

LIGHTING DISTRICT PROCESS

- Submit description of defined areas to be included in the lighting district to the Franklin Township Administration Office or Fiscal Officer's Office.
- A homeowner in the defined area must obtain a petition from the Township Administration Office.
- A homeowner in the defined area circulates the petition. The petition must be signed by the owners of more than one half of the feet front of the lots and lots abutting on the streets.
- The petition must contain a legal description depicting the boundaries of the lighting district.
- File the petition with the Township Administration or Fiscal Officer's Office. The petition will be verified and if the petition does not contain property owner's signatures of at least 51% of the total square feet of lot frontage, the petition will be invalid.
- If the total of the defined area is at least 51%, the Township Administration or Fiscal Officer's Office will proceed with the process for a new lighting district.
- The Township Fiscal Officer must provide notice to the Board of Trustees that a street lighting petition has been filed.
- Within thirty (30) days of receiving notice from the Township Administrator or the Township Fiscal Officer, the Board of Trustees must hold a hearing regarding the street lighting petition.
- The Township Fiscal Officer must notify by certified mail, all homeowners effected by the lighting district and must place a notice at least two (2) weeks prior to the hearing in a newspaper in general circulation in Franklin County.
- The Board of Trustees will view the proposed district as part of the hearing process.
- If the Board of Trustees approves the lighting district, this would be accomplished by a Resolution and the Board would enter into a contract to install and maintain the street lights (if the total cost is less than twenty-five thousand dollars \$25,000.00), a contract may be entered into. If it is greater than twenty-five thousand dollars (\$25,000.00), the Board must competitively bid the contract.)
- The Board of Trustees must certify to the Franklin County Auditor the boundaries of the lighting district and a resolution must be adopted by the Board of Trustees assessing the cost of the lighting district to the benefited lots.
- After receiving the Resolution, the Franklin County Auditor will place upon the tax duplicate, two installments of the assessment for that year and each subsequent year.