

Are you interested in paving your alley?

The Village of Brookfield prepared this packet to include many frequently asked questions about the the petition process, and how special assessments work.



Village of Brookfield

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VILLAGE OF BROOKFIELD ALLEY PAVING PETITION

THE **PROPERTY OWNERS OR TAXPAYER OF RECORD** LISTED BELOW REQUEST THAT THE BOARD OF TRUSTEES DIRECT ITS BOARD OF LOCAL IMPROVEMENTS TO DETERMINE THE COST TO EACH PROPERTY PROVIDING PAVEMENT AND DRAINAGE FOR THIS ALLEY.

- 1) **This request is for a cost estimate ONLY.**
- 2) **Each owner and taxpayer of record will be notified of a future informational meeting and given the opportunity to determine their interest in moving forward with the project after the costs and specifications have been explained fully.**
- 3) **No final decision will be made until after formal legal notice and a public hearing.**

CIRCULATOR'S NAME & PHONE # (please print) _____

**CIRCULATOR - - PLEASE LIST STREETS BORDERING ALLEY AND ALL ADDRESSES
BOARDING ALLEY PRIOR TO CIRCULATING PETITION.**

(LIST STREETS BORDERING ALLEY)

Property Owner Name	Property Address	Signature	Yes/No

**VILLAGE OF BROOKFIELD
SPECIAL ASSESSMENT ALLEY PAVING PROGRAM
FREQUENTLY ASKED QUESTIONS**

Summary: The Village has a program where residents can request to have their alleys improved through a Special Assessment procedure. The improvements typically consist of the installation of a concrete alley pavement, and permeable pavers to provide drainage for the alley pavement, and new concrete garage aprons from the new pavement to the existing garages. Through a Special Assessment procedure, the residents pay for the construction costs of the alley while the Village pays for the engineering and legal costs associated with the project.

How do I get the process started if my neighbors and I are interested in having our alley improved as part of this program?

The first step is to gather signatures on an Alley Paving Petition from as many neighbors as possible and then submit this to the village. Once the Village receives a petition with signatures representing over 50% of the property owners adjacent to an alley, they will have the engineer gather some basic information so that a preliminary estimate of costs for the construction of the alley can be prepared.

If we sign an Alley Paving Petition are we committed to paying for the costs of the alley?

No. The Alley Paving Petition merely represents that you are interested in receiving more information regarding the improvement of your alley. Once the engineer prepares the preliminary estimate of costs, the Village will schedule a public meeting with the residents adjacent to the alley and the Village Engineer will make a presentation describing the scope of work and providing an estimated cost per foot for properties adjacent to the alley.

How does the Village determine whether the residents want to proceed with the project after the public meeting?

After the public meeting is held, the Village will send each of the property owners a letter asking whether they wish to proceed with the project. If the total vote tabulation received is greater than 50%, the project will move forward and a public hearing will be scheduled. You will be notified by mail of the outcome of the voting as well as the date of the public hearing. If more than 50% of the respondents do not vote in favor of the project you will be notified by mail, also. We encourage everyone to respond with their decision to get an accurate count. This is the only vote that will be taken on the project.

Assuming that the Village receives a positive response to proceed with the alley paving improvements, what is the next step in the process?

The Village will authorize the Village Engineer to prepare final project plans and a final estimate of costs. Once these have been completed, the Village must hold a Public Hearing for the Special Assessment Alley Paving Project. The Village Engineer will present the scope of the improvements and the final estimate of costs at the public hearing.

After the public hearing, a person will be appointed to "Spread the Roll" for the assessment. "Spread the Roll" means that this person will determine the amount of benefit to be provided to each property and therefore also determine the proportionate amount of costs to be borne by each property.

This "Spread of the Roll" is then filed with a court in Cook County and a hearing date for the special assessment is set. The court date must be at least 30 days after the special

assessment documents are filed with the court. All affected property owners are notified of the date and location of the hearing.

How is the amount of costs to be borne by each property determined?

On alley paving projects, it is very common to base the proportionate amount of costs for each property on the amount of front footage along the street.

I have a house at the end of an alley, is there any credit given because my garage exits to the street and doesn't exit onto the alley?

In some cases in the past, these houses were given a 50% credit.

How do I make payment for the improvement?

Property owners can elect to make their payment in one lump sum or the payments can be spread out over 10 annual payments. If annual payments are made, there is an interest charge. The rate of interest has been approximately 6% in the past.

This is not added to your tax bill. Bills are sent out by the Village at the beginning of each year. The property owners make payment to the Village.

What happens if I sell my property before the 10 annual payments have been made?

If a property is sold during the payment period, then any remaining balance on the special assessment must be paid. Some sellers have included these costs in the contract purchase price for the home and have had the new home buyer pay for these costs.

Are the Special Assessment payments tax deductible?

Per IRS regulations, only the interest portion of the annual payment is tax deductible. We encourage everyone to get the advice of a tax professional.

What happens if I do not have a garage or if I have a front driveway that exits out onto the street not providing me alley access? Do I still have a vote and would I have to pay for an assessment?

The answer is Yes, to both questions. The Village wants every property owner to have a vote in the process. Additionally, there would be nothing prohibiting a resident from building a garage after the alley is completed or installing a rear garage door that provided access to the alley as well as the street. It would not be fair for the residents who paid for the alley to have someone build something afterwards and get the benefit of using the alley.

How long does the construction of the alley improvements take?

The improvements typically take approximately 6 – 8 weeks to complete. During this time, the residents will not have access to the alley for approximately 3 weeks. Parking restrictions for street sweeping are typically suspended on the streets bordering the alley while the residents do not have access to the alley.

How will my garbage be picked up while the alley is closed?

Garbage will be picked up from the street while the alley is closed. Residents will be notified by letter when they should place their garbage by the street.

What is the typical construction procedure for the alley improvements?

The project will typically include the following stages of construction.

First stage – Contractor excavates for the proposed alley pavement. Base is placed, frames and pours the alley pavement. Residents will not have access to the alley once excavation is begun. The contractor will pass out a notice to all affected properties so that residents can remove their vehicles so that they are not "trapped" in the garage.

Second stage – Once the alley pavement has been poured, the concrete must be allowed to cure and gain strength for approximately 7 days prior to putting any construction machinery on the pavement.

Third stage – Once the concrete alley pavement has achieved sufficient strength, the contractor will begin work on the replacement of concrete garage aprons and sidewalks. Once the garage aprons have been poured, the concrete must be allowed to cure and gain strength for approximately 3 days prior to allowing vehicles to travel on them. Once the garage aprons have achieved sufficient strength, the alley pavement and garage aprons will be opened to traffic and residents will have access to their garages.

Fourth stage – The contractor will restore the edges of the alley that have been disturbed by construction.