



CITY OF OAK CREEK

PUBLIC WORKS PERMANENT IMPROVEMENT PETITION

We, the undersigned owners of affected properties, do hereby petition the Common Council of the City of Oak Creek to install the following public service(s) to be installed in accordance with the ordinances of the City of Oak Creek. We accept that special assessments are to be levied according to the provisions of said ordinances.

Service: \_\_\_\_\_

In: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Owners of Affected Properties

No.	Signature	Property Address	Date
1			
2			
3			
4			
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14			
15			

Completed petition is to be presented by the circulator in the office of the City Clerk and is to be signed by the circulator in the presence of a person authorized to administer oaths and notarize documents.

Affidavit of Circulator

STATE OF WISCONSIN)  
MILWAUKEE COUNTY)SS

I, \_\_\_\_\_, being duly sworn, state I reside at \_\_\_\_\_.  
(Circulator's Name) (Circulator's Address)

I personally circulated this petition paper and personally obtained each of the signatures on this paper. I know that the signers are owners of property that would be affected by the installation of public services as set out in this petition. I know that each person signed this paper with full knowledge of its contents on the date indicated opposite his or her name. I own property that would be affected by the installation of public services as set out in this petition. I am aware that falsifying this affidavit is punishable under SS 946.32 of Wisconsin Statutes.

\_\_\_\_\_  
(Circulator's Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Signature of person authorized to administer oaths: \_\_\_\_\_

My commission expires: \_\_\_\_\_ (or) is permanent: \_\_\_\_\_

Official title: \_\_\_\_\_ (or) Notary Public: \_\_\_\_\_

## EXTENSION OR INSTALLATION OF PUBLIC SERVICES REQUEST PROCEDURES

### A. Initiation by Development Agreement

Installation paid for by private party, thereby limiting the cost to the City. This process may be used to serve either existing or future development.

### B. Council Request for Service

The Mayor or Aldermen may initiate a request for service to be reviewed based on constituent input or a perceived problem area.

### C. Recommendation of Oak Creek Water and Sewer Utility

The Oak Creek Water and Sewer Utility may for purposes of operating efficiency or alleviation of a present or future problem area, recommend segments of sanitary sewer or water main for construction.

### D. Recommendation by Plumbing Inspector/City Sanitarian

Where existing septic systems have failed or are failing, the Plumbing Inspector may recommend the installation of sanitary sewer to eliminate the unsafe and unhealthful conditions.

### E. Recommendation by Engineering Division

The Engineering Division may recommend the installation of various public services where problems currently exist or in conjunction with other public works or private projects. Where necessity dictates the installation of one public service, efficiency of construction may require the installation of two or more services at the same time.

### F. Request by Petition

Property owners, as individuals or a group, may request the installation of public services by filing a petition with the City. The petition procedure is as follows.

1. A petition form shall be obtained from the Engineering Division.
2. The signed petition shall be submitted to the City Clerk for verification of the signatures.
3. The City Clerk will forward a copy of the petition to the Engineering Division.
4. The Engineering Division will prepare a preliminary cost estimate.
5. If appropriate, the preliminary cost information will be forwarded to the Oak Creek Water and Sewer Utility for review.
6. The Utility Board of Waterworks and Sewer Commissioners will make a recommendation based on the report by the Utility staff. This recommendation will be returned to the Engineering Division.
7. The Engineering Division will prepare a report to the Common Council to include design and engineering costs, estimate of installation costs, estimate of assessment costs to the City, the Utility and benefiting properties, a cost benefit analysis, a fiscal impact analysis, the recommendation of the Oak Creek Water and Sewer Utility, and the recommendation of the Engineering Division. This report will be forwarded to the City Clerk.
8. The City Clerk will place the report on the Common Council agenda for discussion and consideration as a public hearing item.
9. The Council will review the report, and the comments of concerned citizens at the public hearing, and determine what action it deems appropriate. The Council could decide that further study is needed, that installation is not required, that installation should be at some future date, or that the installation should proceed immediately.

Processing of petitions, depending on complexity, will require from two to four months from receipt of the petition to the public hearing date. The action of the Council may be immediate or it may be held for further consideration or to obtain answers to questions raised at the public hearing.

For further information or additional questions and concerns, please contact the Engineering Division at 768-6541, or in person at the Oak Creek City Hall, 8640 S. Howell Avenue.