

UTILITY SPECIAL ASSESSMENT PROCEDURES

General Information:

[See Flow Chart](#)

Indian River County [Ordinance No. #81-27](#) and [Ordinance No. #92-28](#) contain procedures by which the Board of County Commissioners (BCC) may provide for local services or improvements on a special assessment basis by its own initiative or upon petition by owners to be benefited thereby.

Checklist:

_____ 1. The [Preliminary Questionnaire](#) must contain parcel Id, site address, signature, date & e-mail address of at least two-thirds (66.7%) of **the owners**, or signatures of the owners representing more than two-thirds (66.7%) of **the land area** inside the proposed assessment area.

_____ 2. The questionnaire must be complete and legible before verification of signatures will begin.

_____ 3. Only owners of the property inside the assessment area may sign this questionnaire. Renters, leasers, and any tenant who is not a title owner of said property may not sign. Jointly owned properties require only (1) signature.

_____ 4. The Point of Contact must include his, or her, mailing address, e-mail and phone number on the questionnaire.

_____ 5. After the Questionnaire has been submitted to and validated by the County – Utilities Department, the Point of Contact will be notified in writing as to the validity of the questionnaire. Within (60) days from receipt of questionnaire, IRC – Department of Utility Services shall do the following:

IRC – Department of Utilities Responsibility:

- 1) Provide to homeowners a rough cost estimate of proposed assessment project.
- 2) Describe the methods of being assessed.
- 3) Set up an informal information meeting to present finding and answer any and all questions.

Point of Contact Responsibility – (30) days after informal information meeting with IRC – Department of Utility Services:

- 1) Point of Contact needs to get the signatures of 66.7% of the home owners to agree to move forward with the utility assessment project and agree on the method of assessment by means of an official utility petition which will be provided to the Point of Contact for distribution.

IMPORTANT:

Indian River County – Utilities Department cannot move forward with this process until 66.7% of land owners have signed the official utility assessment petition and have agreed to the cost method of assessment.

Once completed, Indian River County – Department of Utility Services will move forward with getting BCC approval for Surveying and Engineering Design of proposed assessment project.