

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

**Section 1: Municipal Information**

Taxation district (check one) Enter municipality →	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	County	Co-muni code	TID no.	Territory (check one or both) <input type="checkbox"/> Add <input type="checkbox"/> Subtract
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**Section 2: Legal Requirements**

**Dates**

<p><b>Letters and 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> Copy of letters and hearing notice sent</p>	- -
<p><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> Copy of affidavit verifying newspaper publication date and readable copy of the actual notice</p>	- -
<p><b>Letters to owners of property found blighted or in need of rehabilitation</b> – date notified, at least 15 days before the hearing (not required for industrial, mixed-use or environmental remediation districts) <b>Towns (under sec. 60.85(3)(c), Wis. Stats.)</b> – date notified all property owners in the TID, at least 15 days before the hearing <b>Submit to DOR:</b> Copy of letter with hearing notice, proof sent and recipient list</p>	- -
<p><b>Planning Commission hearing notice</b> – date published, 1 notice, 7 days before hearing (Class 1) <b>Submit to DOR:</b> Copy of affidavit verifying newspaper publication date and readable copy of the actual notice</p>	- -
<p><b>Planning Commission public hearing</b> – date of public hearing. Include this date in planning commission resolution.</p>	- -
<p><b>Planning Commission resolution</b> – date adopted <b>Submit to DOR:</b> Copy of approved Planning Commission resolution or meeting minutes</p>	- -
<p><b>Local Legislative Body resolution</b> – date adopted (must be on or before September 30) <b>Submit to DOR:</b> Copy of approved Local Legislative Body resolution and approved amended project plan</p>	- -
<p><b>JRB notice (2nd)</b> – date published, 5 days before meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) <b>Submit to DOR:</b> Copy of affidavit verifying newspaper publication date and readable copy of the actual notice</p>	- -
<p><b>JRB resolution</b> – date adopted (within 45 days after receiving local legislative body resolution). JRB approval based on criteria listed in <a href="#">sec.66.1105(4m)(c)</a> or <a href="#">sec.60.85(4)(c)</a>, Wis. Stats. <b>For Towns</b> – date adopted (between 10-45 days after receiving the local legislative body resolution) <b>Submit to DOR:</b> 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: Overlapping**

Are any parcels in this TID also in all or part of another TID?    Yes    No

If "Yes," provide the TID number(s) that is overlapped:

**Section 5: City or Village Annexation/Attachment of TID Parcels**

Were any parcels in this TID annexed/attached from another municipality after January 1 in the creation year?    Yes    No

If "Yes," provide the following information:

Taxation district (check one) Enter municipality →	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	County	Co-muni code	Date – annexed or attached
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**Submit to DOR:** Copy of recorded annexation ordinance and [Base Value Workbook](#) for the parcels that were annexed.