

## STEPS TO ESTABLISHING A SUBORDINATE SERVICE DISTRICT

*Draft*

ITEM	TASKS	TIMELINE	RESPONSIBILITY
1. Information and Education	Service Area Door Knocking	?	Steering Committee
2. Petition	a) Define service areas. b) List of property owners for each service area. c) Write petition d) Mail petition e) Property owner decision and reply f) Certify/verify result of petition	? ? ?	a) Steering Committee b) Township c) Steering Committee d) Steering Committee e) Property owner Township Clerk
3. Public Hearing on whether or not the requested district shall be established. (if 50% or greater signed petitions)	a) To be held within 30 days of verification. b) Public notice of public hearing must be posted 14 days prior to date of public meeting.	a) Ditto	a) Township, steering committee, property owners. b) Township clerk
4. Approval; Disapproval of requested district	a) Resolution by Township to approve or disapprove establishment of requested district.	a) within 30 days after public hearing	a) Township Board
5. Publication and Effective Date	a) Publish resolution b) Notice sent to property owners.	a) within 20 days of passage of resolution. b) concurrently with a).	a) Township a) Township
District shall be established 60 days after publication			
or			
6. Reverse Referendum	a) petition from at least 25% of proposed district property owners disapprove. b) Petitioners verified c) Establishment process is put on hold.	a) petition must be received before the date of establishment	a) property owners not in agreement with establishment b) Township clerk
7. Special Election	a) Preparations for special election to determine the establishment of proposed service district	?	a) Township Clerk
If vote is yes by majority, district is established upon certification of vote.			Township clerk administers election