

Email this completed form and required documents to: 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	County	Co-muni code	TID number	<input type="checkbox"/> Project plan only
Enter municipality →					-		<input type="checkbox"/> Allocation and project plan

Section 2: Legal Requirements	Dates
<p>Letters and hearing notice – 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</p> <p>Submit to DOR: Copy of letters and hearing notice sent</p>	- -
<p>Joint Review Board (JRB) notice – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.)</p> <p>Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice</p>	- -
<p>Planning Commission hearing notice – date published, 1 notice, 7 days before the hearing (Class 1)</p> <p>Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice</p>	- -
<p>Planning Commission public hearing – date of public hearing</p>	- -
<p>Planning Commission resolution – date adopted</p> <p>Submit to DOR: Copy of approved Planning Commission resolution or meeting minutes</p>	- -
<p>Local Legislative Body resolution – date adopted</p> <p>Submit to DOR: Copy of approved Local Legislative Body resolution and approved amended project plan</p>	- -
<p>JRB notice (2nd) – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec 60.85, Wis. Stats.)</p> <p>Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice</p>	- -
<p>JRB resolution – date adopted (within 45 days after receiving Local Legislative Body resolution)</p> <p>For towns – date adopted (between 10-45 days after receiving the Local Legislative Body resolution)</p> <p>Submit to DOR: Copy of approved JRB resolution</p>	- -

Section 3: Retail Percentage

Will the estimated percentage of territory devoted to retail business exceed 35 percent at the end of the expenditure period?

Yes, estimated retail percentage will exceed 35 percent. Estimated percentage is: _____ %

No, estimated retail percentage will not exceed 35 percent

Section 4: Clerk Information

Name	Phone () -	Email
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Section 5: Individual to Contact for Information

Name	Title	
Municipality/business name	Phone () -	Email