**City of Palmer ● City Manager’s Office**

**231 W. Evergreen Avenue ● Palmer, AK 99645**

Phone: 907-745-1317 **●** Fax: 907-745-0930

[www.cityofpalmer.org](http://www.cityofpalmer.org)

**Local Improvement District Petition Packet – Citizen Initiated**

**PETITIONER OR ALTERNATE PETITIONER**

Questions shall be directed to the citizens listed below:

 **Petitioner:**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Alternate Petitioner:**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISTRICT FORMATION**

PMC 3.08.020 - Procedures. However initiated, the procedures set out in this section shall apply to the formation of a local improvement district.

A. Form and Requirements.

1. The property owner petition shall be in a form prescribed by the city manager and shall include a description of the improvement sought by the petition.

2. The petition shall be signed by all the owners of a majority of the parcels in the district. A property owner may not withdraw his or her signature of approval for six months after the petition has been filed with the clerk unless authorized by the council.

3. On receipt of a petition proposing formation of a local improvement district, the manager shall submit the petition to the clerk for certification.

4. Once certified by the clerk, the clerk shall forward the petition to the manager for further action.

5. A petition found insufficient by the clerk shall be immediately returned to the petition sponsor by the manager.

B. City Manager Action. The city manager shall prepare a survey and report in the form of a resolution to the council concerning the need for and the estimated cost of the district.

**For Office Use Only:**

Date Petition Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk Certification: Certified: [ ]  Yes [ ]  No Reason for Denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Certified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEPS FOR CREATING A LOCAL IMPROVEMENT DISTRICT:**

1. Visit your City Manager’s Office to obtain a petition form. Please be prepared with the below:
	1. Statement of the proposed improvements.
	2. Vicinity Map indicating the location of the proposed boundary of the LID.
	3. Parcel Tax ID Numbers for each property.
		* You can find your neighborhood information on the borough tax parcel mapping software at <http://maps.matsugov.us/webmaps/>.
2. Visit your neighbors to collect signatures from all property owners of a majority of the parcels in the district.
3. Once the second step is complete, return the Petition Packet to the City Manager.
4. The City Clerk will certify the petition is complete and meets all requirements set out in the Palmer Municipal Code. Incomplete petitions will be immediately returned to the petition sponsor.
5. Once the petition is certified, the City Manager will prepare a survey and report to present at a public hearing before the City Council for consideration of:
	1. Find that the improvement is necessary and of benefit to the properties to be assessed. The findings of the council are conclusive.
	2. Require an account to be kept of all costs of the improvement and direct the city manager to prepare the assessment roll.
	3. Assess the authorized percentage or rate of the costs of the improvement against the properties within the district.

For full descriptions and the complete process in the establishment of a Local Improvement District and special assessments, please review the City of Palmer Charter Chapter VIII and Palmer Municipal Code Chapter 3.08. Both are available on the city’s website at [www.cityofpalmer.org](http://www.cityofpalmer.org) or by contacting the City Clerk’s Office at 761-1301.

| **DATE** | **PRINTED NAME** **OF PROPERTY OWNER** | **SIGNATURE OF** **PROPERTY OWNER** | **MAILING ADDRESS** **&****EMAIL ADDRESS** | **Place an “X” if this is a new address** | **PROPERTY ADDRESS, BOROUGH TAX ID #, OR DESCRIPTION OF PROPERTY****(Subd. Name, Lot & Block, Tract)** |
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