

CHAPTER 3
TOWN OF DECATUR
ORDINANCE FOR FILING OF TAX EXEMPT PROPERTY

Section 1: PURPOSE: This ordinance sets forth procedure concerning administration of the tax-exempt property registration system for Reports (PC-220).

Section 2: DUTIES. By July 1 of each even numbered year, the Town Clerk must complete and deliver a Taxation district Summary Report (PC-226) to the Wisconsin Department of Revenue. This report should summarize information provided by the tax-exempt property owners, with their report due January 31, of each even numbered year. The Clerk will make a reasonably diligent effort to ensure that all tax-exempt property owners have received the necessary forms, and have returned the same. When said form has not been received by the Clerk by January 31, said clerk shall send the property owner a notice, by certified mail, return receipt requested, stating that the property for which the form is required will be appraised at the owner's expense, and a forfeiture imposed, if a completed form is not received by the Clerk within 30 days after the notice is sent. The clerk is responsible for form distribution and review.

Section 3: Licensing. Prompt payment of fees shall be a condition of receiving or renewing any license issued by the Town to the tax exempt property owner, when applicable. Timely submission of the required report is likewise a licensing condition, and requires accurate information.

Section 4: Forfeiture. Since prompt and timely submission of these reports to the clerk is essential to the efficient operation of this system, and compliance with state standards, a forfeiture of \$20.00 to \$200.00 may be imposed for failure to submit these reports to the Town Clerk by the deadline set forth in Section 2 above.

Adopted this 17th day of January, 2017

By the Town Board of the Town of Decatur

Allen Schneider, Town Chairperson

Ronald L. Schwartzlow, 1st Supervisor

Robert A. Gadow, 2nd Supervisor

Attested by:

Ann L. Schwartz, Clerk/Treasurer

