

**City of Chisholm
Petition for Local Improvement**

Chisholm, Minnesota _____, 19__

To the City Council of Chisholm, Minnesota:

We, the undersigned, owners of _____¹ frontage of the real property abutting on
_____ ² between _____ and
_____, hereby petition that such street is improved
by _____
_____ ⁴

pursuant to Minnesota Statutes, Chapter 429.

Signature of Owner(s)	Description of Property
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement(s) petitioned for.

Chisholm City Clerk

¹ Include percentage of affected property, if available.

² Fill in the appropriate street along which the improvement(s) is requested.

³ Delineate the boundaries of the improvement(s), preferably between streets or addresses.

⁴ Describe the improvement(s) requested.

City of Chisholm

City Engineer's Office

Preparation of Special Assessment Project Requests

Introduction

Following is a guide that shows recommended steps to begin a special assessment project. No guarantee is made by the City of Chisholm to initiate a project when the steps contained in this guide are completed. The information, when provided, allows for quicker response to requests for special assessment projects, and prevents oversights pertinent to such projects. Special assessment procedures are generally defined by Minnesota State Statutes - Chapter 429.

Step 1

Prepare a letter requesting the improvement(s) to be made. The letter should contain the following information:

- **Identification.** Include your name, mailing address, and telephone number(s) where you can be reached.
- **Project location.** Indicate street and avenue location, and details of the requested project location; such as "north side of street in front of houses numbered 222 and 224". Sketches of the requested project area may be included for clarity.
- **Project description.** Include items to be constructed, repaired, or installed; such as paving, curb and gutter, sidewalk, or lighting.
- **Statement of need.** Indicate the reasons why you are requesting the project, including specific intended effects of the project.
- **Time frame requested.** Indicate any factors that may influence project schedule.

Step 2

Prepare a petition form, including as many signatures of affected property owners as possible. A sample petition form is enclosed for your use. Use additional sheets for over ten signatures. The petition must include a description of the improvement, and the property description (address if available) for each signing property owner. Property owned in joint tenancy should be signed by each owner. Contact the City Assessor at Chisholm City Hall for information on property ownership, if necessary.

Special Assessment Projects can be initiated in two ways. The first is by a petition submitted by property owners representing 35% or more of the affected property. In addition, if 100% of the affected property owners submit a petition, a public hearing on the project is waived. The second way is by a "City Initiation", which requires four-fifths (4/5) City Council support. It warrants noting that any petition submitted which is signed by less than 35% of the affected property owners is not sufficient to move the project forward as a Petitioned Project and, in a legal sense, the project, if constructed, will be a "City Initiated Project".

Step 3

Forward your letter and petition to the Chisholm City Clerk, City Clerk's Office, 316 West Lake Street, Chisholm, MN 55719, for authorization and forwarding to the City Council. The City Council will then be requested to act on the proposed project.

The final goal of *initiating* a project is a City Council Resolution directing the City Engineer to prepare a feasibility report on the proposed project. Special assessment projects are subject to City Council approval and scheduling after this point. A public hearing will be held on the proposed project if the City Council wishes to proceed with the work, unless all affected property owners have signed a petition requesting the project. Notification of the hearing will be sent to all parties that are subject to assessments.