

## ENVIRONMENTAL REMEDIATION (E. R.) TIF DISTRICT CREATION GENERAL RULES

The following list shows the steps that must be taken to create an E. R.TID:

- The political subdivision develops and approves a written proposal to remediate environmental pollution on contiguous parcels of property.
- The political subdivision submits a statement that some eligible costs have been incurred; has a Department of Natural Resources (DNR) certification of the site investigation report and receives a DNR remedial action plan approval letter. When the municipal board adopts the resolution creating the E. R. TID, it must be adopted on or before September 30 for the district to be effective the previous January 1<sup>st</sup>. If it is adopted after September 30 of any given year, the district will be effective the next subsequent January 1st.
- The political subdivision convenes a Joint Review Board (JRB) to review the proposal. The JRB must meet to appoint its public member and chairperson **within 14 days** after the political subdivision approves the proposal.
- The JRB reviews the written proposal and cost statements and makes its decision to approve or deny it. The board must make its decision **no less than 10 nor more than 30 days** after receiving the proposal. The JRB must submit its decision to the political subdivision no more than 7 days after making it.
- The political subdivision sends written application to the Department of Revenue (DOR) for certification of the base value of the parcels. The application must be received by DOR **on or before December 31** in the year following the year in which the DNR certification is received.

The application must include statements that:

- a) some eligible costs have been incurred, (The statement must include details of the cost estimates and a schedule of amount of expenditures, and a DNR approved proposed remedial action plan and site investigation report.)
  - b) all taxing jurisdictions that can levy taxes on the property have been notified of the intent to recover remediation costs,
  - c) an attempt has been made to recover costs from the person who caused the environmental pollution (Must be signed by a chief executive officer.), and
  - d) "eligible costs" are reduced by any grant funds, sale of property or other reimbursed costs.
- Also all forms required by DOR must be completed and submitted by December 31st.
  - The assessor and clerk of the affected taxation district identify the parcels on the assessment roll and tax roll.
  - DOR certifies the base value to the clerk of the political subdivision.