

## TOWN TIF DISTRICTS TIMELINE FOR AMENDING PROJECT PLANS

The process for amending a Town TID project plan is very similar to creating a district. Existing Town Tax Incremental Districts (TID's) may amend their project plan in the following two situations:

1. **Project Plan Amendment**

To add projects that were not included the original project plan. This does not change the project implementation period nor the TID's maximum life.

2. **Territory Amendment**

Allows the modification of the districts boundaries **not more than once** during the 5 years after the tax incremental district is created, by adding territory to the district that is contiguous to the district and that is served by public works or improvements that were created as part of the district's project plan. **Note:** Expenditures for project costs that are incurred because of a territory amendment to a project plan may be made for not more than 2 years after the date on which the town board adopts a resolution amending the project plan.

The list below gives the general rules for amending a project plan:

1. A public hearing must be held to receive input regarding the proposed boundaries and the project plan.
2. There must be a Class 2 notice published before the public hearing, with one insertion each week for two consecutive weeks. The second insertion must be **at least 7 days** before the hearing date.
3. A copy of the notice must be sent by 1st class mail to the other taxing entities (county, school, etc.) prior to the first insertion. All owners of property identified in the town TID shall be notified of the date of hearing to be held **at least 15 days** before the hearing.
4. The Joint Review Board (JRB) holds its first meeting **within 14 days** after the hearing notice is published, but before the public hearing. The board's chairperson and public member must be selected before the public hearing.
5. The project plan amendment may be approved by the Planning Commission any time after the public hearing has been held. Project expenditures cannot begin until after the Town Board has approved the amendment.
6. There must be **at least 30 days** between the public hearing and adoption of the town amendment resolution. Deadline for adoption of the resolution is September 30th for the amendment to be effective the previous January 1.
7. The JRB decision must be made **not less than 10 days or more than 30 days** after it receives the town resolution. The JRB notifies the town of its decision within 7 days of making it.
8. All actions taken by the town in the amendment process must be completed by **September 30th** in the amendment year for the amendment to be effective the previous January 1.
9. The amendment year certification application must be sent to the Department of Revenue by **December 31st** in the creation year.
10. The assessor and clerk of the affected taxation district identify the parcels on the assessment roll and tax roll.