



HIA ADMINISTRATIVE CHECKLIST

Date	Complete	Requirement
_____	<input type="checkbox"/>	Petition received by City signed by at least 65% of the Association membership.
_____	<input type="checkbox"/>	Council adopts resolution to accept petition, initiate process, and call public hearing regarding Ordinance and Fee Resolution.
_____	<input type="checkbox"/>	Public Hearing Notice published in local newspaper regarding Ordinance and Fee Resolution. (7 days prior to hearing)
_____	<input type="checkbox"/>	Notice regarding Ordinance and Fee Resolution mailed to each owner. (10 days before hearing)
_____	<input type="checkbox"/>	Public Hearing held at City Council regarding Ordinance and Fee Resolution. Ordinance may be adopted at this meeting, but must be adopted within 6 months of the hearing. Fee may not exceed amount listed in published and mailed notice.
_____	<input type="checkbox"/>	Summary of Ordinance and Fee Resolution mailed to each owner within 5 days of adoption.
_____	<input type="checkbox"/>	Ordinance filed with Commission of MN Dept. of Revenue within 30 days of adoption.
_____	<input type="checkbox"/>	Ordinance and Fee Resolution become effective 45 days after adoption, assuming no veto is received.
_____	<input type="checkbox"/>	Development Agreement approved by City Council. (After 45-day veto period or before veto period with approval contingent on a lack of veto.)
May 15, 20__	<input type="checkbox"/>	First HIA payment due

_____		Fund Disbursement Schedule if financed by G.O. Bonds
_____	<input type="checkbox"/>	Prepayment period expires (60 – 90 days after effective date of Fee Resolution).
_____	<input type="checkbox"/>	City Council authorizes Sale of Bonds (after effective date of Ordinance and Fee Resolution and execution of Development Agreement).
_____	<input type="checkbox"/>	Bond closing; proceeds available for disbursement in accordance with Development Agreement.
_____		Fund Disbursement Schedule if financed with City funds
_____	<input type="checkbox"/>	Funds available for disbursement in accordance with Development Agreement any time after effective date of Ordinance and Fee Resolution and execution of Development Agreement.