



Payment

Assessment amounts vary according to the cost of improvements as well as size of lot frontage, distance of property from improvement area benefited or a combination of any of these.

Your final bill is due within thirty days after the final assessment roll is approved. Bills that are not paid within that time period become payable in annual installments over a ten-year period, at an interest rate set by the Volusia County Council. Property owners may pay the entire bill at any time, with interest accrued to the date of payment. Payment on street lighting districts are different and can be explained when calling the Traffic Engineering office.



Checklist

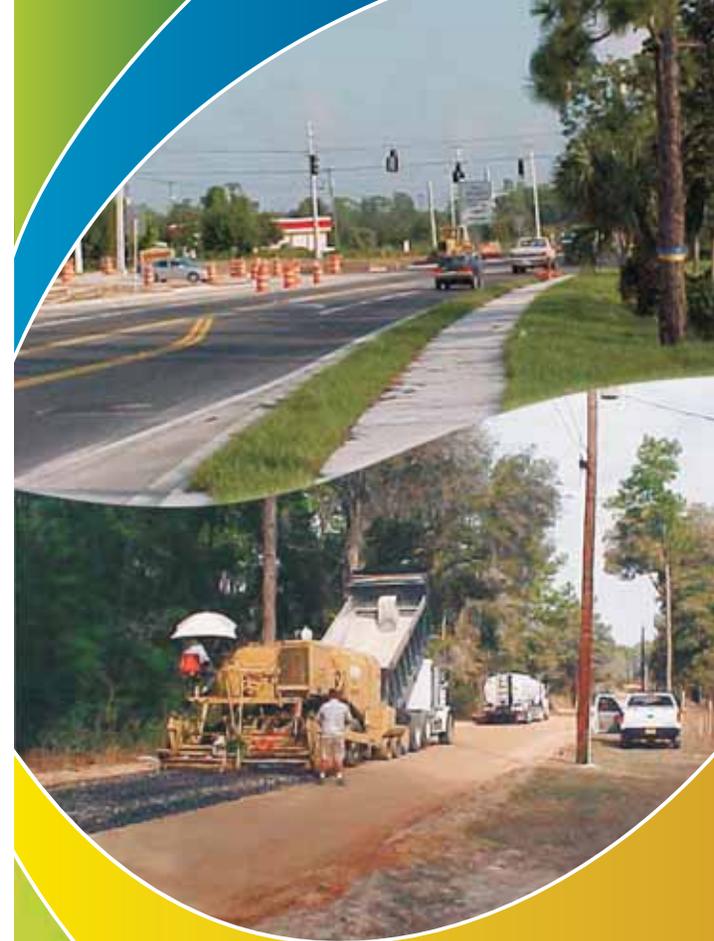
Before submitting your petition, use the checklist provided to insure that all requirements have been met.

- Do you have the signatures of either 51 percent of the total land owners or owners of 51 percent of the total lands within the proposed district?
- Do you have a copy of the recorded plat for the subdivision with the benefited area outlined or if the area is not within a subdivision, then do you have a legal description of the boundaries described?
- Have you supplied all the information requested on the petition?
- Have you included the name, address and telephone number of the official representative for your neighborhood?
- If on a private road do you have 100 percent of the owners willing to donate right of way?

Questions

If you have any questions about Volusia County's Special Assessment District Program, contact the Volusia County Public Works Department at (386) 736-2700, 257-6000 or 423-3300. To obtain the petition form online go to www.volusia.org.

Volusia County Public Works
123 West Indiana Avenue DeLand, Florida 32720



Special Assessment District Program



Introduction

Are you interested in seeing some improvements around the neighborhood? Whether you want a street paved, connection to central water or sewer, improved drainage, streetlights or sidewalks installed this pamphlet will guide you through the basics of Volusia County's Special Assessment District Program.

Preparing the petition

A petition must be signed by at least a majority (51 percent) of the property owners in the area involved. Petition forms are available in the Public Works Department, in the Thomas C. Kelly Administration Center, Fourth floor, 123 W. Indiana Ave., DeLand or on our Public Works website. Property owners along private roads may be subject to 100 percent participation on the petition. Please call the Public Works Department for details.

The petition must contain:

- A boundary map of the area to be improved.
- General description of improvements desired.
- Tax assessment parcel number of petitioners' property opposite their signatures.
- Name, address and telephone number of the individual who will act as official representative of the petitioners.
- A property ownership map of the benefited areas.



Submitting the petition

The completed petition should be mailed to the Volusia County Public Works Director. County staff will evaluate the petition, assist in further completion, and prepare a cost estimate.

Ordinance and preliminary assessment roll preparation

The Public Works Director will review the request and direct staff to prepare an ordinance and preliminary assessment roll. The ordinance will include the nature of the proposed improvements, the total estimated costs, and the method of payment. The roll will spell out how much each property owner is scheduled to pay for the entire project based on each tax parcel owned in the benefited area.

Public hearing on adoption of the ordinance and assessment roll

After notification, the Volusia County Council will conduct a public hearing on the proposed ordinance and assessment roll. Before the hearing, each affected property owner is notified by certified mail of the nature of the proposed improvements for each lot or parcel owned, and the date, time and place of the public hearing. At the hearing, each property owner will have a chance to comment about the project and assessment. The County Council then will adopt or reject the project by majority vote on the proposed ordinance and preliminary assessment. If the County Council adopts the assessment roll, a lien will be placed on your property for the preliminary amount.

Improvement scheduling

After adoption of the ordinance, the improvement project is scheduled in the annual work program. The work will be completed by the Public Works Department or by a private contractor. When the work begins is dependent on funding availability, securing right-of-way needs, design, permitting and scheduling.

Final assessment roll

Soon after improvements are completed, the actual cost will be determined. The Volusia County Council will adopt a final assessment roll including any changes relating to each parcel. Property owners will be notified of the proposed final amount. If the final assessment is less than 10 percent over the preliminary assessment, the County Council may approve the increase without a formal public hearing. If the final assessment exceeds the preliminary assessment by 10 percent, then property owners will receive notice of a public hearing for council to determine changes to the assessment roll. Any changes approved by the County Council will become effective upon the recording of the final assessment roll. The preliminary assessment lien will be removed from your property and a new lien placed on your property for the adopted amount.

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