

**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 landowners 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, 123 West Indiana Avenue, DeLand, Florida 32720. If you have any questions, please contact us in DeLand at 386-736-5967, in Daytona at 386-257-6067, or in New Smyrna Beach at 386-423-3874. You may also fax us at 386-822-5736.

INTERNAL USE ONLY

Engr & Const	Road & Bridge	Traffic Engineering	Water & Utilities
☐ Sidewalk	☐ Drainage	☐ Traffic Calming	☐ Sewer
☐ New Road Const	☐ Paved Street	☐ Traffic Signal	☐ Water
	☐ Street Light(s)	(Private subdivision only)	
☐ Other:			

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 Service Districts or Special Assessment 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:

(List drainage, paved roads, sewer, sidewalk, street lights, traffic calming, water, 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:

(Attach extra sheet if necessary and/or map)

Payment for Services: That a special assessment be levied against the real property within the area benefited by the service or improvements requested herein, and that this assessment be on an equitable basis to be determined by the County Council.

Designated Individual: The Official Representative of the Petitioners is:

(Provide name, address, and telephone number.)

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 shall constitute a lien upon the properties within the area benefited as provided in Chapter 110, Special Districts, Code of Ordinances of Volusia County.

Payment of assessments: Payments of assessments shall be made as provided in Chapter 110, Special Districts, Code of Ordinances of Volusia County.

Chapter 110 of the Code of Ordinances of Volusia County may be viewed online at <https://www.volusia.org> by clicking on the Government tab, then clicking on County Ordinances. You may also view Chapter 110 in the Public Works Department at 123 West Indiana Avenue, DeLand, FL 32720.

Signatures: Petitioners must be a current property owner. Renter/leasors are not qualified to sign. Signatures by husband and wife will count as one signature. The address and legal description of property owned (Lot & Block Number, Tax Parcel Number(s), or Street Address) must appear next to each property owner's name.

Printed Name	Signature	Address	Tax I.D. Number (PID)	Legal Description