

**TID #39 Detailed Time Line and Checklist
(AMENDMENT - Stoughton Road)
DRAFT**

1. Draft Plan (ID - Eng costs, survey, generator, analysis)
2. Overlying Tax Jurisdiction Letter
 - Mail letter and copy of public notice prior to 1st publication
 - Obtain mailing affidavit
2. Send TIF Plan to Anne Z. for opinion letter
3. Order Class 2 Notice Publication
 - E-mail class 2 to Jenifer Stoiber
 - Proofread ad. (Save copy)
 - Obtain proof of publication
4. Full TIF Resolution, Project Plan, TIF report to Andrea
5. Introduce Resolution (Common Council)
6. 1st Publication
7. JRB Organizational Meeting
8. 2nd Publication
 - At least 7 days prior to Public Hearing
9. Confirm Plan Commission agenda
 - Must be noticed under Public Hearings
10. Public Hearing (Plan Commission)
 - Confirm simultaneous hearing / approval w/ Bill Roberts
 - Obtain copy of PC minutes
11. Board of Estimates
 - Schedule with Deb Simon for BOE agenda
12. Common Council adoption
 - Council must wait 14 days after Public Hearing to adopt
 - Mail TIF resolution to JRB
13. Schedule JRB Meeting
 - Confirm JRB member attendance
 - E-mail agenda to be posted
14. JRB meeting
 - Within 30 days after JRB receives creation resolution

