**[Project Name]**

**CIP No.**

**Timetable for Final Special Assessments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Date | Notes |
|  | 1. | Resolution accepting project and authorizing final payment |  | Prepared by Construction Contract Coordinator (CCC) |
|  | 2. | Certificate of Completion (submit to City Clerk within 15 days of project acceptance date in #1 above; typically dated the Council meeting following #1 above) |  | This is NOT the same as the Certificate of Completion and Final Acceptance of Contract Work prepared by the CCC |
| Consent agenda | 3. | Resolution accepting work and fixing amount to be assessed (within 15 days of filing Certificate of Completion in #2 above so, Council meeting following #2 above)  (ACCEPT WORK FIX AMT ASSESSED) |  | Cover Sheet,  Resolution |
|  | 4. | Final plat and schedule (submit to City Clerk within 30 days after Council adopts the resolution accepting work and fixing amount to be assessed, #3 above; typically submitted one week after #3, between Council meetings for steps 3 and 5) |  | Two (2) originally signed and sealed plats and schedules (electronic signatures not permitted) |
| Consent agenda | 5. | Resolution adopting and levying final schedule of assessments and providing for the payment thereof (within 10 days after filing final plat and schedule; Council meeting following #4 above)  (RES ADOPT LEVY) |  | Cover Sheet,  Resolution  Send draft Final Notice of Assessment letters to City Clerk for review at the same time as Council docs |
|  | 6. | City Clerk proceeds to certify final plat and schedule:  Publishing Date for Notice of Filing of the Final Plat and Schedule of Assessments (1st publication must be within 15 days of filing final plat and schedule in #4 above; 1st publishing date typically the first Saturday following the Council meeting in #5 above and the 2nd date is the following Saturday**)**  1st Publishing Date  2nd Publishing Date  Letters to property owners (dated Monday after 1st publishing date; before 2nd publication) |  | Notice included in Council Resolution in #5 above  Forward letter to Clerk’s office before it is copied & mailed. After approved, letters are mailed via regular US Mail (not registered) by PW Support Staff using envelopes provided to PW by the Clerk’s Office. |