Public Works
602 S Main Street
Joplin, Missouri 64801
417-624-0820
Fax #: 417-625-4738

MEMORANDUM

Date: December 15, 2025
From: Director of Public Works
Subject: Supplemental Clarification of Policy Concerning Sewer Assessment Projects

The purpose of assessment projects, as originally approved by the City Council on February 5th, 2007, in Resolution No. 2007-004, is to provide a mechanism for existing residential neighborhoods within the city limits to improve inadequate or non-existent infrastructure, bringing it up to current City standards.

Encouraging residential infill development in challenging areas helps make more efficient use of land, reduces urban sprawl, and helps revitalize underdeveloped or older neighborhoods. It also concentrates and stimulates economic growth, attracts investment, and improves housing availability.

This memorandum establishes the policy and requirements that must be met before staff may initiate the sewer assessment process.

Requirements:

1. City Limits: Any proposed project must be located within the city limits.
2. Eligible Lots: Only improvements requested on a per-lot basis for existing, legally conforming residential lots will be considered, with a minimum of two lots and maximum of five lots. This program does not apply to the development of new subdivisions. Assessment projects are undertaken only as funding is available, site conditions allow, and approved by the director of Public Works.
3. Sewer Construction: City will be responsible for all associated costs for initial sewer construction to include the following items:
   Engineering Division:
   a) Survey services for design
   b) Survey services for easement description if improvement will be located outside of existing city right-of-way.
   c) Design of sewer extension and preparation of sewer construction plans to be provided to the assessment applicant
   d) Initial construction of the sewer project
4. Sewer Assessment project applicant requirements:
   a) Provide proof of ownership of property included in project area
   b) Comply with applicable city zoning regulations
   c) Obtain all required city permits and inspections
   d) Execute sanitary sewer easement conveyance documents if required

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5. Special Tax Bill/ Invoice will be issued for applicant's costs of sewer construction.
    a. City will cover 75% of construction project costs, not to exceed $150,000
    b. Households Income Limits are set annually and derived from Housing and Urban Development annual income tables.
    c. The Builder or Homeowner makes annual special assessment payments for a period of 5 years
    d. No assessment can be longer than 5 years and the remaining assessment amount must be paid in full at the sale of the property regardless.
    e. Home construction must at least meet the average county assessed value in the census block group it is located in. An interim appraisal may be completed and used prior.

These projects apply solely to City sewer infrastructure and do not include private utilities.

Questions or comments regarding this policy should be directed through to the Assistant Director of Public Works or the Director of Operations at (417) 625-0820, ext. 1560

Frequently Asked Question on Sewer Special Assessment Projects

1. How and where will the application be made?

    Joplin City Hall, 602 South Main, 4th Floor, Public Works/Engineering

2. What details will be necessary as part of the application process.

    Proof of property ownership, description of property to be served, and improvements being requested.

3. Who will review and approve application?

    Director of Public Works or his designee.

4. Design will utilize engineering staff, but the survey will be outsourced. Will the availability of city budget funds for the survey portion be a factor in what projects can be approved?

    Yes, assessment projects are only undertaken as funding is available.

5. At what point will the project be assigned to an engineer or engineer technician to request survey data and to complete project design?

    Once the application has been accepted and approved.

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6. How long does it take for the survey and design to be completed?

   Approximately 30 days – the complexity of the design will affect the timeline.

7. Will design plans include bid item information? Will cost or construction bids need to be reviewed and approved by city staff as part of the approval process or will it be at the owner's discretion?

   Yes, City staff needs to review all plans.

8. If income assistance is applicable to the project, the requirements will be determined based on the current Housing and Urban Development guidelines

   https://www.huduser.gov/portal/datasets/il.html

9. How and when will payment be made to the contractor?

   Through the City normal payment process.

10. Will there be a time limit for the property owner to complete the improvement?

    Projects will be completed as set forth in the construction contract.

11. Will the property owner be required to make payments? Will the debt be satisfied at the time the property changes ownership?

    Yes, the property owner is required to make payments or legal action may be taken to make taxpayers whole. Yes, any outstanding balance will be collected from the seller at the time the property is sold.

13. Will there be any interest assessed?

    Yes, there is interest added if paid in installments. If it is paid off within 30 days, no interest is charged.

14. Will there be a maximum period of time that the city will wait for reimbursement?

    Yes, the maximum allowed is 5 years, or at property sale and closing if prior.