



SID Organizational Timeline

ORC Chapter 1710

(Two-petition process)

Survey and Proposal Period (Strongly recommended)

*October, Yr. 1 -
April, Yr. 2*

Survey property owners and ask if they would like to see SID proposal

- Develop summary of all comments
- Develop preliminary service plan, budget, and SID boundaries

Establish SID advisory group of owners to provide input before first petition circulated

- Draft petition
- Design and print a menu of potential services with prices for reaction by property owners when first petition is circulated

First Petition and Incorporation

May - June

Circulate first petition to create SID

- Gather information from owners about services they would like to fund
- Hire legal counsel if needed
- Draft articles of incorporation and code of regulations. Specific a method of voting.
- Identify people to serve as incorporators

June

Deliver petitions to county auditor to certify for municipal council. Allow two to three weeks for certification.

July

Deliver articles of incorporation, original petitions, and letter certifying sufficient support from county auditor to city official in charge of SID legislation. Allow at least two weeks to prepare legislation to create SID.

Secure municipal council resolution, approving SID district and articles of incorporation

Incorporate SID (Send council resolution and articles of incorporation to Ohio Secretary of State). File application with IRS for tax status and FEID.

Election of Trustees, Selection of Service Plan, and Circulation of Second Petition

<i>August</i>	Send notice to property owners about annual meeting of membership, no more than 20 days prior to meeting
<i>September</i>	<p>Hold annual meeting for members to elect a SID board.</p> <p>Have board of trustees adopt service plan and budget, specify a method of assessment, and select the period of time during which assessments will be levied.</p> <p>Submit plan to municipal council and mayor for comment (allow 60 days).</p>
<i>October/November</i>	<p>Circulate second petition, asking municipal council to levy An assessment for proposed improvements and services</p> <p>Complete petition drive. Deliver petitions to county auditor to certify petition for municipal council. Allow two to three weeks.</p>

Notice of Assessment and Adoption of Service Plan

<i>December</i>	<p>File second petition with the municipal council.</p> <p>Have council adopt a “30-day” resolution to approve the SID service plan (by non-emergency resolution)</p>
<i>January, Yr. 3</i>	<p>After 30-day legislation becomes effective, have municipal Council pass emergency legislation to declare the necessity of services proposed by the SID.</p> <p>Make sure municipal council sends formal notice to the property owners of each parcel in SID, certified mail, informing owners about the resolution of necessity, approved service plan and estimated assessment for each parcel, and allowing for “public inspection” of info.</p>

Municipality may ask SID organizers to send mailing on its behalf. **ORC 727.13**

Provide concurrent notice for owners who cannot be located by placing an ad in the local newspaper, stating that an estimated assessment is on file and available for inspection.

February/March

If any property owners object in writing to the proposed assessment, municipal council adopts ordinance to create a board of revisions to hear objections to SID **ORC 727.15, 727.16, 727.17**

March

Board of revisions meets to hear objections to SID

April

Council adopts ordinance accepting report from the board of revisions

Council adopts ordinance to proceed with SID and assess property owners **ORC 727.25**

July 1

SID officially begins

August

SID delivers list of assessments for each parcel to municipal council to certify assessments to county auditor. **ORC 727.30**

First Monday in September

Deadline for delivering certified assessments to county auditor.

December

County auditor mails assessments with property tax bills.

January, Yr. 4

First assessment payment due at auditor's office

January/February

Tax settlement completed. County auditor mails assessment to city auditor

March/April

City auditor mails first half assessment to SID