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## Water and Sanitary Local Improvement Petition Procedure

Residents may request consideration for a watermain or sanitary sewer extension by requesting a Local Improvement project. Local improvement projects follow a petition-based process in accordance with the Ontario Municipal Act, 2001 and its regulations (including O.Reg 586/06). If approved, the total project costs including administration, engineering design, and construction costs are shared by all property owners who benefit from the project.

Residents can submit a written request to the Chatham-Kent Public Utilities Commission (CK PUC) for consideration of the extension. If CK PUC determines it qualifies as a Local Improvement, CK PUC will provide a Survey of Interest form to the Lead Petitioner for circulation to the residents in the project area. Property owners must include their full names, 911 Addresses, Lot & Concession or Roll Numbers, and signature for all properties they own in the area.

CK PUC requires at least two-thirds of the benefitting property owners for the project area to sign the Survey of Interest form before it will be considered. The completed form will be used to determine the project boundaries and properties involved. CK PUC will determine the project limits based on the system design requirements and overall cost benefits. As such, the project may go beyond the route considered by the residents. Feasibility will be determined by CK PUC. If a project is determined not to be feasible or not to qualify as a Local Improvement, the property owners will be notified in writing.

Once the preliminary design review is complete and if the project is feasible as a Local Improvement, CK PUC will send a Property Owner Package to all affected property owners by mail. The Property Owner Package will include the project details and an estimate of the property owner cost sharing amounts. The Lead Petitioner will be provided a Petition Form for circulation to the benefitting property owners within the petitioned area to sign. A sufficiently signed petition must be returned to the CK Clerk by the Lead Petitioner within 6 months and requires two-thirds (66.7%) of the property owners to sign representing one half (50%) of the value of the lots.

If the Petition is determined to be sufficient, the project will be presented at the next monthly Commission meeting for Commission's consideration to refer the project to Council for approval. The affected property owners will be notified that a sufficient petition has been received. The project will then be presented to Council for approval of the project and the preliminary Local Improvement Bylaw. The costs will be based upon the preliminary estimate.

In the event a majority of owners representing at least one half of the value of lots do not agree to undertaking the work as a local improvement, they can submit a formal Petition within 30 days to prevent the works for a period of two years.

Actual costs are subject to change based upon detailed design, tendering, and construction. Upon project completion, the actual project costs will be totaled, and the final property assessments will be determined. Property owners will be given notice of the final charge to be imposed under a Council

approved Assessment Bylaw. Once the Bylaw is approved by Council, residents will be sent a Notice of Special Assessment letter by the Chatham-Kent Tax department with the final assessment costs. It will include the option of paying a lump sum cost or to debenture it on their property taxes over 5, 10, or 15 years with interest applied.

If you require more information about the Local Improvement petition process, please call 519-360-1998, email [ckpuc@chatham-kent.ca](mailto:ckpuc@chatham-kent.ca) or stop in at the CK PUC office at 325 Grand Ave East, Chatham.