

**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.