Getting Started
The LID process can be initiated by either the CBJ or the impacted property owners. If initiated by the property owners, the residents may submit a petition to the CBJ to create an LID. It must be signed by a majority of the property owners in the proposed area. If the CBJ Public Works & Facilities Committee (PW&FC) agrees there are sufficient signatures to warrant continuing the LID process, the CBJ Engineering Department shall prepare a preliminary project cost estimate and recommend an apportionment method. The CBJ may then send the property owners a questionnaire with a preliminary cost estimate to determine if interest in the project is still adequate. If the LID is initiated by the CBJ, a Neighborhood Meeting is conducted as described below.

Neighborhood Meeting
CBJ staff conducts a publicly advertised Neighborhood Meeting with effected local residents and the general public. Local Residents are contacted individually by mail and through advertisement in the local newspaper. The purpose of the Neighborhood Meeting is to explain the scope of the proposed project, the LID process, and the proposed method of assessment for the benefited properties.

Informal Poll of Property Owners
The informal poll of property owners is used by the Assembly's PW&FC to determine whether to proceed with the formal LID process. Poll ballots are mailed to effected property owners for their vote on forming the LID. The CBJ Engineering staff will receive the ballots and prepare a summary for the PW&FC to approve or reject proceeding with the LID.

LID is Formed
Once an LID is recommended by the PW&FC, an ordinance creating the LID is introduced to the Assembly, and the date is set for the Public Hearing on the proposed LID. Notice of the hearing is published and sent by certified mail to all involved property owners at least 30 days in advance of the Public Hearing. **During this 30 day period, property owners may file written objections to the formation of the LID.** If property owners who would contribute 50% or more of the total amount of assessments file such written objections, the LID must be canceled, unless at least eight Assembly members vote to proceed.

Construction Bids are Opened
If the low bid is within the anticipated range and no change to the assessment amounts is required, the contract is awarded and construction begins. If the low bid is higher than anticipated and the assessments need to be increased, a public notice will be published and certified mail notices will be mailed to each property owner in the LID showing the increased assessment. The property owners will have 25 days from the date of notice to file written objections. If property owners who would contribute 50% or more of the total amount of assessments file such written objections, the contract for the improvements will not be awarded and further work on the project will cease. **HOWEVER, the costs for all work to date will be considered LID costs and assessments could be made against the properties in accordance with the method described in CBJ Code 15.10 which addresses the creation of LIDs. This ordinance is available online at http://www.juneau.org/law/code/index.htm.**

After Construction is Complete
The final LID hearing is scheduled and, at least 15 days in advance of the hearing, notice is sent by certified mail and published locally. The assessment roll is certified and adopted by the Assembly, and LID assessments are recorded as liens against the property assessed.

Payment of Assessments
Each property owner can elect to pay the LID assessment either all at one time or in ten annual installments along with the regular property tax payment. If the 10 year installment plan is chosen, the interest rate for this option is set by the cost to the city and borough to finance the LID local contribution.