

**Williams County Township Loan Program
for Improvement Projects to be Financed by Special Assessments**

APPLICATION FORM

Completed application and all supplementary materials are due by JANUARY 15TH.
Township will be notified of date when application will be considered by the Board of
County Commissioners.

Township _____

Improvement District Name and Number (NDCC 58-18-02):

Contact Person: _____ Title: _____

Phone Number: (____) _____ Email address: _____

Project Location: _____

Project Time Frame Estimate. Start Date: _____ End Date: _____

LOAN REQUEST (Max \$250,000): \$ _____

Description and need for project and loan (Use additional sheet(s) if needed):

Estimated Itemized Project Cost (Use additional sheet(s) if needed):

	\$
	\$
	\$
	\$
	\$
Total Estimated Project Cost	\$

Does Township have, or will Township appoint, a Township Special Assessment Commission (NDCC 40-23-01)? Circle one: Yes or No

If Yes, List Names, Emails, and Phone Numbers of Township Special Assessment Commission members

1. _____
2. _____
3. _____

If No, is Township requesting permission from the Board of County Commissioners to use the County Special Assessment Commission to certify special assessments as required by NDCC Chapter 40-23 upon written terms and conditions acceptable to the County?
Circle one: Yes or No

Will there be other funding sources for the improvement project? Circle one: Yes or No

If Yes, please indicate the source and expected amount of the funds below (e.g.: Grant, Donation, Township Funds, etc.)

Type (Grant, Donation, etc.)	Source Name (e.g., Grantor, Donor)	Amount

Current Township Balance for all Funds \$ _____ as of date application

Current Township Balance for all Debts \$ _____ as of date application

Include a copy of the following with this application:

- Written Petition(s) signed by 60% of the landowners in the proposed Improvement District area in favor of the Improvement Project
- Approved Minutes from Township Meeting creating and naming the Improvement District and directing an Engineer to prepare a Report as to the general nature, purpose, and feasibility of the proposed Improvement Project and an estimate of the probable cost of the work (NDCC 58-18-04). *The 3% administration fee to be paid to Williams County must be included as a separate line item in the Engineer's estimate of the probable cost of the work*
- The Engineer Report as to general nature, purpose, and feasibility of the proposed improvement and the estimate of the probable cost of work (NDCC 58-18-04)
- Written Notice given to landowners and public notice published in Williston Herald for a Township Special Meeting to consider the Engineer's Report and findings and vote on whether to proceed with the Improvement Project (NDCC 58-18-04)

- Approved Minutes from Township Special Meeting, along with any supporting map or chart identifying each landowner, parcel identification number, and street address, and detailed results of the election at that meeting showing at least a 60% approval for proceeding with the Improvement Project, along with any written vote filed with Township clerk within 15 days of the Special Meeting (NDCC 58-18-05)
- Prior Year's Township Financial Report (Form F-66 Annual Township Financial Report)

Email: Finance@co.williams.nd.us
Mail: PO Box 2047, Williston, ND 58802-2047
In Person: 206 E. Broadway, 3rd Floor, Williston, ND

Questions? Contact Williams County Finance Department at (701) 713-3502

By signing this application, the Township certifies that the information in this application and supplemental materials are true and correct; that the Township will perform and comply with all requirements set by the applicable provisions of the North Dakota Century Code in creating a Township Improvement District, and in certifying and collecting special assessments, except as stated otherwise in an agreement between Williams County and the Township; that the Township will agree to expend and repay loan funds with special assessments per written agreement with, and subject to terms and conditions agreed to by, Williams County; and that this loan application, any loan awarded and disbursed to the Township by Williams County, and the expenditure of loan proceeds, does and shall continue to comply with applicable North Dakota law, the terms and conditions of the Williams County Township Loans Program – For Improvements to be Financed by Special Assessments – Program Summary, and the terms and conditions of the written agreement between Williams County and the Township.

 Signature, Chairman
 Township Board of Township Supervisors

 Date

Internal Use Only. Please do not write below this line

Action by Williams County Board of County Commissioners

APPROVED _____/DISAPPROVED _____

Loan Amount: \$ _____

 Signature, Chairman
 Williams County Board of County Commissioners

 Date

ATTEST:

 Beth M. Innis, Williams County Auditor

 Date