

County (please type)
Municipality Name
CoMun Code <a href="http://revenue.wi.gov/pubs/slf/municode.pdf">http://revenue.wi.gov/pubs/slf/municode.pdf</a>
Tax Incremental District Number

# CITY/VILLAGE LEGAL REQUIREMENTS & CHECKLIST BASE YEAR

Created under Wis. Stats. s. 66.1105

SEE INSTRUCTIONS ON REVERSE SIDE

ADOPTION OF PROJECT PLAN			
	INDICATE THE DATE(S) EACH ACTIVITY WAS COMPLETED	DATE	
TID PROJECT PLAN CHECKLIST	Letter and hearing notice sent by first class mail to chief executive or administrator of all local government entities having power to levy taxes on TID property and to school districts involved (by Planning Commission). Include copies prior to public hearing publication.		
	Owners of property found blighted or in need of rehabilitation notified of finding and date of project plan hearing at least 15 days prior to date of public hearing (not required for industrial district or mixed-use development districts).		
	Hearing notice published as class 2 notice by Planning Commission. Include proof of publication (affidavit from the publishing newspaper verifying both dates including a readable photocopy of the actual notice).	Date of First Insertion	
		Date of Second Insertion	
	Public hearing held (by Planning Commission). Date should be included in planning commission resolution.		
	Project plan adopted (by Planning Commission).		
	<b>All of the following items <u>must</u> be addressed and included in the project plan [(4)(f)].</b>		
	<input type="checkbox"/> A listing of the kind, number, and location of the proposed public works or improvements within the district.		
	<input type="checkbox"/> An economic feasibility study.		
	<input type="checkbox"/> A detailed list of estimated project costs.		
<input type="checkbox"/> A description of the methods of financing and the time when such costs or monetary obligations are to be incurred.			
<input type="checkbox"/> A map showing existing uses and conditions of the real property.			
<input type="checkbox"/> A map showing proposed improvements and uses.			
<input type="checkbox"/> Proposed changes in zoning ordinances, master plan, map, building codes and city ordinances.			
<input type="checkbox"/> A list of estimated non-project costs.			
<input type="checkbox"/> A statement of a proposed method for the relocation of any displaced persons.			
<input type="checkbox"/> A statement indicating how creation of the tax incremental district promotes the orderly development of the municipality.			
<input type="checkbox"/> An opinion from the municipal attorney or of an attorney retained by the municipality advising whether the project plan is complete and complies with statute.			
Project plan adopted (by Local Legislative Body) Check if included in the resolution.			
<input type="checkbox"/> Findings that the project plan is feasible and in conformity with the master plan of the municipality (if any).			

(OVER)

**ADOPTION OF CREATION RESOLUTION**

**CREATION RESOLUTION CHECKLIST**

INDICATE THE DATE(S) EACH ACTIVITY WAS COMPLETED

**DATE**

Creation Resolution Adopted (by Legislative Body). Resolution must include the following:

- Description of approved boundaries designated (Note: Only whole parcels should be included. The TID must be contiguous. See further definitions and legal requirements in TIF Law, specifically s. 66.1105(2)(k) and 66.1105(4)(gm).
- Name assigned per s. 66.1105(4)(gm)3. and creation date established based on resolution date.
- Project plan is feasible and in conformity with the master plan.
- Findings indicating that not less than 50%, by area, of the real property within such district meets at least one of the following criteria: (1) is a "blighted area"; (2) is in need of "rehabilitation or conservation work" within the meaning of s. 66.1337(2m)(a); (3) is suitable for "industrial sites" within the meaning of s. 66.1101; and has been zoned for industrial use, or (4) suitable for mixed-use development within the meaning of s. 66.1105(2)(cm).
- Findings indicating that the improvement of such area is likely to enhance significantly the value of substantially all of the other real property in such a district.
- Findings that the project costs relate directly to eliminating blight, directly serve to rehabilitate or conserve the area, directly serve to promote industrial development, or directly serve to promote mixed-use development, consistent with the purpose for which the tax incremental district is created. (If not exclusively blighted, rehabilitation or conservation, industrial or mixed-use, declaration shall be based on predominant classification with regard to area described.)
- Findings indicate that the equalized value of taxable property of the district plus the value increment of all existing districts does not exceed 12% of the total equalized value of taxable property within the municipality.
- Declare the type of district being created as either a blighted area district, a rehabilitation or conservation district, and industrial district, or a mixed-use district based on the identification and classification of the property included within the district (indicate only one type).
- Findings indicating the percentage of territory within the tax incremental district which is estimated will be devoted to retail business at the end of the maximum expenditure period, if that estimate is over 35%.
- If district declared a mixed-use district, resolution finds that, as shown in the project plan, newly platted residential development does not exceed 35%, by area, of the real property within the district.
- If district declared a mixed-use district - resolution finds that, if costs related to newly platted residential development are part of the project plan, the development is one of the types identified in s. 66.1105(f)3.1-c (list which one in resolution and provide copy of conservation subdivision ordinance; traditional neighborhood development designation or map of housing density).
- Findings confirming that any annexed territory was not within the boundaries of the municipality on January 1, 2004, unless at least 3 years have elapsed since the territory was annexed; or municipality entered into a cooperative plan boundary agreement (s. 66.0307); or the municipality and town entered into an agreement pledging to pay the town an amount equal to the property taxes levied on the territory by the town for each of the next five years.
- Findings confirming that any real property within the district that is found suitable for industrial sites is zoned for industrial use and will remain zoned for industrial use for the life of the tax incremental district (not required for blight or rehab districts).
- Findings confirming that any property standing vacant for an entire 7-year period immediately preceding adoption of the resolution creating the district may not comprise more than 25% of the area in the district, unless the district is suitable for either industrial sites or mixed-use development and the approved project plan promotes these uses.

Approval of TID by Joint Review Board (within 30 days after receiving creation resolution). JRB approval based on criteria listed in Wis. Statutes 66.1105(4m)(3)1.a-c

**OVERLAPPING TIF DISTRICTS**

Are any parcels in this TID also in all or part of any other TIF district? .....  Yes  No  
 If "YES," indicate which TIF district(s) are overlapped. \_\_\_\_\_

**ANNEXATION OF TID PARCELS**

Were any parcels in this TID annexed from another municipality after Jan. 1 in the creation year? .....  Yes  No  
 If "YES," indicate the date of the annexation and from what municipality. \_\_\_\_\_  
 If a tax payment pledge between the town and municipality was made, include a copy of the agreement.

**INSTRUCTIONS**

Fill in the county, municipality, CoMun code and TID number located in the upper left-hand corner of the form. This form lists the necessary steps to legally create a tax incremental district. Indicate the date of each action. Also, answer the questions on OVERLAPPING TIF DISTRICTS and ANNEXATION OF TID PARCELS.