

BLOOMFIELD TOWNSHIP

CREATING A SPECIAL ASSESSMENT DISTRICT FOR ROAD PAVING

Public roads in residential subdivisions are owned by the Road Commission for Oakland County (RCOC). Paving improvements in subdivisions are commonly done through the RCOC using the Special Assessment process. Another option is for Bloomfield Township residents to request the Township to create a Special Assessment District, under Public Act 188 of 1954, for paving subdivision roads. Through an agreement with the RCOC, the Township can create a Special Assessment District to pay for the road improvements.

In a Special Assessment District, the property owners benefiting from the road paving project pay for the entire cost of the project through an assessment. The project costs include the engineering, financing, and construction of the project.

The creation of a Special Assessment District requires an official petition, with estimated project costs, to be signed by the residents in the proposed Special Assessment District. Bloomfield Township will prepare the official petition. **This official petition must be signed by a majority of the property owners in the proposed Special Assessment District and also include the majority of the total frontage on the road.** After a successful petition has been approved by the Township Board of Trustees, engineering plans and specifications are developed for public bidding. The Township Board of Trustees will hold Public Hearings for the residents in the proposed district before proceeding with the construction and imposing the special assessment. The financing of the project is contingent upon the available funding at the time the petition is approved by the Township Board of Trustees.

The time to establish a Special Assessment District is approximately takes four to six months and must be completed before construction begins. Road construction generally begins in April and ends in October; therefore sufficient time for advanced planning is recommended. Below is the anticipated process after a petition is submitted to the Township:

1. This official petition requires signatures that represent the following: (1) more than 51% of the recorded owners of land for the total frontage of the roads slated for improvement, and (2) more than 51% of the property owners within the Special Assessment District. It is recommended but not required under Public Act 188, that the petition circulators present the official petition to all property owners in the proposed Special Assessment District. **Any property owner not in favor of the project should not sign the petition.**
2. The official Township petition must be returned to the Township Assessor's Office for verification of signatures. There is no expiration date on a petition, but each petition identifies a target return date necessary to meet the upcoming construction season.

FOR INFORMATION CONTACT:

THE ENGINEERING & ENVIRONMENTAL SERVICES DEPARTMENT AT 248-594-2800

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3. After the petition has been verified by the Township Assessor, the Township Board of Trustees will consider accepting the official petition at one of their regular meetings held on the second and fourth Mondays of each month. If approved, the Township Board of Trustees will set a date for the Public Hearing of Necessity. Formal notice will be published by the Township Clerk for the Public Hearing inviting comments on the proposed project from all property owners within the district.

4. At the Public Hearing of Necessity, the Township Board of Trustees will listen to comments from property owners within the district. The Township Board of Trustees will vote to proceed or reject the project. If the Township Board of Trustees votes to proceed, this authorizes the project's engineer to complete the construction drawings and specifications for public bidding. At this same meeting, the Township Board of Trustees will schedule the Public Hearing of the Assessment Roll.

5. The project will then be advertised for public bidding. After actual sealed bids are received for construction, the EESD will determine the total project costs. This cost is then used by the Township Assessor to prepare the final assessment roll which includes the cost assigned to each individual property owner.

If the assessment amount increases by more than 10% of the estimated cost, Public Act 188 requires an additional public hearing before the Public Hearing of the Assessment Roll meeting. At this additional public hearing, the Township Board of Trustees will decide whether or not to proceed with the project and continue with the Public Hearing of the Assessment Roll.

6. At the Public Hearing of the Assessment Roll, property owners are given the opportunity to comment on the final assessment. If the Township Board of Trustees adopts the resolution confirming the assessment roll, the RCOC engineers can proceed with the project. Residents within the district have 30 days to appeal their assessment to the Michigan Tax Tribunal.

7. Once the project is approved and the assessment confirmed, the property owners will be invoiced their assessment concurrent with the start of construction. Property owners have the option to pay the assessment in full or finance the assessment up to fifteen (15) years. Assessments being financed will be billed annually along with their winter tax bill.