

Tax Incremental District (TID) – Resolution Checklist

(sec. 66.1105, sec. 60.23 and sec. 60.85, Wis. Stats.)

This checklist provides resolution requirements when creating or amending a TID. If you have comments or questions, contact us at tif@wisconsin.gov.

Planning Commission Resolution Requirements		Creations		Amendments			
		City/Village (66.1105) or Town (60.23)	Town (60.85)	Territory	Project Plan	Allocation	Base Value Redetermination
<input type="checkbox"/>	Provide the proposed or amended TID name/number	X	X	X	X	X	X
<input type="checkbox"/>	Recommend TID boundaries: <ul style="list-style-type: none"> • Only include whole parcels • Must be contiguous – not connected only by railroad rights-of-way, rivers or highways • Review additional definitions and legal requirements under state law (secs. 66.1105(2)(k) and 66.1105(4)(gm)1. or secs. 60.85(1)(n) and 60.85(3)(h)1., Wis. Stats.) 	X	X	X			
	State boundaries are not changing				X	X	X
<input type="checkbox"/>	Approve the proposed project plan	X	X	X	X	X	X
Municipal Resolution Requirements		Creations		Amendments			
		City/Village (66.1105) or Town (60.23)	Town (60.85)	Territory	Project plan	Allocation	Base Value Redetermination
<input type="checkbox"/>	Designate final TID boundaries: <ul style="list-style-type: none"> • Only include whole parcels • Must be contiguous – not connected only by railroad rights-of-way, rivers or highways • Review additional definitions and legal requirements under state law (secs. 66.1105(2)(k) and 66.1105(4)(gm)1. or secs. 60.85(1)(n) and 60.85(3)(h)1., Wis. Stats.) 	X	X	X			
	State boundaries are not changing				X	X	X
<input type="checkbox"/>	Adopt the project plan – include a statement approving and adopting the TID's project plan	X	X	X	X	X	X
<input type="checkbox"/>	Name the TID – assign a name to the district for identification purposes. Name the first district created, " <i>Tax Incremental District Number One, City/Town of ____ in ____ County</i> " and assign each following district the next consecutive number.	X	X				
	Provide the TID number being amended			X	X	X	X

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<input type="checkbox"/>	<p>Establish creation date – <i>"The Common Council of the City/Village/Town of (name of municipality) hereby creates a tax increment district on (resolution date), effective January 1, (creation year)."</i></p> <p>Municipal resolution date establishes:</p> <ul style="list-style-type: none"> • Creation date – this date and the TID type determine the TID's maximum life date • Creation year – this year determines which assessment year is used to determine the base value. Assessed values are determined annually and effective January 1. The municipal assessor uses this year for parcel values in a new TID. See Creation Timeframes table, which shows the creation year based on the adopted municipal resolution date. 	X	X				
	<p>Establish amendment date – <i>"The Common Council of the City/Village/Town of (name of municipality) hereby amends tax increment district number ____, effective January 1, (amendment year)."</i></p> <p>Municipal resolution date establishes:</p> <ul style="list-style-type: none"> • Adoption date – this date determines the amendment year • Amendment year – establishes the applicable assessed values. Assessed values are determined annually and effective January 1. Municipal assessor uses this date for parcel values when adding parcels to an existing TID. 			X			X
<input type="checkbox"/>	<p>Confirm at least 50 percent (by area) of the real property within the district meets <u>one</u> of the following criteria.</p> <p>The real property is:</p> <ul style="list-style-type: none"> • A "blighted area" (sec. 66.1105(2)(ae)1, Wis. Stats.) • In need of "rehabilitation or conservation work" (sec. 66.1337(2m)(a), Wis. Stats.) • Suitable for "industrial sites" and is zoned for industrial use (sec. 66.1101, Wis. Stats.) • Suitable for "mixed-use development" (sec. 66.1105(2)(cm), Wis. Stats.) • Certified as containing significant environmental pollution through Wisconsin Department of Natural Resources' approved site investigation report (sec. 66.1105(20m)(c), Wis. Stats.) 	X		X			
<input type="checkbox"/>	<p>Declare TID type as <u>only one</u> of the following:</p> <ul style="list-style-type: none"> • Blighted area district • Rehabilitation or conservation district • Industrial district • Mixed-use district • Environmental remediation district 	X					
	Provide TID type and <u>confirm the type remains the same</u>			X			

