

PROCESS TO AMEND AND RESTATE A TAX INCREMENT FINANCING PLAN

Action	Contents	Documentation by Village
DDA Passes a Resolution approving the TIF Plan and requesting Village Council to set a Public Hearing [ATTACHED – EXHIBIT A]	Village Council passes a Resolution to set the place, date and time for a Public Hearing.	Village Clerk certifies the Resolution noting the vote of Village Council
Village Council establishes Public Hearing Date	Public Hearing scheduled at least thirty days from date of Village Council consideration.	Copy of meeting minutes
Newspaper Advertisement First Notice in Newspaper no more than 40 days before and no less than 20 days from Public Hearing date.	Date, Time, Location of Meeting;	Affidavit of publication from local newspaper
Newspaper Advertisement Second Notice in Newspaper within 20 days of Public Hearing	Date, Time, Location of Meeting	Affidavit of publication from local newspaper
Mailing – First Class Notice to Property Owners within the DDA area [ATTACHED – EXHIBIT B]	Date, Time, Location of Meeting to all Property Owners within the DDA boundary	List of Property Owners sent notification.
Posters [SAME AS ABOVE – JUST PRINT IN POSTER SIZE]	20 Public Hearing posted within the DDA area.	List noting the address of each Public Hearing poster
Mailing – Certified Notice of Public Hearing certified mailed to each taxing jurisdiction whose taxes could be captured by the DDA [CERTIFIED LETTER]	Date, Time, Location of Meeting;	Copy of all letters mailed.
Public Hearing	Village Council conducts the Public Hearing	Village Council Minutes
Ordinance	Village Council adopts ordinance which, by reference, approves the amended Plan	Village Council minutes and certified copy of ordinance