

Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Special Service Area  
COA # \_\_\_\_\_

**To Whom It May Concern**  
**Special Service Area**  
**City of Aurora**  
**Advance Requirements Needed**  
**Prior to Initiating Process**

You have been advised by either the Engineering Department or the Land Use and Zoning Department of the City of Aurora that you must set up a Special Service Area in order to comply with the City's Storm Water Control Ordinance. A Special Service Area is created by State Statute and must comply with the requirements of State Law.

In order to process this request for a Special Service Area you will need to complete the following information and e-mail it to [lschindel@aurora-il.org](mailto:lschindel@aurora-il.org). Until we receive all of the requested information we cannot proceed with processing the Special Service Area.

Name of Project: \_\_\_\_\_  
\_\_\_\_\_

Location of Project  
(In relation to city streets  
and major arterial streets): \_\_\_\_\_  
\_\_\_\_\_

Zoning Classification  
of Project: \_\_\_\_\_

Project # Assigned  
By City:

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County Where Project  
Is Located:

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Improvements on Site:

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Current Title Owners of  
Project:

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Is the property annexed  
to the City of Aurora:

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If so Date of Annexation &  
Recording # of Annexation  
Plat:

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Permanent Index #'s for  
Project:

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Name and Address of  
Person(s) who paid last  
year's taxes on all real  
estate located within  
the project:

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If real estate taxes not paid  
for prior year, name and  
address of the owner(s) listed  
on tax rolls in year prior to  
last year taxes paid:

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When we receive this information, we will begin processing the documents for the Special Service Area. State Law allows for a sixty (60) day period after the Public Hearing for owners to file objections to the establishment of the Special Service Area so the process to complete the establishment of the SSA can take 90 to 120 days depending on the Council cycles.

State Law also requires that Notice of the Public Hearing to Establish the Special Service Area be published once at least fifteen (15) days prior to the Public Hearing. We will publish this notice but you will be required to reimburse the City for this cost prior to finalizing the Special Service Area.

Please also be advised that the tax rate the City will use in the Special Service Area documents should the Special Service Area ever be activated is \$1.10 per hundred dollars of assessed valuation. This is a standardized amount that the City uses in all Special Service Areas and is not subject to negotiation.

Further documents that the City will require before processing are:

1. Legal Description of the Project (emailed in a word document) to [lschindel@aurora-il.org](mailto:lschindel@aurora-il.org)
2. Accurate site map on 8 ½” x 11.00” paper showing project site, interior streets and major arterial streets and the project relationship to the City of Aurora. **(The City will prepare this on your behalf)**

If you have any questions you may contact Laura Schindel at (630) 256-3060. Should you need to fax these documents, the City of Aurora Law Department fax number is (630) 256-3069.

File: SSA Requirements