



## A Brief Summary – Local Improvement Districts

**Local Improvement Districts** are created to construct public improvements that are financed by special assessment against benefited properties.

### The Process

The process conforms with Chapter 7.6.1 et. seq. of the Denver City Charter. The following steps are a condensed overview of the process.

1. **THE REQUEST** - A request for proposed public improvements to be made is submitted to the Manager of Public Works.
2. **CITY REVIEW** The Public Works Department shall review the request which shall include:
  - Review of Right of Way
  - Review of Drainage
  - Review of Utilities
3. **ABANDON OR PROCEED** A decision is then made to abandon or proceed with the local improvement 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 improvements. At least 35% of the owners must approve the project to continue the LID.
6. **MANAGER OF PUBLIC WORKS** Based on the petitions, the Manager will decide if the LID 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.I.D. After the hearing, the Manager will decide the future of the LID based on the objections received.
8. **ORDINANCE** Following the hearing, the Manager will submit a creating ordinance to City Council for approval.
9. **LIEN** If the LID continues, the Manager of Revenue shall place in the records a Notice of Proposed Lien on the benefited property.
10. **L.I.D. CONSTRUCTION BID** The Department will have the improvements designed, bid, and will have a contractor construct the improvements within the LID, according to applicable public bidding laws and adopted road standards.
11. **PROJECT COST** After the construction is completed and the final cost is tabulated, each property owner is notified by mail of the final cost of the improvement 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.
12. **PAYMENT FOR L.I.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).