



TOWN AND VILLAGE OF HARRISON ***ENGINEERING DEPARTMENT***



Special District Formation

1. Hire engineer to complete a Feasibility Study of the area.
2. Interested parties must petition the Town Board to form a Special District. All parties must sign petition, including address and block and lot of their property.
3. Submit request to Town Board to set the date for a Public Hearing re: Formation of a Special District.
4. Following the Public Hearing, approval is received to form the Special District.
5. Submit request to the Village Board for a Public Hearing re: Bonding of costs associated with the design and installation of the proposed improvements.
6. Village Board will set the date for Public Hearing for Bonding of costs associated with the Special District.
7. Bonding approved subject to Permissive Referendum (Funding becomes available 20 days after Bonding is approved)
8. Hire engineer to complete design drawings including construction estimate.
9. Submit plans to the Engineering Department for approval.
10. Upon approval of Engineering Department, plans must be submitted to the Westchester County Department of Health for approval (if necessary).
11. Upon WCDOH approval, obtain any and all necessary permits from the Building Department, Department of Public Works and Westchester County.
12. Residents in the Special District are charged annually, as a separate assessment on their tax bill, the costs associated with the design and installation of the improvements.