

Timeline for Amending Project Plans –Tax Incremental Financing (TIF)

The process for amending a Tax Incremental District (TID) project plan is similar to creating a district. One notable difference is there is no waiting period between the public hearing and the municipal resolution.

Amendment types – existing TIDs may amend its project plans using one of these amendment types:

1. Project Plan Amendment

- Add projects not included in the original project plan
- Does not change the project expenditure period or the TID's maximum life

2. Allocation Amendment

- Allows a municipality to allocate increment from one TID to another
- Can affect the length of time a donor TID remains open while sharing increments
- Donor TID's base value, expenditure period and maximum life are not affected

3. Territory Amendment

- Modifies the TID's boundaries (**no more than four times**) during its life
- Can subtract parcels from the TID as long as contiguity remains in the district
- Can add parcels to the TID that are contiguous and are served by public works, or improvements that are part of the project plan
- Assessor (local and manufacturing) and municipal clerk identify the parcels on the assessment and tax rolls

4. Base Value Redetermination Amendment

- Lowers the base value when the TID's equalized value is at least 10 percent below the current base value for two consecutive years
- Available only once in the TID's life

General rules – below are some general rules a municipality must follow when amending a project plan. For more detail on each amendment's forms and procedures, review the [TID Application checklist](#).

1. Notification – municipality must:

- Send a copy of the hearing notice by 1st class mail to the other taxing entities (ex: county, school, technical college) before the first newspaper insertion
- Publish Class 2 notices – municipality must publish before the public hearing
 - One insertion each week for two consecutive weeks
 - Second insertion must be **at least seven (7) days** before the hearing date
- Publish Class 1 notice before any Joint Review Board (JRB) meeting

2. JRB – must hold its first meeting **within 14 days** after the hearing notice is published, but before the public hearing occurs. The JRB must select the chairperson and public member before the public hearing.

3. Public hearing – must be held to receive input regarding the proposed boundaries and the project plan

4. Project plan amendment – planning commission and municipality must adopt resolutions approving the project plan amendment

5. Timeline –

- **Territory and Base Value Redetermination adoption** – must adopt by the **September 30 deadline** for the amendment to be effective the previous January 1
- **Project Plan and Allocation amendments** – must adopt by the **December 31 deadline** for the amendment to be effective the previous January 1

6. JRB decision – JRB must:

- Make a decision (adopt a resolution) within **30 days** after it receives the municipal resolution
- Notify the municipality of its decision within **seven (7) days** of making it

7. Municipal clerk – must:

- Notify the Wisconsin Department of Revenue (DOR) that it amended a project plan within **60 days** after JRB approval
- Submit the completed amendment application on or before:
 - **December 31** – based on the resolution (adopted) year for Project Plan and Allocation amendments
 - **October 31** – for Territory and Base Value Redetermination amendments (ex: resolution passed after September 30, 2013 and before October 1, 2014 must be sent by October 31, 2014)