



INSTRUCTIONS FOR PURSUING A NEIGHBORHOOD-INITIATED SEWER EXPANSION PROGRAM

1. **Pick up Information Packet** containing:
 - Cover letter
 - Instructions
 - Blank Petition Form
 - Agreement Form
 - Information Sheet
2. **Visit the City's Public Works Department** to obtain a map of your neighborhood showing any nearby sewage collection system.
3. **Define the general area** (on the map) where you expect to solicit your neighbors for interest in connecting to the sewer system.
4. **Canvass the general area using the Petition Form** provided.
 - Explain the purpose of the Petition
 - Indicate a \$2,000.00 credit per connection for those who connect to the City's sewer system within 12 months after notice of availability
 - Indicate a \$1,000.00 sign up and save credit per connection for those who pay the full amount and connect to the City's sewer system within twelve months after notice of availability
 - Indicate a 120 month payment option for property owners is/will be available
 - Indicate no financial commitment at this time
 - Indicate the project has not yet been determined to be feasible
 - Provide an Information Sheet
 - Collect signatures representing the owners of at least 60 percent of the potentially benefiting properties (however no fewer than 10).
5. **Submit the Petition and a copy of the map indicating the locations of the petitioners** to the City's Public Works Department and request a feasibility study for providing sewer service to the area.
6. Allow six to eight weeks for the City to **develop a conceptual plan and cost estimate from which to determine if the project is "feasible"**.
 - It may be necessary to revise the limits of the project in order to meet physical constraints or address engineering issues
 - The results of this "feasibility analysis" will be presented to the City Commission.
 - You will be notified of the date and time when the recommendation will be presented
 - You are welcome to attend and participate
7. If the project is determined to be "feasible" by the City Commission, you will be asked to **obtain signed agreements from the owners of at least 60 percent of the potentially benefiting properties (however no fewer than 10)**.
8. **Deliver the executed agreements** to the City. Upon receipt of the required number of signed agreements, the City will conduct a public hearing to determine whether to proceed with design and construction of the project. Pending the results of the Public Hearing, the City will initiate the design of the proposed sewer system extension and prepare the project for bidding.