

RID OR RMD PROCEDURES

CHECK LIST

A Petition shall be presented to the Clerk and Recorder requesting that a RID or RMD be created. The petition shall contain the following information.

- 1. A description of the project.
- 2. A statement as to why the project is in the public interest or convenience.
- 3. A map of the proposed District shall be attached to the petition. The petition shall include a complete written description of the outside boundary of the proposed District and a written description of each lot or tract in the District. If the outside boundary can be determined from the description of the lots, the outside boundary description may be waived.
- 4. County Engineer will be responsible for preliminary estimates and other engineering and associated work as outlined in this policy.
- 5. Cost estimate of the proposed project certified by the County Engineer.
- 6. Cost estimate of all county administration costs, including financing costs.
- 7. Method of assessment to be used in accordance with Section 7 of this policy.
- 8. Method of financing.

- 1. Pay-back schedule of the method of financing as specified in above.
 - a. For the assessment method chosen, an estimate of the dollar amount for each individual property owner to pay his portion for expenses if paid in one payment.
 - b. For the assessment method chosen, an estimate of the dollar amount for each individual owner to pay his portion over the term of the financing.

- 9. Number of individual lots or tracts within the District shown on the official records at the Jefferson County Assessor's Records as the date the petition is first circulated for signatures.

- 10. Number of individual lots or tracts within the District with occupied dwellings upon them, no more than 30 days before the date of the petition is first circulated for signatures, certified by the county

- 11. Signatures of the owners of 60 percent of the parcels in the District as of the date that the owners sign the petition. For purposes of calculating the number of owners who have signed the petition, the Clerk and Recorder shall count as owners those who owned the parcel(s) specified at the time of signing the petition.

- 12. Each property owner's signature shall be followed by the property owner's address, date of signing the petition, and a legal description of the owner's property by reference either to the recorded plat, subdivision, deed and the geo-code number assigned to the property.

- 13. A clear statement that an additional yearly assessment shall be levied upon the District for the maintenance of the proposed improvements as required by Montana law and this policy.
- 14. A clear statement that Jefferson County, by action of the Board in creating the RID or RMD, does not assume financial responsibility for the improvements financed by the District. The District is responsible for the continued support and maintenance for the improvements, except as otherwise provided in this policy. Jefferson County will serve only to approve the necessary work and collect the assessments for the District. Jefferson County does not assume any responsibility for the continued maintenance or replacement of RID improvements at the end of the term of the financing.
- 15. A short statement that the petition is being circulated according to the Jefferson County RID or RMD Policy that is on file and available for inspection at the Jefferson County Board of Commissioners.
- 16. A clear statement that because of aggregation and subdivision of lots, the actual number of lots stated in the petition may change between the time the petition is circulated and the time the board considers the resolution of intention to create the RID or RMD, and therefore, the actual assessment per lot may be greater than or less than the amount stated in the petition and the number of lots to be assessed will be set as of the date of the resolution of intention to create the RID or RMD.

The following procedure shall be followed for the filing of a petition under this policy:

- 17. The Clerk and Recorder shall review the petition to ensure that the petition is sufficient to meet all requirements as set out in this policy, such as the written description of the District and the number of lots within the proposed District.

- 18. Before the petition may be circulated for signatures, the County Commission will be informed by the Clerk and Recorder that the petition is ready to be circulated.

□ 19. **MAP**

- A. The map attached to the petition shall clearly include and identify the following information (a cadastral map cannot be used):
 - 1. The outside boundary of the RID or RMD;
 - 2. All existing lots or tracts within the boundaries of the proposed District identified by appropriate boundary lines;
 - 3. All existing road and rights-of-way shall be delineated; and
 - 4. The location and extent of the proposed improvements.

- B. A map will be deemed sufficient by the County if it meets the following criteria:
 - 1. A land owner within the proposed District can identify his particular property within the boundary of the District; and
 - 2. A property owner can identify how and where the Improvements requested will affect his property .