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<input type="checkbox"/>	<p>Confirm the project costs relate directly to <u>only one</u> of the following:</p> <ul style="list-style-type: none"> • Eliminating blight • Rehabilitating or conserving the area • Promoting industrial development • Promoting mixed-use development • Remediating the environment <p>This declaration must be consistent with the majority of the TID property and TID type.</p>	X		X	X		
<input type="checkbox"/>	<p>Confirm:</p> <ul style="list-style-type: none"> • Equalized Value of the district plus the value increment of all existing districts does not exceed 12 percent of the municipality's total Equalized Value 	X		X (add)			
	<p>If declared an Environmental Remediation (ER) type TID, confirm either:</p> <ul style="list-style-type: none"> • Designated as excluded from the 12 percent limit (only applies if there is no other ER TID created under sec. 66.1105, Wis. Stats., designated as excluded from the 12 percent limit) • Designated as included in the 12 percent limit 	X		X			
	<p>Confirm the territory amendment is a subtraction and the 12 percent limit does not apply</p>			X (subtract)			
<input type="checkbox"/>	<p>Confirm improvement of the area "<u>is likely to significantly enhance</u>" all the other real property's value</p>	X	X	X	X	X	X
<input type="checkbox"/>	<p>Confirm the project plan <u>is feasible and in conformity</u> with the municipality's master plan</p>	X	X	X	X	X	X
<input type="checkbox"/>	<p>Percentage of territory within the TID devoted to retail business at the end of the expenditure period State <u>either</u>:</p> <ul style="list-style-type: none"> • Estimated percentage • Percentage is under 35 percent 	X		X	X	X	X

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<input type="checkbox"/>	<p>For any annexed parcels not within the municipality's boundaries on January 1, 2004, confirm <u>one</u> of the following:</p> <ul style="list-style-type: none"> • Three years have elapsed since the territory was annexed • Municipality has a cooperative plan boundary agreement with the town (under secs. 66.0307, or 66.0301(6), Wis. Stats.) • Municipality pledges to pay the town an amount equal to the property taxes the town levied on the parcels (at the time of annexation) for each of the next five years 	X		X			
<input type="checkbox"/>	<p>If declared an Industrial type TID, confirm the real property within the district is suitable for industrial sites:</p> <ul style="list-style-type: none"> • Is zoned for industrial use • Will remain zoned for industrial use for the life of the TID 	X		X			
<input type="checkbox"/>	<p>If declared a mixed-use type TID:</p> <ul style="list-style-type: none"> • Confirm less than 35 percent of the district is land proposed for newly platted residential development • Specify which of the following applies for newly platted residential development (sec. 66.1105(2)(f)3, Wis. Stats.): <ul style="list-style-type: none"> ○ Residential housing density is at least three units per acre ○ Residential housing is located in a conservation subdivision, as defined in sec. 66.1027(1)(a), Wis. Stats. ○ Residential housing is located in a traditional neighborhood development, as defined in sec. 66.1027(1)(c), Wis. Stats. 	X		X	X		
<input type="checkbox"/>	<p>If a Town TID (sec. 60.23(32), Wis. Stats.), confirm:</p> <ul style="list-style-type: none"> • In the year before the resolution is adopted <ul style="list-style-type: none"> ○ Town's equalized value is at least \$500 million and state value ○ Town's population is at least 3,500 and state population • Sewer service is or will be provided before use/operation of any improvements in the TID. Provide the sewer service name. 	X					
<input type="checkbox"/>	<p>Confirm <u>at least 75 percent (by area)</u> of the real property within the district will be used for a single project type listed under state law (sec. 60.85, Wis. Stats.) (agricultural, forestry, manufacturing, tourism)</p>		X				
<input type="checkbox"/>	<p>State the district's project costs are limited to those specified in sec. 60.85(2)(b), Wis. Stats., and <u>directly promote</u> agriculture, forestry, manufacturing, or tourism development</p>		X				

