

Preliminary Procedures for Creating an **Operating & Maintenance Unit (O&M)**

Ongoing street lighting or special improvement units are known as Operating & Maintenance Units (O&M). Some examples of these types of units are:

Street Lights	Landscaping/Signage	Canal/Channel Maintenance	Security
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Process Steps:

1. *Property Owners:*

- a. Identify the specific project/improvement you would like to initiate with your neighbors.
 - Use the "Project Detail" page to provide the basic scope of the project & outline any additional items that will need to be addressed.
- b. Provide a map outlining the boundaries of the proposed unit, including all streets benefiting from the services.
- c. Provide a list including all addresses and/or STRAP numbers of the parcels and the owners of record in the proposed unit. The following agencies may be able to help locate this information:
 - Civic Association
 - Homeowner's Association
 - Lee County Property Appraiser (phone: 239-533-6100, web: www.leepa.org)
- d. Informal Petition: A simple majority (50% plus one) of the owners of record will need to sign the informal petition (following these instructions) requesting Lee County provide a formal petition with an estimated budget.
- e. If a licensed engineer is necessary to determine an estimate, a non-refundable fee of \$5,000.00 is due at time of application. Contact the MSTBU office to verify if the fee is required. Make checks payable to Lee County BoCC.

By Mail:	In Person:
MSTBU Services Office of Management & Budget P.O. Box 398 Fort Myers, FL 33902	MSTBU Services 2115 Second Street 4 th Floor Fort Myers, FL 33901

2. *Lee County:*

- a. If the request includes a large number of street lights, we will consult with LCEC or FPL to develop a lighting plan.
- b. Prepare an estimated two (2) year budget.
- c. Prepare "Formal Petition", confirm the tentative tax roll (property owners' list) for the proposed unit. and return to the property owners' representative

3. *Property Owners:*

- a. Formal Petition: The ORIGINAL signed, notarized formal petitions from a simple majority (50% plus one) are to be submitted to Lee County within six months from the date the property owners' representative receives the petition from Lee County.

4. *Lee County:*

- a. Public Hearing before the Board of County Commissioners to create the Operation & Maintenance Unit.

Preliminary Procedures for Creating a One-Time Only Infrastructure Capital Improvement Project (CIP)

Examples of Infrastructure Capital Improvement Projects:

Water	Sewer	Road Paving
Canal/Channel Dredging	Drainage	Sidewalks

Process Steps:

1. Property Owners:

- a. Identify the specific project/improvement you would like to initiate with your neighbors.
 - Use the "Project Detail" page to provide the basic scope of the project & outline any additional items that will need to be addressed.
- b. Provide a map outlining the boundaries of the proposed unit, including all properties benefiting from the improvement.
- c. Provide a list of all addresses and/or STRAP numbers of the parcels and owners of record in the proposed unit. The following agencies may be able to help locate this information:
 - Civic Association
 - Homeowner's Association
 - Lee County Property Appraiser (phone: 239-533-6100, web: www.leepa.org)
- d. Informal Petition: A simple majority (50% plus 1) of the owners of record are required to sign an informal petition requesting Lee County provide an estimated budget for the proposed project.
 - Note: An Operation & Maintenance Unit may also be required for dredging projects. If needed, a separate petition process is required. Contact the MSTBU office for additional details.
- e. A non-refundable fee of \$5,000.00 is due at time of application. Make checks payable to Lee County BoCC.

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 2115 Second Street
 4th Floor
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2. Lee County:

- a. Prepare an estimated project cost after working with engineer consultant and financial advisors.
- b. Prepare "Formal Petition" and return to the property owners' representative along with the tentative assessment roll (list of names/addresses) in the proposed unit.

3. Property Owners:

- a. Formal Petition: Submit ORIGINAL, signed, notarized formal petitions from a simple majority (50% plus 1) to Lee County within six months from the date the property owners' representative receives the petition from Lee County.

4. Lee County:

- a. Board of County Commissioners holds a Public Hearing creating the Municipal Service Benefit Unit.
- b. Manage the project.