

**INSTRUCTIONS FOR PETITION REGARDING SPECIAL
ASSESSMENT/SERVICE DISTRICTS**

Before submitting your Petition, please make certain that the following requirements have been fulfilled:

- 1. Signature of either 51% of the total land owners or owners of 51% of the total lands within the proposed district.
- 2. Attach a copy of the subdivision plat or a tax parcel map showing the proposed district boundaries.
- 3. Include the name, address and telephone number of the person representing the property owners.
- 4. Is all the information requested on the petition supplied?

You may submit the petition to the Public Works Department, Construction Engineering/ Right of Way, 123 W. Indiana Avenue, DeLand, Florida 32720. If you have any questions please contact: Area Code (386) - DeLand 736-5967, Daytona 257-6067 or New Smyrna Beach 423-3874. You may also fax us at 386-822-5736.

PETITION FOR SPECIAL ASSESSMENT/SERVICE DISTRICT

To Volusia County Council:

WHEREAS, the Volusia County Council, pursuant to Chapter 110, Special Districts, Code of Ordinances of Volusia County, as may be amended, may establish Special Assessment/Service Districts

The undersigned petitioners, being owners of property situated within the area hereinafter described, do hereby petition the Volusia County Council for the following:

Purpose: That a Special Assessment/Service District be created for the purpose of providing _____
(paved roads, drainage, water, sewer, etc.)

Property Benefited: The Special Assessment/Service District shall include **all** benefited properties within the fixed boundaries.

Boundaries: The benefited area lying within the district shall be described as follows;

Designated Individual: The Official Representative of the Petitioners is;
(provide name, address and telephone)

Signatures: Petitioners must be current property owner. Renter/leasors are not qualified to sign. Signatures by husband and wife will count as one signature. The tax parcel number(s) must appear next to each property owners name.

Signatures (print)

Tax Parcel Number(s)

IMPORTANT

Method of Assessments: The following may be used to determine the value of benefits:

- (1) Per unit or platted lot basis
- (2) Front footage
- (3) Area or Acreage benefited
- (4) Distance from improvement
- (5) Parcel
- (6) Equivalent residential units; or
- (7) A combination of such methods or any other method deemed equitable by the council.

Liens: All assessments for any project under the provisions of Code of Ordinances Sec. 110-42 shall constitute a lien upon the properties within the area benefited by the Service or Improvements and will be assessed from the date of the adoption of the tentative assessment ordinance ordering the project.

Payment of assessments: No payment of assessments shall be accepted prior to the adoption of the final assessment roll. Payments shall be made at the office of the County Finance Service Center. If not prepaid after 30 days from the date of the final notice, all assessments shall be payable in equal principal installments (generally set at 10 years) with interest on the outstanding balance at the rate and from the date set by the final assessment ordinance. All assessments shall immediately become due and payable upon the sale of the benefited parcel or lot.