

PETITION PROCESS

- 1. Property owner petition to the Kabetogama Township Board to form a Subordinate Service District.**
 - Property owners from a defined proposed service area are sent a petition in the mail.
 - If property owner signs and sends back to petition, they are signifying “yes”, they would like to form a service district for the described area and purpose.
 - One petition (vote) per property owner within the described proposed service area, no matter how many properties a person may own in that described area.
 - If at least 50% of the property owners in the defined area send signed petitions back, the petition will be presented to the Township Board.

- 2. Township Board holds a public hearing within 30 days of receiving the petition.**
 - Public notice of the public hearing will be posted 14 days prior to date of public meeting.

- 3. Within 30 days of the public hearing, Township Board approves/disapproves the petition**
 - Township board approves/disapproves by resolution.

- 4. If approved by the Township Board, within 20 days of approval of the resolution to form the subordinate service district, publishes the resolution and establishes an effective date.**
 - Notice is also set to the property owners of the proposed district.

- 5. The subordinate service district is established 60 days after publication of the resolution.**

- 6. IF, within the time period before the establishment date, 25% of the property owners petition the Township stating their disapproval of the resolution to establish (reverse referendum), the establishment process is put on hold and a special election process is begun.**
 - Petitioners are verified by Township Clerk
 - Preparations are made for special election

- 7. Special election is held. If the majority of the voters favor the establishment of the subordinate service district, the district is established upon verification of the vote.**