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<input type="checkbox"/>	<ul style="list-style-type: none"> • Declare the district will be <u>one</u> of these project types: <ul style="list-style-type: none"> ○ <u>Agricultural</u> – crop production, animal production, support agriculture activities, support animal production activities, and/or farm product refrigerated warehousing and storage ○ <u>Forestry</u> – forestry and logging, and/or support forestry activities ○ <u>Manufacturing</u> – animal slaughtering and processing, wood product manufacturing, paper manufacturing, and/or ethyl alcohol manufacturing ○ <u>Tourism</u> – recreational and vacation camps, recreational vehicle parks and campgrounds, racetracks, dairy product stores, and/or public golf courses • Identify the North American Industry Classification System (1997 edition) industry number for each project (Eligible Projects for a Town TID) 		X				
<input type="checkbox"/>	<p>State <u>either</u> – the Equalized Value of the district plus:</p> <ul style="list-style-type: none"> • Equalized Value of all existing districts does not exceed 7 percent of the town's total Equalized Value • The value increment of all existing districts does not exceed 5 percent of the town's total Equalized Value 		X	X (60.85 only)			
<input type="checkbox"/>	<p>If declared manufacturing type TID, confirm any real property within the district intended for a manufacturing project is:</p> <ul style="list-style-type: none"> • Zoned for industrial use • Will remain zoned for industrial use for the life of the TID 		X	X (60.85 only)			
<input type="checkbox"/>	<p>Confirm the <u>allocation type by law section</u>:</p> <ul style="list-style-type: none"> • Recipient is <u>Distressed or Severely Distressed</u> sec. 66.1105(4e)(d), Wis. Stats. • <u>Recipient TID</u> is one of the types in sec. 66.1105(6)(f)2, Wis. Stats. • <u>Donor TID is an ER TID</u> and recipient type is in sec. 66.1106(2)(c), Wis. Stats. <p>See the Allocation Fact Sheet for more details on available allocation types.</p>				X		
<input type="checkbox"/>	Confirm the <u>donor and recipient TID have the same overlying taxing jurisdictions</u>					X	
<input type="checkbox"/>	<p>Confirm <u>both</u> – the donor TID has sufficient:</p> <ul style="list-style-type: none"> • <u>Revenue</u> to pay all current project costs • <u>Surplus</u> to pay eligible costs of the recipient TID 					X	
<input type="checkbox"/>	Specify an amount allocated to the recipient TID					X	

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<input type="checkbox"/>	Confirm the TID meets the <u>decrement criteria</u> . Show that the TID's two prior years equalized values are 10 percent below the base value.						X
Joint Review Board Resolution Requirements		Creations		Amendments			
		City/Village (66.1105) or Town (60.23)	Town (60.85)	Territory	Project Plan	Allocation	Base Value Redetermination
<input type="checkbox"/>	Provide the TID name/number	X	X	X	X	X	X
<input type="checkbox"/>	Approve the Municipal TID Creation/Amendment Resolution	X	X	X	X	X	X
<input type="checkbox"/>	Confirm the proposal meets <u>three criteria</u> (secs. 66.1105(4m)(c), and 60.85(4)(c), Wis. Stats.): 1. Development would not occur without the TID creation or amendment 2. Economic benefits are sufficient to compensate for the cost 3. Benefits outweigh the anticipated tax increments to be paid by the district's property owners	X	X	X	X	X	X
<input type="checkbox"/>	Confirm the proposal's costs meet the project type limitations in sec. 60.85(2)(b) , Wis. Stats.		X	X (60.85 only)			