



***Establishing a Special Assessment District (S.A.D) within  
The Village of Wolverine Lake***

You have taken upon yourself a very important task that is allowed by The Charter of the Village of Wolverine Lake and the Constitution of the State of Michigan. Without people such as yourself, the improvement of our Village and your neighborhood would never be accomplished. You have elected to hand carry petitions to your neighbors and ask the Village Council to construct an extension of utilities to your neighbors' houses. We recognize how difficult this task is, therefore, we would like to offer you some suggestions and tips.

You and your group need to precisely define the project and decide how big the S.A.D. should be. The definition can be as simple as "*The Extension of sanitary sewer on \_\_\_\_\_ Street*", or as detailed as "*The extension of sanitary sewer to serve lots 1-20 in Spring Lake Heights Subdivision*". We suggest you make the initial definition as general as possible to allow the flexibility in the final definition and size of the District. Sometimes, others wish to be added when the Village starts advertising. The bigger the S.A.D., the more signatures you need to obtain and you need at least 51% approval. Typically, the bigger the S.A.D., the lower the cost per household. The minimum size that the District can be is measured from the most remote house or lot that desires the utility to the location where the utility currently exists. This includes both sides of the road. The S.A.D. laws require each lot, that has access to the utility, to be part of the District. Once you have obtained as many signatures as possible, you should make a copy and present the originals to the Village Administration.

The Administration will request the clerk verify all the signatures (that represent the ownership of the lot), and the legal description. The engineer will also be asked to analyze the proposed project and the size of the S.A.D. He may suggest changes in the scope of work and the District's boundary to either adhere better with the master plan, or to give the S.A.D. a better chance of obtaining final approval. The Administrator will then contact you to set up a meeting to review the potential scope of work and district boundary. This meeting is also to make sure the circulating team is still interested in pursuing the project and understands any suggested changes. Assuming everything is still acceptable, the Administrator may then direct the engineer to begin the preliminary study, which will analyze the various options and costs. This study will cost each property represented on the petition up to \$150.00. If there are any questions regarding the project, the Administrator may instead decide to submit the petitions to the Village Council for its direction.

Before the Council officially accepts the project, the engineer will complete his preliminary analysis. This study will layout the details of the project including the precise route of the utility extension, the actual project size, may offer options of the type of construction (force main vs. gravity, etc.) and present the expected costs of the potential options. The Administrator may then schedule another meeting with the proposed S.A.D. participants to discuss the options prior to scheduling the first public hearing before the Village Council.

Everyone within the district will be notified of the Council meeting so that the council can hear all the pros and cons of the project. It is important that all views are represented, as council will decide whether the S.A.D. project will be officially authorized at this first public hearing meeting. If authorized, much more money will be spent engineering and bidding out the project.

Sincerely,

Village of Wolverine Lake Council