

Date: _____
Project Name: _____
Special Service Area
COA # _____

To Whom It May Concern
Special Service Area
City of Aurora
Advance Requirements Needed
Prior to Initiating Process

You have been advised by either the Engineering Department or the Planning and Zoning Department of the City of Aurora that you must set up a Special Service Area in order to comply with the City's Storm Water Control Ordinance. A Special Service Area is created by State Statute and must comply with the requirements of State Law.

In order to process this request for a Special Service Area you will need to complete the following information and e-mail it to nwarren@aurora-il.org. Until we receive all of the requested information we cannot proceed with processing the Special Service Area.

Name of Project: _____

Location of Project
(In relation to city streets
and major arterial streets): _____

Zoning Classification
of Project: _____

Project # Assigned
By City:

County Where Project
Is Located:

Improvements on Site:

Current Title Owners of
Project:

Is the property annexed
to the City of Aurora:

If so Date of Annexation &
Recording # of Annexation
Plat:

Permanent Index #'s for
Project:

Name and Address of
Person(s) who paid last
year's taxes on all real
estate located within
the project:

If real estate taxes not paid
for prior year, name and
address of the owner(s) listed
on tax rolls in year prior to
last year taxes paid:

When we receive this information, we will begin processing the documents for the Special Service Area. Please be advised that because State Law allows for a sixty (60) day period after the Public Hearing for owners to file objections to the establishment of the Special Service Area, the first document we will send will be a Waiver of Objection Form to waive this sixty (60) day period. We will require that this form be executed by all the property owner(s) and received by the Law Department prior to referring the Special Service Area to Committee.

State Law also requires that Notice of the Public Hearing to Establish the Special Service Area be published once at least fifteen (15) days prior to the Public Hearing. We will publish this notice but you will be required to reimburse the City for this cost prior to finalizing the Special Service Area.

Please also be advised that the tax rate the City will use in the Special Service Area documents should the Special Service Area ever be activated is \$1.10 per hundred dollars of assessed valuation. This is a standardized amount that the City uses in all Special Service Areas and is not subject to negotiation.

Further documents that the City will require before processing are:

1. Legal Description of the Project (emailed in a word document) to nwarren@aurora-il.org .
2. Accurate site map on 8 ½ “ x 11 ” paper showing project site, interior streets and major arterial streets and the project relationship to the City of Aurora. **(The City will prepare this on your behalf)**

If you have any questions you may contact Nancy Warren at (630) 256-3060. Should you need to fax these documents, the City of Aurora Law Department fax number is (630) 256-3069.

File: SSA Requirements