SPECIAL ASSESSMENT PROCEDURE

(All petitioners must read carefully)

1. Some interested party will act as sponsor and contact person to represent user group desiring the improvement.

2. Sponsor shall contact a certified professional engineer to explain the type of improvement desired and the exact extent of the improvement area.

3. The sponsor shall furnish an engineer's report covering general nature, purpose, feasibility and cost estimate of the improvement, a map depicting the boundaries of the proposed district, and a list of all property descriptions and owners therein.

4. The sponsor shall be required to deposit a non-refundable fee of $500.00 for preparatory and incidental expenses incurred prior to declaring a resolution of necessity for a special assessment district. If the district is approved, the $500.00 fee shall be applied to administrative costs.

5. The sponsor will obtain the standard petition forms supplied by Ward County, enter the specific data applying to the improvement and circulate the petition. The engineer's cost estimate must be included.

6. The owners of a minimum of 60 percent of the benefited property must support the proposed improvement.

7. A properly completed petition is delivered to the County Auditor/Treasurer for transmittal to the County Special Assessment Screening Commission for review. The Screening Committee will be made up of two Commissioners, the County Auditor/Treasurer, the Highway Engineer and the Director of Tax Equalization.

8. The Screening Committee will consider the petition, the feasibility of the project, the predictability of solvency of the district and then will make a recommendation to the Ward County Board of Commissioners.

9. The County Commission will act on the Screening Committee's recommendation. If the request is approved, the County Commission accepts the engineer's report

by resolution and then created the special assessment district by making a Resolution of Necessity.

10. The adopted Resolution of Necessity, engineer's report and map of the special assessment district will be published once a week for two weeks in the official County Newspaper.

11. At the public hearing on the Resolution of Necessity, the County Commission will log any forthcoming protest. The district is prohibited when owners of a minimum of 30 percent of the area of the property included protest the proposed improvement.

12. If protests are insufficient and the County Commission desires to proceed, the County Commission will direct the consulting engineer to prepare detailed plans and specifications for approval by Resolution of the County Commissioners.

13. The project is advertised for bids in accordance with the North Dakota Century Code.

14. The contract is awarded and proper bond posted by the successful bidder.

15. The project is constructed by the successful bidder as per governing specification to final approval of the consulting engineer.

16. The Special Assessment Commission shall inspect the project and determine proportionate benefits. This Board will prepare a complete list of benefits and assessments setting forth: (a) each tract benefited, and (b) the amount to be assessed. Total final cost will include final contract construction costs (which are to include 10 percent contingency for construction overruns), plus 20 percent to cover incidental expenses such as engineering, administration, Legal, advertising, etc.

17. The assessment list will be published once each week for two weeks.

18. The Special Assessment Commission holds a public meeting to hear all objections to the method of assessment.

19. Special Assessment Commission confirms the final distribution of costs among the beneficiaries at a public meeting and certifies the results to the County Commission.

20. The County Commission holds a public meeting to confirm assessments and to consider any amendments.

21. Private roadways and roadways not meeting minimum published standards are not eligible for improvement under the Special Assessment Program.

Statement of Intent

It is the intent of the Ward County Commission by offering this special assessment process to citizens that the County is acting only as an agent for the financing and administration of the district. The selection of an engineer is a decision of the citizens within the district, and the County assumes no responsibility for the engineer's actions.

The county will require a 10 percent contingency fee on top of the actual contract amount to cover cost overruns and change orders for the district. If any or all the contingency fee is unused, it will be considered an administrative cost by the County and retained for eventual transfer to the County General Fund.

PETEITION

We, the undersigned, being the landowners of record benefited property have read the Special Assessment Procedure attached and do hereby petition the Ward County Commissioners to consider the feasibility of creating a Special Assessment District for the following improvement. We understand that the entire final cost will be apportioned amount the benefitted property owners by the Special Assessment District.

A. LOCATION (Subdivision name and legal land description for areas included in proposed district, but outside of a subdivision.)

B. TYPE OF IMPROVEMENT (Grading, gravel, placement, drainage, improvement, signing, bituminous paving, etc.)

C. IMPROVEMENT EXTENT (Word description plus attached map clearly indicating routes or areas to be improved.)

D. APPROXIMATE ESTIMATED COST (Total improvement cost.)

E. DESIRED IMPROVEMENT COMPLETION DATE (When should work be performed.)

F. Identity and phone number of contact person

G. WARD COUNTY WILL BE HELD HARMLESS AND NOT BE RESPONSIBLE FOR MAINTENANCE IN FUTURE YEARS, AND ASSUMES NO LIABILITY IN CONNECTION WITH THE PROPOSED PROJECT.

H. STATEMENT OF TOWNSHIP BOARD:

The Township Board of _____Township (will) (will not) provide routine maintenance on the improvements requested herein.

Any subsequent seal coats, resurfacing or other major structural work must be paid by the property owners in the form of a future, separate special assessment district.

_____
Chairman, Township Board

_____
Chairman, (Printed Name)

_____
Date

Special Note: If husband and wife are joint owners of property included in the district, both may sign the petition, as both will be included in the total owner count used in determining whether 60% of the landowners have signed the petition.

_____
IMPROVEMENT LOCATION

Date	Petitioner Signature	Legal Description of owned property	Type of Ownership (warranty deed, contract lease, etc.)	Mailing Address	Telephone