check with the Clerk of Court Recoding office to obtain a copy if you do not have one.

- _____ 7. Only owners of the property abutting a road to be paved may sign this petition. Renters, leasers, and any tenant who is not a title owner of said property may not sign.

- _____ 8. The Block Representative or Petition must include his, or her, mailing address and phone number under Section VI of this petition.

- 9. After the petition has been validated, the Petition or Block Representative will be notified in writing as to the validity of the petition.

When signatures of greater than two-thirds have been confirmed, the Engineering Division will notify the Block Representative.

The project will be placed on the Petition Paving Status Report and on survey, design, and Public Hearing schedules. All property owners will be notified by certified mail of the date and time of public hearing and their estimated share of the project's cost.

SPECIAL INSTRUCTIONS FOR PETITION FOR
SPECIAL ASSESSMENT DISTRICTS

Before submitting your Petition under the Indian River County Special Assessment Ordinance #81-27 to the County Administrators Office, please ensure that you have satisfied the requirements on the following checklist:

1. Do you have the Signature of either 66.7% (sixty six point seven percent) of the total land owners or owners of 66.7% of the total lands within the proposed assessment area?
2. Do you have a copy of the recorded plat for the Subdivision with the benefited area outlined?

OR

3. If the area is not within a Subdivision, then do you have a legal description of the boundaries described by metes and bounds and plotted as a property ownership map?
4. Have you supplied all the information requested on the Petition?
5. Have you included the name, address and telephone number(s) of the Official Representative?

If you have any questions, please contact the Engineering Division at 226-1283.

PETITION FOR SPECIAL ASSESSMENT IMPROVEMENTS

To Indian River County Commission:

WHEREAS, the Indian River County Commission, pursuant to Ordinance 81-27, may establish Special Assessment Districts.

The undersigned petitioners, being owners of property situated within the area hereinafter described do hereby petition the Indian River County Commission for the following:

Section I. Purpose. That a Special District be formed for the purpose of providing (Paving and Drainage Improvements, street lights, water, sewer, sidewalks, bikepaths, etc.) _____

Section II. Boundaries. That the area to be included in this District shall embrace and include the following described property in Indian River County, Florida, to wit:

(attached extra sheet if necessary)

Section III. Improvements. That the following services or improvements be provided within the area of the District:

Note: If the improvement is to be road construction, the minimum cost is _____ per front foot which does not include drainage or any needed acquisition of right-of-way.

Section IV. Property Benefited. The following is a summary of property benefited:

1. Total number of lots: _____
2. Total frontage feet of lots or land benefited (streets): _____
3. Other: _____

Section V. Payment for Services. That a special assessment be levied against the real property within the area benefited by the Service or improvements that that this assessment be on an equitable basis to be determined by the County Commission.

Important: The legal description of each Petitioner's property must appear next to his or her signature. In lieu of this description, a copy of the Petitioner's deed(s) must be submitted. Signatures by a husband and wife count only as one signature.

Section VI. Designated Individual. The individual who is designated as the official representative of the Petitioners is _____
whose address is _____
and telephone number is _____

SIGNATURE OF PROPERTY OWNERS	ADDRESS AND LEGAL DESCRIPTION OF PROPERTY OWNED (Lot and Block #, and Parcel #)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	

SIGNATURE OF PROPERTY OWNERS	ADDRESS AND LEGAL DESCRIPTION OF PROPERTY OWNED (Lot and Block #, and Parcel #)
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	

SIGNATURE OF PROPERTY OWNERS	ADDRESS AND LEGAL DESCRIPTION OF PROPERTY OWNED (Lot and Block #, and Parcel #)
57	
58	
59	
60	
61	
62	