

## **New Taxing Districts Required Documents**

When a new taxing district elects to have San Joaquin County bill and collect its assessments on the property tax roll, the following documents must be submitted prior to enrollment to San Joaquin County Property Tax Roll:

- 1) The statutory authority for the assessment.
- 2) A resolution approved by the District Board specifying parcels and rate(s) or amount to be charged.
- 3) A statement of Proposition 218 compliance.
- 4) A certified Engineer's Report.
- 5) A special assessment charge agreement between the San Joaquin County and the District (Government Code Section 29304).
- 6) The District's name.
- 7) The District's contact person, telephone number and e-mail address.
- 8) The District's telephone number that will be printed on the property tax bill.

Please note that in order to arrange for a setup of a new tax code the required documents must be submitted to our office before August 1<sup>st</sup>.