

"GENERAL PROCEDURE"

REPORT RECEIVED

map or plat showing gen. nature location & extent. Preliminary plans.  
estimate of probable cost, legal, administrative & engineering. proposed year by  
year budget.

NEED:

Order creating the local improv. dist. (max. annual assessment.)  
Notice of hearing on the proposed improvement. (expl. effect & operation of assessm)  
designate the character of the assessment.

NOTICE OF PUBLIC HEARING

Post at cthse.  
within district  
mail to owners of property  
not less than 10 nor more than 20 days prior to hearing.

ENACT AN ORDER creating and describing local district, declare intent, provide method  
set a hearing not less than 20 days from date of order.

ORDER

end of hearing or within 60 days authorize improvement. If objections, (read ordinance)

INVOLVES ASSESSOR

Order levying assessments.

INVOLVES THE CLERK for record keeping

TREASURER to set up separate fund

ACCOUNTANT to set up a place in the budget, annual assessment