

## Preliminary Procedures for Creating a One-Time Only Infrastructure Capital Improvement Project (CIP)

Examples of Infrastructure Capital Improvement Projects:

Water	Sewer	Road Paving
Canal/Channel Dredging	Drainage	Sidewalks

**Process Steps:**

1. *Property Owners:*

- a. Identify the specific project/improvement you would like to initiate with your neighbors.
  - Use the “Project Detail” page to provide the basic scope of the project & outline any additional items that will need to be addressed.
- b. Provide a map outlining the boundaries of the proposed unit, including all properties benefiting from the improvement.
- c. Provide a list of all addresses and/or STRAP numbers of the parcels and owners of record in the proposed unit. The following agencies may be able to help locate this information:
  - Civic Association
  - Homeowner’s Association
  - Lee County Property Appraiser (phone: 239-533-6100, web: www.leepa.org)
- d. Informal Petition: A simple majority (50% plus 1) of the owners of record are required to sign an informal petition requesting Lee County provide an estimated budget for the proposed project.
  - Note: An Operation & Maintenance Unit may also be required for dredging projects. If needed, a separate petition process is required. Contact the MSTBU office for additional details.
- e. A non-refundable fee of \$5,000.00 is due at time of application. Make checks payable to Lee County BoCC.

By Mail:	In Person:
MSTBU Services Office of Management & Budget P.O. Box 398 Fort Myers, FL 33902	MSTBU Services 2115 Second Street 4 <sup>th</sup> Floor Fort Myers, FL 33901

2. *Lee County:*

- a. Prepare an estimated project cost after working with engineer consultant and financial advisors.
- b. Prepare “Formal Petition” and return to the property owners’ representative along with the tentative assessment roll (list of names/addresses) in the proposed unit.

3. *Property Owners:*

- a. Formal Petition: Submit ORIGINAL, signed, notarized formal petitions from a simple majority (50% plus 1) to Lee County within six months from the date the property owners’ representative receives the petition from Lee County.

4. *Lee County:*

- a. Board of County Commissioners holds a Public Hearing creating the Municipal Service Benefit Unit.
- b. Manage the project.