

HOW TO FORM A COUNTY SERVICE AREA

FORMATION PROCEDURES

STEP 1

Proponents must submit a request to the Special Districts Division detailing the services needed, roads for maintenance, and area boundaries, potentially including a parcel list and map.

STEP 4

The Special Districts Division calculates project costs and, if necessary, conduct a feasibility study involving surveys to local property owners and voters.

STEP 5

The Special Districts Division hosts an informational meeting to clarify project details, costs, zone formation, and address attendees' queries.

STEP 7

The proposal is brought before the Board of Supervisors at a public hearing, requesting a mailed ballot election for property related fees.

STEP 9

Upon receiving the first property tax installment, proponents are refunded their deposit and election costs.

STEP 2

A deposit based on the Board approved fee is also required (refundable only upon successful zone formation).

STEP 3

Upon receiving the information, the Special Districts Division delineates the proposed district's boundaries and drafts a parcel list for review with the proponents.

STEP 6

If the feasibility study indicates support for the Special District, the process advances, including collecting election costs refundable upon successful zone formation. A Prop 218 notice is then created and mailed out to property owners to notify them of a public hearing to discuss the property-related fee.

STEP 8

If the election passes with minimal protests, the zone is formed, and charges are added to the yearly property tax.

STEP 10

If a Capital Improvement Project (CIP) was included in the formation of the County Service Area, the project would commence.

WHAT TO KNOW

The total time necessary to form an improvement zone is 8 months to 1 year depending on the complexity of the proposal and time of the year the zone is formed. Please note, the zone must be formed by the first week of August to be on the property tax bill for the next tax year.

The Capital Improvement Project work within the newly formed zone will begin after the district formation is completed and approved by the Board of Supervisors. The work typically includes site surveys, environmental, geotechnical surveys, design, and construction as per the Public Contract Code.



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