

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS

Engineering Division



TO: Petition Form Recipients
FROM: City Engineer
SUBJECT: Improvement Petitions

Attached is the form to petition for improvements to your street. Improvement petitions, signed by adjacent property owners, are one of the tools used to prioritize the City's proposed construction program.

When a petition is received, it is placed on the City Council Agenda with a resolution directing the City Engineer to prepare a report that identifies proposed improvements, an estimate of the total project cost, and an estimate of special assessments to each parcel. The report is completed and a Public Hearing is held during the winter following the receipt of the petition.

The proposed project may include items not included in the petition. For example, the petition may be to repave a specific street, however replacement of the sewer may be included in the proposed project if the condition of the sewer main indicates that it should be replaced. Sidewalk may also be included in the proposed project, even if it is not included in the petition. The City Ordinances provide direction for where sidewalks shall be constructed. The Ordinances also provide provisions to defer sidewalk construction in some locations. The City Council retains the authority to review any sidewalk proposal and defer construction whenever it is deemed necessary and desirable.

Petitions must be received by October 1 of the current year to be included in the Report of the City Engineer for the following year.

Please call (715) 839-4934 with any questions.

Completed petition forms should be sent to the City Clerk's office.

