



## **MADISON COUNTY BUILDING & ZONING DEPARTMENT**

### **APPLICATION FOR THE ESTABLISHMENT OF A SPECIAL SERVICE AREA FOR PRIVATE CENTRAL SEWAGE SYSTEMS**

An application must be filed with the County Board Chairman of Madison County that includes, at a minimum, the following:

1. The name and legal status of the applicant.
2. The name of the Subdivision
3. The approximate number of acres in the proposed special service area.
4. The boundaries of the proposed special service area (both by legal description and by street location).
5. A list of all electors residing in the proposed area at the time of application.
6. A list of all owners of record of all taxable real estate within the boundaries of the proposed special service area. Include the names and mailing address of the owners and any individual legal description and parcel number if a portion of the special service area is individually owned.
7. A description of the special services to be provided (detailed description of the Private Central Sewage System).
8. The estimated amount of funding required (provide an estimated budget for the operation and maintenance of the Private Central Sewer System including any replacement fund).
9. The stated need and local support for the proposed special service area.
10. The application must be signed by all owners of record of all taxable real estate within the boundaries of the proposed special service area, and properly notarized.
11. A petition must be attached, signed by all owners of taxable property within the proposed special service area, indicating their support for the establishment of the special service area.

#### **PROCESS**

1. The Madison County Board permits the installation of a centralized private sewerage system in certain new subdivisions.
2. Subdivision Final plats under this system should reflect the requirements of the ordinance dealing with private sewer systems.
3. The ordinance requires the establishment of Special Service Areas (SSA) and the formalized adoption of sewer use regulations and covenants for these types of subdivisions.
4. The Final plat should include the application for the SSA and documentation that there has been a revision/amendment to the subdivision's covenants and or establishment of restrictions to reflect same. (Sample attached Exhibit C)
5. Once the application is received, the process to establish an SSA will be initiated. This process will take at least 120 days.
6. The process of approval is 1) the filing of the application; 2) An Ordinance is developed to Propose Establishment of the SSA along with the holding of a Public Hearing by the County Board and 3) An Ordinance Establishing the SSA is passed by the County Board