

Email this completed form and required documents to: 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 number
Section 2: Legal Requirements			Dates
Letters and public hearing notice – date sent to all local government entities with authority to levy taxes on Tax Incremental District (TID) property Town TIDs created under sec 60.85, Wis. Stats. – date sent by first class mail to all local government entities with authority to levy taxes on TID property Submit to Wisconsin Department of Revenue (DOR): 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: 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 public hearing Submit to DOR: Letter with public hearing notice, proof sent and recipient list			- -
Planning Commission public hearing notice – dates published, 2 notices, 1 per week with second notice 7 days before hearing (Class 2) Submit to DOR: Affidavit verifying newspaper publication dates and copy of the actual notice		1st Date	- -
		2nd Date	- -
Planning Commission public hearing – date of public hearing			- -
Planning Commission resolution – date adopted Submit to DOR: Approved Planning Commission resolution (if adopted) or meeting minutes			- -
Local Legislative Body resolution – date adopted (must be at least 14 days after the public hearing and on or before September 30) Submit to DOR: Approved Local Legislative Body resolution and approved project plan			- -
JRB notice (2nd) – date published, 5 days before the meeting (Class 1) (not required for Town TIDs created under sec. 60.85, Wis. Stats.) Submit to DOR: Affidavit verifying newspaper publication date and copy of the actual notice			- -
JRB resolution – date adopted (within 45 days after receiving Local Legislative Body resolution) Town TIDs created under sec. 60.85, Wis. Stats. – date adopted (between 10-45 days after receiving the Local Legislative Body resolution) Submit to DOR: Approved JRB resolution			- -
Section 3: 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 4: 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? <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 - -
Submit to DOR: Recorded annexation ordinance and Base Value Workbook for the parcels that were annexed.			
Section 5: Environmental Remediation TID Only			
Site investigation report – date Wisconsin Department of Natural Resources (DNR) certified site investigation report Submit to DOR: DNR certification and site investigation report			- -