

## SPECIAL ASSESSMENT PROGRAMS



FOR

## PUBLIC IMPROVEMENT PROJECTS

- ◆ Ornamental Street Lighting
- ◆ Curbs, Sidewalks, Driveway Approaches, Street Overlay
- ◆ Boulevard Landscaping
- ◆ Traffic Control Measures



Public Works Department  
Engineering Division  
(309) 494-8801

### ◆ What is the Special Assessment Program?

The City of Peoria's Special Assessment Program is a **legal process** governed by State Law, whereby the City of Peoria allocates part of its yearly capital improvement budget for public (neighborhood) improvement projects. The Special Assessment Program allows for **an entire block or neighborhood** to be improved *at the same time*.

In the area of local neighborhood projects, the City of Peoria's Special Assessment Program works as a partnership between the City and the neighborhood. Under this Program, a neighborhood can petition the City's Board of Local Improvements to cause a project to be built. Residents participate in the cost of the project, with their share [payable over 10 years](#).



### ◆ What is the Process?

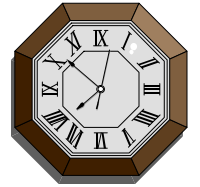
The Special Assessment Process begins with a **request from citizens**, or instructions by the Board of Local Improvements or the City Council for an improvement. [City Staff will help prepare a **Petition** for circulation by the resident in his or her neighborhood. To request a Petition to begin the process, call the City of Peoria's Engineering Division at (309) 494-8801.]

A Petition returned to the City is considered **valid** if it contains the signatures of the property owners representing a majority of the frontage on the street.

Once the Petition is deemed valid and is accepted by the Board of Local Improvements, the City will program the project in its Capital Budget.

**Timing of projects** depends upon several factors:

1. The amount of **funds allocated** annually by the City Council;
2. The **steps of the legal process**;
3. **Weather** conditions at the time of construction. *Therefore, construction typically does not occur during the same calendar year the Petition is received.*



After the City Council formally adopts the Annual Budget, the Project is authorized, and the Design Engineers begin their work on the **design of the Project**.

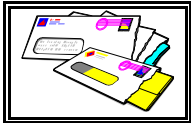
After the Engineers have completed the Construction Plans, Assessment Roll (listing affected property owners to be assessed), and an Estimate of Cost for the Project, a **Notice of Public Hearing** is mailed, at least five (5) days prior to the Hearing, to all benefiting and abutting properties affected by the improvement. **At the Public Hearing**, the Project is presented to the residents, who may ask questions concerning the extent, nature, kind and cost of the improvement and/or questions of special interest to them as to how it may affect their properties.

Upon completion of the Public Hearing, if the Board of Local Improvements approves the Project, the Board's Recommendation and an **Ordinance** are presented to the **City Council** for action.

Continuing with the legal process, once the Ordinance is adopted by the City Council it is filed with the **Circuit Clerk** at the Courthouse for processing and recording of the Assessment Roll. A notice is sent within five (5) business days after the Court filing to all property owners who will be assessed. Property owners being assessed have a certain period of time after receipt of their "**Notice of Special Assessment**" letter to file an **objection** to their assessment with the Circuit Clerk.

After **confirmation by the Court**, the Project is eligible for bids. Once the project is awarded to a qualified Contractor, it generally should begin construction within 30-45 days.

◆ **How Are Payments Handled?**



After construction begins and the **Contractor receives its first payment** for the work done, the **first Assessment Bill is sent** to affected property owners, who have the **option of paying** the

full amount of the assessment or the first installment at no interest for 60 days. After 60 days, interest is charged from the billing date. [Interest is tied to the City's bond rate and is determined at the time of the Public Hearing.] The second through tenth installments are due each succeeding year on January 2. **The assessment period is 10 years**, with interest calculated on the unpaid balance.

The **assessment is a lien** against the property, so owners are encouraged to make timely payments. Also, assessments are **not transferable** to new owners of property.

◆ **What percentages of the improvements does each party pay?**

For **new Ornamental Street Lighting Systems**, the *City of Peoria* and the *Property Owners* would each contribute **50 percent** of the cost of the improvement. For **replacement of existing ornamental systems**, the City share would increase to **75 percent**.



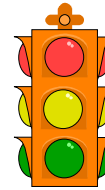
For new **Curbs, Sidewalks and Driveway Approaches**, the *City of Peoria* would contribute **80 percent** of the



applicable costs of the improvement, and the *Property Owners'* share would be the remaining **20 percent**. In addition, the **City of Peoria**

would cover **100 percent** of the cost of **resurfacing the street**.

It is also possible to use the Special Assessment process for **other improvements** such as *Boulevard Landscaping*, special *Traffic Control Measures*, or other special projects to benefit a particular area. Projects can be residential or commercial areas.



Citizens of Peoria are invited to take advantage of this exceptional program to enhance their neighborhoods today!



**For examples of neighborhood improvements** that have been made through the Special Assessment Program, **visit the following areas:**

- Hamilton Road (Northmoor to Northmoor) Sidewalk Improvement
- Vine Street (Adams to Rock Island) Sidewalk Improvement
- Randolph/Roanoke Historic District Ornamental Street Lighting Improvement

- Tobi Lane (from Teton Drive to Teton Drive) Roadway Improvement (Sidewalk, Pavement Overlay, new Storm Sewers)
- Townsend Subdivision Ornamental Street Lighting Improvement
- Heart of Peoria Sidewalk and Ornamental Street Lighting Improvement
- W. Main Street Sidewalk and Ornamental Street Lighting Improvement (University to North Street)
- Stonegate Road Sidewalk Improvement Project (North Street to Lake Avenue)
- N. Biltmore Avenue (Forrest Hill to Dead End) Ornamental Street Lighting Improvement

For further information, please contact:

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