

## 1. Application and Certification

- a. Staff receives an application.
- b. Clerk reviews and certifies sufficiency to Council.

- c. At least two residents named as neighborhood representatives.
- d. May include optional additional infrastructure requests.



## 2. Determination of Reasonableness

- e. Council determines reasonableness of the project.
- f. Council contracts with an engineer.

- g. Engineer reviews the project, estimates final total cost, and proposes sewer line routes.
- h. Cost of engineer is excluded from assessment.



## 3. Determination of Feasibility

- i. The engineer and Town Manager presents the findings to Council.

- j. Council determines the project is feasible. Orders the Petition Review Committee to meet.



## 4. Preliminary Approval or Denial

- k. PRC meets. Made up of the Mayor, two Councilmembers, Town Manager, Engineer, Public Works Director, and at least two neighborhood representatives.

- l. PRC reviews the project. They provide preliminary approval or denial of the project based on feasibility of the preferred sewer line route, assurance that residents understand the nature of assessments, and justification for costs to be shared by the Town.



## 5. Final Approval or Denial

- m. Town Manager presents PRC's recommendation
- n. Council makes final project approval or denial.

- o. Approval initiates the special assessment process in accordance with Article 10 160A of the NC General Statutes.