

CHARTER TOWNSHIP OF WEST BLOOMFIELD INSTRUCTIONS FOR CIRCULATORS OF SPECIAL ASSESSMENT PETITIONS

Pursuant to your request and previous discussions with the Township, we are enclosing herewith certain documents for your review and circulation relative to the formation of a special assessment district for your requested improvement in your neighborhood.

1. Enclosed is the Special Assessment Petition together with a map outlining the special assessment district. You must obtain the signatures from 60% of the record owners and 60% of the land area in the special assessment district.
2. You must also obtain on a separate document enclosed, the signatures of all those opposed to the Special Assessment District. If the owners 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.
3. Record owners include, in most instances, both husbands and wives, if applicable, and both land contract sellers and purchasers, if applicable.
4. The circulator, as evidenced by the circulator's certificate on each page of the petition, must be present and observe the signature of the record owner of the applicable lot or parcel of land.
5. You must obtain the signatures within 90 days of this petition.
6. Be advised that if the Township has given you an estimate of cost for the total project and for each lot in the proposed special assessment district, the Township will not be held to that figure. That figure may increase or decrease depending on various market conditions at the time bids are taken and construction of the project commences. Please make sure that this fact is stated clearly to each signer, if the question arises.
7. Once the required signatures are obtained, please return the completed Petitions to the Supervisor's office.
8. After the Petition has been verified as to completeness, the Township will schedule a Hearing of Necessity and all property owners in the special assessment district will be notified of the date and time of the hearing.
9. At the Hearing of Necessity, if the Township Board decides to proceed with the with the project, a special assessment roll will be prepared and filed with the Clerk's Office. Both parties will be represented.