

Email this completed form and required documents to: tif@wisconsin.gov

Section 1: Municipal Information							Territory Type	
Taxation district (check one)	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Co-muni code	TID number	(check one or both)	
Enter municipality →					-		<input type="checkbox"/> Add	<input type="checkbox"/> Subtract
Section 2: Legal Requirements							Dates	
Letters and public hearing notice – date sent by first class mail to administrator of all local government entities and school districts with authority to levy taxes on Tax Incremental District (TID) property							-	-
Submit to Wisconsin Department of Revenue (DOR): Letters and public hearing notice sent								
Joint Review Board (JRB) notice – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.)							-	-
Submit to DOR: Affidavit verifying newspaper publication date and copy of the actual notice								
Letters to owners of property found blighted or in need of rehabilitation – date notified, at least 15 days before the public hearing (not required for industrial, mixed-use or environmental remediation districts)							-	-
Town TIDs created under sec. 60.85, Wis. Stats. – date notified all property owners in the TID, at least 15 days before the hearing								
Submit to DOR: Letter with public hearing notice, proof sent and recipient list								
Planning Commission public hearing notice – date published, 1 notice, 7 days before hearing (Class 1)							-	-
Submit to DOR: Affidavit verifying newspaper publication date and copy of the actual notice								
Planning Commission public hearing – date of public hearing							-	-
Planning Commission resolution – date adopted							-	-
Submit to DOR: Approved Planning Commission resolution (if adopted) or meeting minutes								
Local Legislative Body resolution – date adopted (must be on or before September 30)							-	-
Submit to DOR: Approved Local Legislative Body resolution and approved amended project plan								
JRB notice (2nd) – date published, 5 days before meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.)							-	-
Submit to DOR: Affidavit verifying newspaper publication date and copy of the actual notice								
JRB resolution – date adopted (within 45 days after receiving Local Legislative Body resolution)							-	-
Town TIDs created under sec. 60.85, Wis. Stats. – date adopted (between 10-45 days after receiving the Local Legislative Body resolution)								
Submit to DOR: Approved JRB resolution								
Section 3: Retail Percentage								
Will the estimated percentage of territory devoted to retail business exceed 35% at the end of the expenditure period?								
<input type="checkbox"/> Yes, estimated retail percentage will exceed 35%. Estimated percentage is: _____ %								
<input type="checkbox"/> No, estimated retail percentage will not exceed 35%								
Section 4: Overlapping								
Are any parcels in this TID also in another TID? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," provide the overlapped TID number.								
Section 5: City or Village Annexation/Attachment of TID Parcels								
Were any parcels in this TID annexed/attached from another municipality after January 1 in the amendment year? <input type="checkbox"/> Yes <input type="checkbox"/> No								
If "Yes," provide the following information:								
Taxation district (check one)	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Co-muni code	Date – annexed/attached		
Enter municipality →					-	-	-	-
Submit to DOR: Recorded annexation ordinance and Base Value Workbook for the parcels that were annexed.								