

Brunswick County

Neighborhood Petition Special Assessment District

Water & Sewer Main Extension Policy

The Brunswick County Board of Commissioners has established a Neighborhood Petition Special Assessment District Process for new water distribution and sewer collection mains. This policy allows residents in existing neighborhoods to petition the board for the installation of water or sewer mains in their neighborhood. For new sewer mains, any neighborhood that will require a sewer pump station must have one hundred (100) or more parcels. Whether a neighborhood will require a sewer pump station will be determined by county staff prior to beginning a petition process.

The first step in the petition special assessment district process is for the neighborhood facilitator to meet with the county Engineering Services department. The process will be explained to the facilitator and the facilitator will determine if they would like to proceed with circulation of a petition for a special assessment district. If the facilitator decides to proceed, county staff will assist the facilitator in determining the area to be served. Engineering staff will prepare a preliminary cost estimate for design and construction of the new water and / or sewer system to estimate the total project cost and the estimated per parcel assessment. Based upon this preliminary estimate the project may, or may not, be allowed to proceed. If the petition special assessment district project can proceed a map of the proposed service area will be developed and provided to the facilitator. County staff will also determine the property owners who would be served by the project and provide the facilitator with a petition signature form listing all the parcel ID numbers, property owners, their mailing addresses as listed in the county tax rolls, and the estimated per parcel assessment that each property owner would pay.

The facilitator would be responsible for circulating the petition in the neighborhood and collecting signatures of property owners. The petition shall be returned to the Engineering Services department no later than ninety (90) days from the date it was issued by county staff to the facilitator. Residents who rent their properties from the legal owner of a parcel are not eligible to sign the petition. Only parcel owners can sign the petition. Multiple petition forms may be circulated as some property owners may not live in the neighborhood. Once the facilitator circulating the petition has obtained all the signatures, and either **yes** or **no** on the petition, the petition form(s) are to be returned to the Engineering Services department before the end of the ninety (90) day period.

Engineering Services department staff will review the petition and determine the number of property owners who have signed the petition in favor of the project. If the number of property owners who have signed the petition exceeds 50% of the property owners eligible to sign the petition Engineering Services department staff will then forward the petition to the Board of Commissioners for consideration.

Brunswick County's decision to undertake an assessment project shall not require endorsement from a majority of the property owners benefiting from said project. In determining whether to proceed with an assessment project, the Board of Commissioners will consider the needs of all property owners who are impacted by such a project and may establish a different minimum endorsement percentage for consideration of projects. However, all property owners will be assessed their proportionate share of the total cost of the project inclusive of design, permitting, and construction.

If approved, the Board of Commissioners may choose to create the petition Special Assessment District for the design and construction of the extension of water and /or sewer mains to the neighborhood.

Assessment

If the Board of Commissioners orders the water and/or sewer mains to be installed in a neighborhood, the board will create a Special Assessment District. Property owners in the Special Assessment District will be required to pay their proportionate share of the total cost of designing and constructing the water and / or sewer mains needed to provide service to their property.

Prior to establishment of the Special Assessment District, the Board of Commissioners will hold a public hearing to receive input from property owners within the Special Assessment District. Property owners within the Special Assessment District will receive a letter letting them know the date, time, and place of the public hearing.

After the public hearing the Board of Commissioners may direct the work to be done. At this point county staff will oversee the design and construction of the project. After completion of the project, and receipt of all required approvals to operate the system, each property owner will receive a letter indicating the amount of the per parcel assessment on their property and notifying them of the final public hearing. After the final public hearing the Board of Commissioners will make its final determination and the property owners will be assessed their proportionate share of the project cost.

Extension to new development will not be financed through the assessment process. If undeveloped land within an assessment area benefits from an assessment project, then such land will be assessed for the improvements. Undeveloped land through or along the construction routes of required offsite water and / or sewer line extensions may also be assessed.

IMPORTANT

The Board of Commissioners reserves the right to reject all bids and cancel the Special Assessment District project for any reason.

Upon completion of the project, property owners will be notified and a Final Assessment Roll adopted. Liens against the property will be recorded as security for the amount of the assessment. Assessments may be paid without interest at any time before the expiration of thirty (30) days from the date that notice of confirmation of the Final Assessment Roll is published. If the assessments are not paid within this time then annual installments shall bear interest at eight percent (8%) per annum per N.C.G.S 153A-200(a) unless a different interest rate is applied by direction of the Board of Commissioners. The payment period for the annual installment payment of assessments shall be three (3) years. In the event one or more payments of the assessment against a parcel of property are not made in accordance with the terms for such payment, Brunswick County may take action under the lien to collect the money due.

For property owners with existing structures, or who make application for a building permit, on their property who make application for service and pay their assessment in total within one year of the notice of confirmation of the Final Assessment Roll, the Water and / or Sewer Capital Recovery Fee will be waived. The property owner will still be required to pay the Water and / or Sewer Transmission Capital Recovery Fee. All property owners with existing structures connecting after the expiration of the one-year period will be required to pay the Water and/or Sewer Capital Recovery Fee and the Water and/or Sewer Transmission Capital Recovery Fee in effect at the time of application for service.

For low pressure sewer systems, the grinder pump station will not be included in the assessment. The cost for installing the grinder pump station shall be the rate charged by the County at the time of the application for service.

Brunswick County Public Utilities

Administration

P. O. Box 249 Bolivia, NC 28422
250 Grey Water Road NE Supply, NC
910-253-2657

Customer Service / Billing

P. O. Box 469
Bolivia, NC 28422
75 Courthouse Drive NE
910-253-2655 (option 3)

Engineering Services

P. O. Box 249
Bolivia, NC 28422
75 Courthouse Drive NE
Building I
910-253-2500