

MEMORANDUM
ENGINEERING DEPARTMENT



TO: Petition Form Recipient

FROM: Engineering Director – City Engineer

SUBJECT: Street Improvement Petition

Attached is the form to petition for improvements to your street. A Street Improvement Petition form **signed by greater than 50% of adjacent property owners** is one of the tools used to prioritize the City’s proposed construction program. Completed petitions should be returned to the Engineering Department.

When a petition with the required signatures as indicated above 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. This report is submitted to the City Council who will then adopt a Preliminary Resolution scheduling a public hearing to receive comments on the proposed improvements. Following the project’s public hearing, the City Council considers a Final Resolution, which approves the levying of special assessments for the work and authorizes construction to proceed.

The proposed project may include items not indicated on the petition. For example, a petition may indicate a request 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 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 City 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 deemed necessary and desirable.

To be included in the Report of the City Engineer for the following year, all petitions must be received and accepted by October 1st of the current year.

Please contact the Engineering Department at 715-839-4934 with any questions.



CITY OF
**EAU
CLAIRE**

STREET IMPROVEMENT PETITION FOR:

- Sewer Main
- Curb & Gutter
- Water Main
- Bituminous Paving
- Grading & Graveling
- Other: _____
- Sidewalk

**To the City Council
of the City of
Eau Claire, Wisconsin.**

We, the undersigned property owners on the following named street(s) do hereby respectfully request the improvement(s) be constructed.*

On: _____

From: _____ **To:** _____

in the City of Eau Claire, Wisconsin.

Printed Name & Parcel Address	Signature	Other Contact Information <small>(mailing address/email/phone number)</small>

**For the petition to be accepted, greater than 50% of adjacent property owners' signatures must be present on this form.*

Return completed petition form to the Engineering Department in City Hall at 203. S. Farwell Street, Eau Claire, WI 54701.