



## A Brief Summary – Local Maintenance Districts

**Local Maintenance Districts** are created to operate, repair, maintain and replace public improvements that are financed by special assessments against benefited properties.

### The Process

The process conforms with Chapter 7.7.1 et. seq. of the Denver City Charter. The following steps are a condensed overview of the process.

1. **THE REQUEST** - A request for proposed maintenance district is submitted to the Manager of Public Works.
2. **CITY REVIEW** The Public Works Department shall review the request which shall include:
  - Benefited Area
  - Include Improvements and Services
  - Method of Assessment
3. **ABANDON OR PROCEED** A decision is then made to abandon or proceed with the local maintenance district based on the City's review.
4. **MEETINGS** The Department may conduct one or more neighborhood meetings with the affected property owners.
5. **PETITIONS** The Department will prepare a petition for proposed maintenance. At least 35% of the owners must approve the project to continue the LMD.
6. **MANAGER OF PUBLIC WORKS** Based on the petitions, the Manager will decide if the LMD should continue.
7. **PUBLIC HEARING** The Department will mail each owner a notice of a public hearing in which they will have a chance to object to the L.M.D. After the hearing, the Manager will decide the future of the LMD based on the objections received.
8. **ORDINANCE** Following the hearing, the Manager will submit a creating ordinance to City Council for approval.
9. **ANNUAL COST** Each year a district board submits it's annual budget for the following year for the operation of the maintenance district and each property owner is notified by mail of the annual cost of the maintenance district and the amount of assessment to each owner. The notice will contain the date of a Board of Equalization to hear objections as to the amount of assessment.
10. **PAYMENT FOR L.M.D.** After the Board of Equalization, the City Council will approve an assessing ordinance. Each property owner will be mailed a notice of final assessment and given the choice of paying the full assessment at that time or paying the assessment in installments. The terms for installment payments will be contained in the notice (usually annual payments over a twelve-year period).