

Email this completed form and required documents to: tif@wisconsin.gov

Section 1: Municipal Information							Territory Type
Taxation district (check one) Enter municipality →	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Co-muni code	TID number	(check one or both) <input type="checkbox"/> Add <input type="checkbox"/> Subtract
Section 2: Legal Requirements							Dates
Letters and public 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 Submit to Wisconsin Department of Revenue (DOR): Copy of letters and public hearing notice sent							- -
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.) Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice							- -
Letters to owners of property found blighted or in need of rehabilitation – date notified, at least 15 days before the public hearing (not required for industrial, mixed-use or environmental remediation districts) Town TIDs created under sec. 60.85, Wis. Stats. – date notified all property owners in the TID, at least 15 days before the hearing Submit to DOR: Copy of letter with public hearing notice, proof sent and recipient list							- -
Planning Commission public hearing notice – date published, 1 notice, 7 days before hearing (Class 1) Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice							- -
Planning Commission public hearing – date of public hearing							- -
Planning Commission resolution – date adopted Submit to DOR: Copy of approved Planning Commission resolution or meeting minutes							- -
Local Legislative Body resolution – date adopted (must be on or before September 30) Submit to DOR: Copy of approved Local Legislative Body resolution and approved amended project plan							- -
JRB notice (2nd) – date published, 5 days before meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) Submit to DOR: Copy of affidavit verifying newspaper publication date and copy of the actual notice							- -
JRB resolution – date adopted (within 45 days after receiving Local Legislative Body resolution) For Towns – date adopted (between 10-45 days after receiving the Local Legislative Body resolution) Submit to DOR: Copy of approved JRB resolution							- -
Section 3: Retail Percentage							
Will the estimated percentage of territory devoted to retail business exceed 35 percent at the end of the expenditure period? <input type="checkbox"/> Yes, estimated retail percentage will exceed 35 percent. Estimated percentage is: ____ % <input type="checkbox"/> No, estimated retail percentage will not exceed 35 percent							
Section 4: Overlapping							
Are any parcels in this TID also in another TID? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," provide the overlapped TID number.							
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 amendment year? <input type="checkbox"/> Yes <input type="checkbox"/> 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/attached	
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Submit to DOR: Copy of recorded annexation ordinance and [Base Value Workbook](#) for the parcels that were annexed.