

MEMORANDUM
ENGINEERING DEPARTMENT



TO: Petition Form Recipient

FROM: Engineering Director – City Engineer

SUBJECT: Street Improvement Petition

Attached is the form to petition for improvements to your street. A Street Improvement Petition form signed by adjacent property owners is one of the tools used to prioritize the City’s proposed construction program. Completed petitions should be returned to the City Clerk’s office.

When a petition is received, it is placed on the City Council agenda with a Resolution directing the City Engineer to prepare a report that identifies proposed improvements, an estimate of the total project cost, and an estimate of special assessments to each parcel. This report is submitted to the City Council who will then adopt a Preliminary Resolution scheduling a public hearing to receive comments on the proposed improvements. Following the project’s public hearing, the City Council considers a Final Resolution, which approves the levying of special assessments for the work and authorizes construction to proceed.

The proposed project may include items not indicated on the petition. For example, a petition may indicate a request to repave a specific street. However, replacement of the sewer may be included in the proposed project if the condition of the sewer main indicates it should be replaced. Sidewalk may also be included in the proposed project even if it is not included in the petition. The City Ordinances provide direction for where sidewalks shall be constructed. The City Ordinances also provide provisions to defer sidewalk construction in some locations. The City Council retains the authority to review any sidewalk proposal and defer construction whenever deemed necessary and desirable.

To be included in the Report of the City Engineer for the following year, all petitions must be received by October 1st of the current year.

Please contact the Engineering Department at 715-839-4934 with any questions.

