

## Preliminary Procedures for Creating an Operating & Maintenance Unit (O&M)

Ongoing street lighting or special improvement units are known as Operating & Maintenance Units (O&M). Some examples of these types of units are:

Street Lights	Landscaping/Signage	Canal/Channel Maintenance	Security
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### 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 streets benefiting from the services.
  - c. Provide a list including all addresses and/or STRAP numbers of the parcels and the 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 one) of the owners of record will need to sign the informal petition (following these instructions) requesting Lee County provide a formal petition with an estimated budget.
  - e. If a licensed engineer is necessary to determine an estimate, a non-refundable fee of \$5,000.00 is due at time of application. Contact the MSTBU office to verify if the fee is required. 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. If the request includes a large number of street lights, we will consult with LCEC or FPL to develop a lighting plan.
  - b. Prepare an estimated two (2) year budget.
  - c. Prepare “Formal Petition”, confirm the tentative tax roll (property owners’ list) for the proposed unit. and return to the property owners’ representative
3. *Property Owners:*
  - a. Formal Petition: The ORIGINAL signed, notarized formal petitions from a simple majority (50% plus one) are to be submitted to Lee County within six months from the date the property owners’ representative receives the petition from Lee County.
4. *Lee County:*
  - a. Public Hearing before the Board of County Commissioners to create the Operation & Maintenance Unit.