



City of Palmer

Initiative or Referendum Application and Information Packet

This packet contains the information you will need to initiate or refer an ordinance or resolution to the City of Palmer voters.

- Before circulating a petition, you must submit an application to the City Clerk using the enclosed form.
- The application must be signed by at least 10 City of Palmer registered voters who will sponsor the petition.
- The application must contain the name and address of a prime sponsor and an alternate sponsor to whom all correspondence relating to the petition may be sent.
- You must include the full text of the ordinance or resolution to be initiated or a copy of the adopted ordinance or resolution to be referred.

Submit your completed application for petition to:

**City of Palmer
Attention: City Clerk
231 W. Evergreen Avenue
Palmer, AK 99645**

If you have any questions regarding the initiative or referendum process, please contact the City Clerk at 907-761-1301.

City of Palmer

Initiative and Referendum Application and Information Packet

Before a petition for an initiative or referendum can be circulated you MUST:

Apply for a petition by filing with the City Clerk:

1. A copy of the ordinance or resolution to be initiated or referred;
2. The name and address of the prime sponsor and an alternate sponsor to whom all correspondence relating to the petition may be sent; and
3. The name, signature, residence address (not a PO Box) and numerical identifier of at least 10 registered City of Palmer voters who will sponsor the petition.

After the application has been filed with the Clerk:

4. Within 14 business days the City Clerk will certify the application if:
 - a. It contains the signatures of at least 10 qualified City of Palmer voters; and
 - b. Is not restricted by PMC 18.07.010 (B); and
 - c. It includes only a single subject; and
 - d. It relates to a legislative rather than to an administrative matter; and
 - e. It would be enforceable as a matter of law.
5. If the application is certified, the City Clerk will provide copies of the petition to the prime sponsor. The prime sponsor is responsible for notifying the sponsors. Copies of the petition will be provided by the Clerk to each sponsor who appears in the Clerk's Office and requests a petition, and the Clerk will mail the petition to each sponsor who requests that the petition be mailed. The sponsor who circulates petition booklets must be the same sponsor to whom the booklet was issued. An additional sponsor may be added at any time before the petition is filed by providing the same information as the original application sponsors, which includes printed name, signature, resident address and a numerical identifier.

After the petition has been issued:

6. Signatures must be secured within 90 days after the petition is issued.
7. Signatures must be affixed in the presence of the sponsor. (Please note: illegible signatures shall be rejected by the Clerk unless accompanied by a legible printed name. Signatures not accompanied by a legible residence addressed shall be rejected).
8. Signatures equal to 25% of the voters that voted in the last regular election are required on the petition.
 - a. 527 votes were cast in the October 2010 election.
 - b. 132 signatures are required on a petition filed with the City Clerk before October 2012.
9. All copies of the petition must be assembled and filed as a single instrument.

After the petition has been filed:

10. The City Clerk has 10 business days after the date the petition is filed to certify to determine whether it is sufficient.
11. A petition that is insufficient may be supplemented with additional signatures obtained 10 business days from receipt of certified notice from the Clerk.
12. Within 10 business days after supplementary filing, the Clerk will determine if the petition is sufficient.
13. A signer may withdraw his or her signature in writing before the Clerk certifies the petition.
14. A new petition on substantially the same matter may not be filed sooner than six months after a petition is rejected as insufficient.

