

PROCEDURES FOR PETITIONING TO CREATE A STREET LIGHTING DISTRICT

1. Obtain a map of the area to be included in the street lighting district. Maps can be obtained from the Property Appraiser's office, the Property Appraiser's website, or as provided by the utility company for the lighting design (see Item 3), once the applicant has contacted them. A district can be a platted subdivision, a series of contiguous acreage parcels or a combination of the two types.
2. Obtain an ownership edit list of all property owners in the proposed district from the Property Appraiser's office or website, which is www.polkpa.org.
3. Contact the electric utility company servicing the area and request a lighting design on a map of the desired area and annual cost estimate. The street lighting design by the electric utility company adheres to minimum lighting standards.
4. Show the district property owners the lighting plan and cost estimate and ask them to sign the petition if they favor the plan and assessment. Parcel numbers must be printed on the petition. Use the list obtained from the Property Appraiser's office to verify that the person signing the petition is the property owner. If a husband and wife jointly own the property, only one needs to sign the petition. One signature will serve as approval for all parcels listed in that name.

REMEMBER: Renters do not qualify as petitioners.

5. The petition must be approved by the number of parcel owners who represent 75 percent of the parcels in the district. The following calculations should be made to verify the petition: Count the number of parcel owners from the Property Appraiser's list and the number of parcel owners on the petition. Divide the number on the petition by the number on the Property Appraiser's list. This percentage must be greater than 75 percent. If the percentage is lower than 75 percent, you may call the County Attorney's Office to discuss the status of the petition.
6. Have a legal description prepared that describes the entire area to be included in the proposed district, and is acceptable to the Property Appraiser. (i.e., parcels 1 through 20 inclusive of Hometown Acres as recorded in Plat Book 1, page 1 of the Public records of Polk County, Florida).
7. Any areas not to be taxed in the district (retention ponds, etc.) should be noted as such in the legal description. An Engineer will review all legal descriptions. Failure to eliminate these parcels in the legal description will result in an assessment against the parcel. Once assessed, this must be paid.
8. A fee of \$300.00 is required to process the petition (**PLEASE NOTE: The petition fee will increase to \$1,250.00 for any petitions received after September 30, 2016**). It is the responsibility of the petitioners to provide the funds for this fee. The fee is not refundable if the petition fails to meet the minimum requirements, but is applicable toward subsequent submission if the original submission lacks signatures or other required information.
9. The petition package should be submitted to the Transportation Division and can be submitted in person or by mail, by June 1st. The formal petition form must have all blanks filled in and all exhibits, maps, and estimates attached. A check payable to the "Polk County Board of County Commissioners" should be attached to the petition package. The name, telephone number, and address of a representative must be provided for county staff to contact if more information is needed.

Checklist for Street Light District Petition

- _____ Obtained necessary map(s) from the Property Appraisers office, website, or utility company
- _____ Obtained an ownership edit from Property Appraiser's office
- _____ Obtained Lighting Plan and cost estimate from electric company
- _____ Signatures on petition represent 75% of the property owners in the district
- _____ A legal description has been prepared and is attached
- _____ Application fee has been collected and check is attached
- _____ A petitioner's representative has been selected
- _____ All blanks on the petition have been filled in completely

NOTE: Failure to have all necessary information could result in your petition being rejected as incomplete.