The following outlines the statutory procedural process for establishing and implementing a BID in North Carolina.

**Step 1:**
City council prepares a report which contains:
- a map of the proposed district;
- a statement showing that the services are needed in the district to a demonstrably greater extent than the rest of the city; and
- a plan for providing the proposed services in the district.

**Step 2:**
- City council files a copy of the report with the city clerk at least four weeks before holding a public hearing.
- City mails notice to each owner of property in the district at least four weeks before holding a public hearing.
Step 3:

- City prepares and publishes a notice of the public hearing at least one week before the hearing.

Step 4:

- City council holds the public hearing.

Step 5:

- City council may adopt a resolution defining and establishing the district at any time after the public hearing.
**Step 6:**

- Generally, the district becomes effective at the beginning of the fiscal year commencing after the resolution establishing the district is adopted.

- The city council may make the district effective upon its adoption if it anticipates authorizing general obligation bonds for the project (but no *ad valorem* tax may be levied for a partial fiscal year).

**Step 7:**

- City provides, maintains, or lets contracts for the services for which the residents of the district are being taxed within a reasonable time, not to exceed one year after the effective date of the district.