



## PERMANENT ROAD DIVISION FEE DEFERMENT AND SET UP PROCEDURES

***I'd like to set up a Permanent Road Division Zone of Benefit so that my neighborhood can get some much-needed road repairs. Where do I start?***

Ask your neighbors! To proceed with any special district, you'll need some degree of organization. Chat with your neighbors and come up with a basic plan that includes:

- Where do you want the boundaries of your district to be located?
- What roads will be included?
- What services do you want to include?

(Permanent Road Divisions are limited in their services to items that involve the road—but they CAN include, vegetation removal alongside the road (usually 5' from edge of pavement), shoulder repair, overside drain cleaning, pothole repair, road resurfacing, snowplowing or even a complete rebuilding of the road if that is what you want the district to do and are willing to fund the work.)

Now that you have a better idea of what you want to do...Circulate the petition of interest and see if you can get signatures from a majority of the people in the area you want to include. At this point, there is NO commitment, but you will know better if anyone is serious or just humoring you.

Once you have the petition, present it to Special Districts Administration at the Tuolumne County Public Works Department. We'll do some basic research to see if your boundaries sound reasonable and make sure there isn't an entity already in place or limitations restricting properties that could be included (or charged) for a road maintenance district. A meeting can be arranged with your neighborhood at this point to discuss options.

Now you have an idea of the boundaries and what services you want...it's time to figure out how much this could cost. An Engineer's Report must be prepared covering a 20-year period that includes the services you wish the district to provide. A Registered Civil Engineer would prepare a report that would provide a timeline of activities and the estimated costs of each so that monies could be collected through a special line item on Property Tax bills to pay for it. Since the County would be administering the program, costs would include administrative charges and work done at Prevailing Wage rates.

Once the yearly \$ that would need to be collected is calculated, schedule a formal meeting with the people who would be affected. This group could include a variety of people.

If there are over 10 registered voters in your proposed district—the registered voters would be the decision makers in any PRD setup/special tax vote.

If there are less than 10 registered voters in the proposed district—the property owners would be the decision makers.

To set up your district, there would be some set-up fees. Some of the fee components are based on the number of parcels and amount of roadway. But there is good news...if your neighborhood is willing to come up with a non-refundable \$1500 deposit, the Tuolumne County Board of Supervisors is willing to consider fee deferral on a case by case basis (with the deferred fees to be collected, distributed evenly to all parcels along with the first year's special tax collection).

So, your neighbors like all this so far, they've come up with boundaries, a plan of activities to fund & are even planning a bake sale\* to come up with the \$1500 deposit! (\*note: your neighborhood can come up with the \$1500 in any way they decide, it just needs to be paid before any action goes to the Board of Supervisors).

### ***What happens next?***

It's time to complete the PRD ZONE OF BENEFIT APPLICATION:

- What do you want to name your zone?
- Provide # of acres, current assessment, and value of the improvements on the property for EACH parcel that will be included in the zone. (Note: this is a state requirement, it will NOT affect the amount you will be paying into the zone fund. Since you are setting up a special tax, ALL parcels will be charged the same amount).

(This isn't a stumper! Go to the County Assessor's Office at 2 South Green Street & they can help you with this information. The amount of time it will take will depend on how many parcels you need to research. And while you are there, **have them sign a statement that the information is correct.** You will need to submit the statement with your research results/application.)

- Get signatures from at least 50% of the property owners or covering 50% of the assessed valuation of the total zone stating that they want the Zone to be created. (Note: if you are going for a deferral, you will need 75% per Board of Supervisors' policy.)
- Number of residents in the zone of benefit (please be as accurate as possible, but this can be approximate).
- A list of the roads you want to include in the zone.
- A statement indicating why you want to set up the zone.
- A statement signed by someone who is NOT a resident of your zone indicating that the property valuation information you are submitting is correct (see above).

Once your application is completed and you have \$1500 for your deposit ready...bring it into the Department of Public Works and the paperwork will officially start.

At this point:

- ✓ An account will be set up for your Zone (the \$1500 is a portion of the Set Up fee—and will be used at this point toward the required publication costs for legal notices)
- ✓ Your application will be reviewed by Public Works Staff and County Counsel to make sure it is complete and accurate

A public hearing will be set up for the Board of Supervisors to decide if the remainder of your zone set up fees will be deferred. (A legal notice or display ad will be placed in the Union Democrat **and** all parcel owners will be mailed a notice of the public hearing at least 15 days prior to the event).

***At the public hearing***

- The fees will be deferred, and we can move to the next step  
OR
- The fees will not be deferred, and the balance of the set-up fees must be paid before the next step.

***The next step:***

A date for the Public Hearing will be established to setup the zone.

A Copy of your petition AND the notice of the public hearing will be printed in the Union Democrat once a week for three consecutive weeks prior to the public hearing (now you know why the \$1500 deposit was so important).

At this public hearing: the official boundaries will be set. Should the boundaries that end up being determined differ from what you submitted—there will be more notices in the Union Democrat for 3 more weeks and hand delivered notices will be distributed to any additional territory. Once the boundaries are official, an election will be called to vote on the special tax to fund your zone. The Board of Supervisors will determine the precincts for the election and appoint three judges for each precinct to oversee the election.

Ballots will be created and mailed to:

- Registered voters (if there are over 10 registered to addresses within the zone).  
OR
- Property owners (if there are less than 10 registered voters living in the zone).

Election information will also be posted at least three places within the zone and at least one on each street within the zone. Election information will also be printed in the Union Democrat at least once a week for three weeks during the election period.

Once the election has concluded: The Board of Supervisors will verify the results and (if successful), your zone will be fully created and activated! The remainder of your set up fees will be evenly distributed among all parcels and charged along with your first year's special tax when you receive your property tax bill.

You will receive yearly updates regarding your zone in the mail each spring including a recap of work done and projected activity for the next fiscal year. You will not be asked to vote again regarding funding unless a need arises for expenditures that could not be covered with the budget. A more likely scenario is that the work will be deferred until the money needed accumulates in the account.



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