

APPENDIX D

INCLUSION PROCEDURES

I. 100 PERCENT OWNER PETITION.

- A. Petitioner files his inclusion petition with the District, together with title commitment, title opinion, or owners report identifying petitioner as 100% fee owner and Inclusion Fee (see Appendix G).
- B. District provides notice of a hearing to be held on the petition by Publication.
- C. District holds a hearing on the petition. If the petition is granted (with or without conditions):
 - 1. District obtains petitioner's signature on inclusion resolution signifying petitioner's assent to the conditions of inclusion.
 - 2. District files a motion with the clerk of the Court requesting an order of inclusion.
 - 3. Court orders the property to be included, orders a certified copy of the Court's Order to be filed with the clerk and recorder of Summit County, orders the clerk and recorder of Summit County to notify the county assessor of Summit County of such inclusion and to file a certified copy of such notice with the Division.

II. 20% PERCENT TAXPAYING ELECTOR PETITION AND BOARD RESOLUTION.

- A. Petitioners file their inclusion petition with the District, together with Inclusion Fee (see Appendix G); or the Board adopts a resolution proposing an inclusion.
- B. District provides notice of a hearing to be held on the petition or on the resolution by Publication and by postcard notification.
- C. District holds a hearing on the petition or on the resolution. If the petition is granted or the resolution finally adopted (with or without conditions):
 - 1. District files a motion with the clerk of the Court requesting an election order.

2. Court directs the question of inclusion to be submitted to the Eligible Electors of the area to be included.
3. Secretary of the District gives notice of the election.
4. Election is held. If a majority of the votes cast at such election are in favor of inclusion:
 - (a) District files motion with the clerk of the Court requesting an order of inclusion.
 - (b) Court orders the property to be included, orders a certified copy of the Court's Order to be filed with the clerk and recorder of Summit County, orders the clerk and recorder of Summit County to notify the county assessor of Summit County of such inclusion and to file a certified copy of such notice with the Division.