

How Can We Form an LID in Our Neighborhood?

Step One: Getting Started

Property owners almost always initiate the LID process. The first things to do if you are considering forming an LID are to:

- Contact the Public Works Department at 503.436.1581.
- Let us know the general scope of what you would like done. This may change, but we will work with you and your neighbors to develop a project scope and provide you with the necessary petition forms.
- Talk or write to other nearby property owners to see whether they are interested in supporting the project.
- If 2/3 of the property owners within the proposed LID have signed a petition in favor (as measured by a front footage), then City staff will prepare the necessary documents for the petition to go in front of Council for consideration.

Step Two: Council Consideration of the LID

- City staff will communicate to all property owners in the proposed LID that the Council will be considering the formation of an LID. Property owners are encouraged to provide comments on the project to City Council.
- The City Council will vote whether to pass the Resolution of Intent and direct staff to write up a Public Works Director's Report.

Step Three: Project Design and the Public Works Director's Report

- City Staff will then proceed with preliminary engineering for the project. The preliminary engineering phase is a cooperative effort between property owners and City Staff.
- City Staff will prepare a Public Works Director's Report which will contain the scope of the project, preliminary design of the project, cost estimates, and recommended assessment methodology.
- Council will then vote whether or not to approve the Public Works Director's report or modify the report.
- If the majority of Council desires to continue to move forward, the Council will schedule to hold a public hearing to consider the formation of the LID.

Step Four: Council Consideration to form the LID.

- City Staff will notify all property owners of the LID formation hearing.
- All property owners will have the opportunity to remonstrate against the project.
- If there is still enough support for the project, the City Council will vote to approve the LID.

Step Five: Construction

City Staff will complete the design and bid the project out for construction.

Step Six: Assessments and Payments

In this final step, City staff issue the assessment on the project and mail out notices to all property owners on the proposed final assessment. The City Council will either approve or modify the final assessments. City Staff will mail out the final assessment and property owners will then have 30 days to either pay the City in full or sign an assessment loan contract with the City.