

General Checklist for Subordinate Service District

1. Form # 1 – **Residents** Petition for District / **Form is used by residents**
 - a. Signatures of at least 50 % of “property owners” in proposed area are required before submittal to Township Board for verification.
 - b. Area of proposed District must be identified. Map is attached.
 - c. Is usually presented at a regular board meeting / should request placement on agenda for that meeting.

2. Form # 2 – **Township Board** - Resolution calling for the Hearing
 - a. Petition must be validated for 50 % (signatures are correct)
 - b. If valid, Township Board calls for Public Hearing on the District within 30 days of verification.
 - c. Resolution is filled out calling for the Hearing
 - d. Hearing date, time and place must be stated and published / recommend twice with ten days notice prior to hearing
 - e. Recommend that Town Clerk start a project file to track costs and information received.

3. Form # 3 – **Township Board** – Notice for Public Hearing
 - a. Published in paper twice, one week apart, with final publication at least 10 days prior to hearing recommended. Affidavit of publication from paper should be obtained for project files. Map also published (clean).
 - b. Notice, along with SSD statute, should be mailed to all property owners in proposed District. Certificate of mailing is recommended for project files.
 - c. Description of area for proposed District is included in Notice of Hearing.

Hearing is held : Within 30 days of hearing, Town Board makes decision by Resolution below to approve or disapprove Subordinate Service District

4. Form # 4 – **Township Board** – Resolution establishing Subordinate Service District
 - a. Resolution identifies the following:
 - i. Description of District area or amended area
 - ii. Type of service (s) provided
 - iii. Method of financing service
 - iv. Date the District begins / or does not begin
 - b. Within 20 days of passage of resolution, publication in legal newspaper must be done. Affidavit of Publication is recommended for project files.
 - c. Required notice to all property owners in District is mailed. Certificate of mailing is recommended for project files.

5. Form # 5 – **Township Clerk** – Certification of Subordinate Service District form.
 - a. If no referendum is done within the 60 days required, the District remains in place
 - b. Township Clerk signs “Certification of Subordinate Service District” form and places it in the project files to validate that the District is now in place and has begun.

Note:

This is a checklist for everyone to use and make notes of dates when each area was completed. Most of this will also be needed for financing and other documentation as you go through the process of providing the services requested, so it should be done now as you proceed and placed in the project files for easy future reference.

You can contact me below if you have further questions about process.

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