

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

Section 1: Municipal Information							Territory Type	
Taxation district (check one)	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Co-muni code	TID number	(check one or both)	
Enter municipality →					-		<input type="checkbox"/> Add	<input type="checkbox"/> Subtract
Section 2: Legal Requirements							Dates	
<b>Letters and public hearing notice</b> – date sent to all local government entities with authority to levy taxes on Tax Incremental District (TID) property								
<b>Town TIDs created under sec 60.85, Wis. Stats.</b> – date sent by first class mail to all local government entities with authority to levy taxes on TID property							-	-
<b>Submit to Wisconsin Department of Revenue (DOR):</b> Letters and public hearing notice sent								
<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> Affidavit verifying newspaper publication date and copy of the actual notice								
<b>Letters to owners of property found blighted or in need of rehabilitation</b> – date notified, at least 15 days before the public hearing (not required for industrial, mixed-use or environmental remediation districts)								
<b>Town TIDs created under sec. 60.85, Wis. Stats.</b> – date notified all property owners in the TID, at least 15 days before the hearing							-	-
<b>Submit to DOR:</b> Letter with public hearing notice, proof sent and recipient list								
<b>Planning Commission public hearing notice</b> – date published, 1 notice, 7 days before hearing (Class 1)							-	-
<b>Submit to DOR:</b> Affidavit verifying newspaper publication date and copy of the actual notice								
<b>Planning Commission public hearing</b> – date of public hearing							-	-
<b>Planning Commission resolution</b> – date adopted							-	-
<b>Submit to DOR:</b> Approved Planning Commission resolution (if adopted) or meeting minutes								
<b>Local Legislative Body resolution</b> – date adopted (must be on or before September 30)							-	-
<b>Submit to DOR:</b> Approved Local Legislative Body resolution and approved amended project plan								
<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> Affidavit verifying newspaper publication date and copy of the actual notice								
<b>JRB resolution</b> – date adopted (within 45 days after receiving Local Legislative Body resolution)							-	-
<b>Town TIDs created under sec. 60.85, Wis. Stats.</b> – date adopted (between 10-45 days after receiving the Local Legislative Body resolution)								
<b>Submit to DOR:</b> Approved JRB resolution								
Section 3: Retail Percentage								
<b>Will the estimated percentage of territory devoted to retail business exceed 35% at the end of the expenditure period?</b>								
<input type="checkbox"/> Yes, estimated retail percentage will exceed 35%. Estimated percentage is: _____ %								
<input type="checkbox"/> No, estimated retail percentage will not exceed 35%								
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)	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> City	County	Co-muni code	Date annexed/attached		
Enter municipality →					-	-	-	-
<b>Submit to DOR:</b> Recorded annexation ordinance and <a href="#">Base Value Workbook</a> for the parcels that were annexed.								