

**City of Piedmont**  
**UNDERGROUND UTILITY FORMATION POLICY**

**Policy**

Neighborhood groups wishing to form an Underground Utility District must prepare documents which conform to this policy.

**Procedure**

1. Groups interested in forming an Underground Utility District shall contact the Director of Public Works who will provide them with a packet of information describing the formation process including a cover sheet, a FAQ sheet, a sample petition, a sample reimbursement form, a sample.
2. When a Steering Committee has been formed and a survey conducted by the committee regarding the general scope of the district, the Public Works Director shall arrange a meeting between city staff, the Engineer of Work appointed by the city, and representatives of both P.G. & E. and PacBell to create a "Area Map". The map shall be prepared by the City Clerk on the Geographic Information System and shall be posted on the city's web site to inform the public regarding the scope of the proposed district.
3. The City Clerk will prepare an Official Petition for circulation and attach the map prepared in 2 above.
4. The Steering Committee shall be responsible for convening a meeting to which all homeowners in the proposed district are invited and at which time the official petition is made available for circulation. The Steering Committee shall be responsible for notifying in writing all property owners within the proposed district at least 15 days in advance of said meeting. The committee may continue to circulate the petition until persons representing a approximately 70% of the homes in a proposed district have signed and the petition has qualified for council consideration.
5. The Steering Committee or other interested parties shall execute a Reimbursement Agreement in a form prepared by the city attorney and shall provide proof of commitments sufficient to pay for initial engineering and other relevant costs as determined by the city.
6. The Steering Committee shall present all signed petitions and reimbursement forms to the City Clerk who shall verify signatures and schedule council consideration on the matter as soon as practical.
7. The city council shall consider the Area Map (and make changes as appropriate to create a tentative Boundary Map), consider approving a contract with an Engineer of Work, and consider scheduling a public hearing regarding the formation of the proposed district.

8. At the public hearing regarding the proposed Assessment District the city council will either approve the benefit assessment analysis by the Engineer of Work and order that ballots be prepared to determine continued support for the district, or shall reject the benefit analysis or make such orders as it deems appropriate. The Public Works Director has the discretion to retain an expert to review/audit the Engineer of Work's benefit assessment analysis.

Approved 2/3/2003