

Form  
**PE-605A**

## TID Project Plan and/or Allocation Amendment Legal Requirements

*(created under secs. [60.23\(32\)](#), [60.85](#), and [66.1105](#), Wis. Stats.)*

**Due date  
December 31**

Email this completed form and required documents to: [tif@wisconsin.gov](mailto:tif@wisconsin.gov)

### Important Information

- Clerk must notify the Wisconsin Department of Revenue (DOR) by email, within 60 days of adopting an amendment resolution
- Review the "Amendments" columns on the TID Checklist ([Form PE-109](#))
- TIDs created under sec. 60.85, Wis. Stats. cannot have an allocation amendment, but may have an amended project plan

Section 1: Municipal Information				Amendment Type
Taxation district <i>(check one)</i> <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Enter municipality →	County	Co-muni code	TID number	<input type="checkbox"/> Project plan only <input type="checkbox"/> Allocation and project plan
Section 2: Legal Requirements				Dates
<b>Letters and public hearing notice</b> – 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 <b>Submit to DOR:</b> Letters and public hearing notice sent				- -
<b>Joint Review Board (JRB) notice</b> – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) <b>Submit to DOR:</b> Affidavit verifying newspaper publication date and copy of the actual notice				- -
<b>Planning Commission public hearing notice</b> – date published, 1 notice, 7 days before the hearing (Class 1) <b>Submit to DOR:</b> Affidavit verifying newspaper publication date and copy of the actual notice				- -
<b>Planning Commission public hearing</b> – date of public hearing				- -
<b>Planning Commission resolution</b> – date adopted <b>Submit to DOR:</b> Approved Planning Commission resolution (if adopted) or meeting minutes				- -
<b>Local Legislative Body resolution</b> – date adopted <b>Submit to DOR:</b> Approved Local Legislative Body resolution and approved amended project plan				- -
<b>JRB notice (2nd)</b> – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec 60.85, Wis. Stats.) <b>Submit to DOR:</b> Affidavit verifying newspaper publication date and copy of the actual notice				- -
<b>JRB resolution</b> – date adopted (within 45 days after receiving Local Legislative Body resolution) <b>Town TIDs created under sec. 60.85, Wis. Stats.</b> – date adopted (between 10-45 days after receiving the Local Legislative Body resolution) <b>Submit to DOR:</b> Approved JRB resolution				- -
Section 3: Retail Percentage				
<b>Will the estimated percentage of territory devoted to retail business exceed 35% at the end of the expenditure period?</b> <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: Clerk Information				
Name	Phone (    )    -	Email		
Section 5: Individual to Contact for Information				
Name	Title			
Municipality/business name	Phone (    )    -	Email		