

ENVIRONMENTAL REMEDIATION TAX INCREMENTAL DISTRICT BASE YEAR PACKET CHECKLIST

Use this checklist as a guide to assemble the items that must be submitted with the base value application.

- 1. **Equalized Value Determination Request** – (PE-606) This must be signed by the clerk. See instructions on the back of the form.
- 2. **Legal Requirements Forms** – (PE-605ER) See instructions on the bottom of the form.
- 3. **TID Parcel Lists** – Locally Assessable Property (PE-608) and TID Manufacturing Real Property List (PE-608M)

Annexed property must be reported on a separate form and indicate the town from which they are annexed. List state assessed (manufacturing) properties, but do not include values for them. See instructions on reverse side of each form.

- County Real Property Lister notified** of TID creation or amendment and which parcels are in the TID. This can be done by either the Clerk or Assessor.
- 4. **TID Base Year Personal Property List** – TID Base Year Personal Property (PE-601A) and TID Manufacturing Personal Property List (PE-608MP)

Forms are to be completed by the assessor and should only include property within the TID. Annexed personal property must be reported on a separate form and indicate the town from which they are annexed. List state assessed (manufacturing) properties, but do not include values for them. See the instructions for PE-608MP on the reverse side of the form.
- 5. **TID Final Report and Special District Supplement** – (PE-617A) Instructions are on the back of the form. At a minimum, both sections on the front of the form are to be completed. The assessor **must** sign it on the front.
- 6. **TID Statement of Assessment** – (PE-615A) The instructions are on the back of the form. The clerk **must** sign it on the back near the bottom.
- 7. **A legal description of the parcels included in the district** – It must be a “metes and bounds” type description, not just a listing of lots and blocks, that describes the district’s outer boundaries.
- 8. **Two maps of the district with the outer boundaries clearly marked and parcels numbered** – Identify the political subdivision and the number of the ER TID. A PDF may be submitted. See standards on web page. Submit a map of the district with all TID parcels numbers marked on it. It must have boundaries clearly shown and be large enough so the parcel numbers can be easily read. These numbers must be identical to those on the TID parcel lists. (Include 2 paper copies or 1 file.)
- 9. **A copy of the resolution by the governing body approving the written proposal** – Submit a copy of the governing body’s approval resolution, or other documentation of its approval.
- 10. **DNR Certification** – Submit a dated copy of the certification from the DNR of the site investigation report.
- 11. **A copy of the DNR remedial action plan approval letter and action plan** – The plan must contain the following findings:
 - Cost estimates for anticipated eligible costs;
 - a schedule for the design, implementation and construction that is needed to complete the remediation; and
 - the statement detailing the purpose and amount of the expenditures already made.

- 12. Joint Review Board (JRB) Approval** – Submit a copy of the JRB resolution approving the governing body’s written proposal, or other documentation that is approved.
- 13. A copy of the letter to other taxing jurisdictions** – Submit a copy of the letter notifying other taxing jurisdictions of the intent to recover the costs using ER TID.
- 14. A copy, signed by the chief executive officer, that an attempt has been made to recover costs from the person who caused the environmental pollution.**
- 15. The written proposal approved by the governing body** – Submit a copy of the written proposal to remediate environmental pollution on the parcel including actual and estimated costs, schedule of amount of expenditures. “Eligible costs” have been reduced by grants, sale of property or other reimbursed costs.
- 16. Tax Incremental Financing Remittance Fee** – (PA-480)

Submit a \$1,000 check **separately** to Drawer Number 93826, Milwaukee, WI 53293-0826. Make the check payable to the Wisconsin Department of Revenue. **NOTE: Do not send with your submission packet.**

All of these items should be returned before December 31 based on the year of creation (Example: Resolution 10/1/07 thru 9/30/08 due 12/31/08.) to:

Wisconsin Department of Revenue
Attn: Tax Incremental Finance, MS 6-97
PO Box 8971
Madison, WI 53708-8971

Questions about completing the forms and other items should be directed to:

- Susan Plakus (608) 261-5335
- Mary Lou Clayton (608) 266-5708
- E-mail to tif@revenue.wi.gov
- TIF web page www.revenue.wi.gov/slf/tif.html