Road Special Assessment Process

Summary
Interested property owners looking to improve their roads can do so through a special assessment. The process is initiated by submitting a petition with 67% of the neighborhood backing the project. Ultimately, the project is brought in front of the Board of County Commissioners and they will make the final decision on whether the project will be approved. After construction is completed, the cost is divided up amongst the benefiting property owners and paid on their annual property tax bill.

Process
1. A petition is submitted from 67% or more of the benefiting property owners requesting that their road be paved. The petition is showing that the majority of the neighborhood supports the project and would like more information. Please submit the petition to:

   Manatee County
   Public Works Department or email: kaleena.otero@mymanatee.org
   Attn: Sr. Assessment Coordinator
   1022 26th Ave E
   Bradenton, FL 34208

2. Once the petition has been submitted and verified, a road paving estimate is obtained. The cost per parcel will then be calculated. Assessments are based on 50% front footage and 50% acreage.

3. A public information meeting is scheduled with the property owners. The estimate, method of calculating the assessment, and cost to the property owners will be discussed at this time. Staff will be present to further explain the process and to answer any questions you may have regarding the proposed project.

4. After the public information meeting is held, a postcard poll is conducted. The purpose of the postcard poll is to enable each property owner to register whether they are in favor of or opposed to the proposed project.

5. If 67% or more of the property owners vote yes to the project in the poll, the first public hearing with the Board of County Commissioners is scheduled. Staff will set a “Not to Exceed” road assessment based on the estimate and notices will be sent to property owners 20 days prior to the hearing. The Board makes the final decision; if they approve then the project will be constructed.

6. After construction is complete, a second Public Hearing will be held prior to August 1st. Property owners will be notified of their assessments which will be based on the actual cost of construction. You will have 30 days to pay your assessment without interest. If it
is not paid in the 30 day period, the assessment will automatically be placed on the tax bill for (15) years at the current rate of interest, which is 5%. However, these assessments can be paid off at any time within the 15 year period. Assessments are also assumable by new buyers.

Please Note: If we do not obtain 67% in favor during the postcard poll or if the Board of County Commissioners denies the project at the first public hearing, a letter will be sent to the property owners stating that the County will not be proceeding with the project at this time. If you wish to begin the process again, a new petition will be required.

If you would like further information, please contact the Sr. Assessment Coordinator at (941) 708-7450 x 7334.