The sponsors of this application are:

(Note: at least 10 City of Palmer registered voters must be listed as sponsors)

	Signature	Printed Name	Residence Address	*Identifier
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

*Please provide one of the following identifiers for voter verification: voter number; last four numbers of social security number, or date of birth

All correspondence relating to this application/petition should be sent to:
(List name and contact information of prime sponsor and alternate sponsor)

Prime Sponsor:

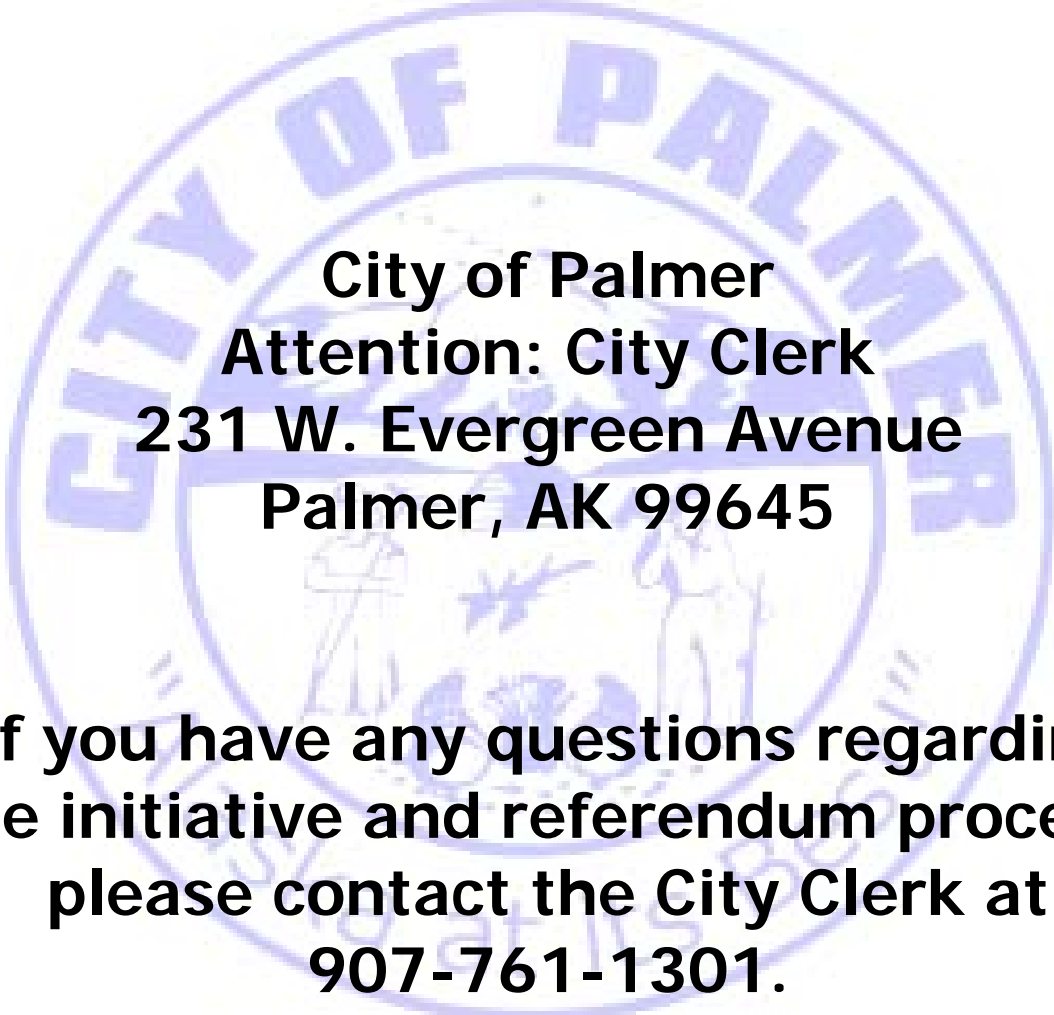
Name: _____
Mailing Address: _____
Home Phone: _____
Cell Phone: _____
Email Address: _____
Identifier*: _____

Alternate Sponsor:

Name: _____
Mailing Address: _____
Home Phone: _____
Cell Phone: _____
Email Address: _____
Identifier*: _____

Received in the City Clerk's Office this _____ day of _____, 20__.
X _____
City Clerk's Office Representative

Certified this _____ day of _____, 20__.
X _____
City Clerk



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Attention: City Clerk
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Palmer, AK 99645**

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