



**WISCONSIN TOWNS
ASSOCIATION**
Empowering Town Officials

Notice Requirements - as of July 1, 2020

** = This notice falls under chapter 985, Wis. Stats. Pursuant to s. 985.02(2), you have the option to publish in a newspaper, post in 3 public places, OR post in 1 public place and on the official municipal website.*

**** = The Wisconsin Elections Commission has held that sec. 985.02(2), Wis. Stat. also applies to election notices (see November 25, 2015 letter from Michael Haas - <https://elections.wi.gov/node/3754>).*

Event / Item	Event Date	Publication Rule	Notes	Relevant Statute
Alcohol Licenses - Applications for Class "A", "Class A", Class "B", "Class B" or "Class C" Licenses	Publishing in early June, prior to board meeting to consider applications	3 consecutive days in newspaper published daily OR once in newspaper published weekly - recommend publication at least 1 week prior to meeting	Applications must be on file with clerk at least 15 days prior to granting of license (Department of Revenue AT-106 = Original License; AT-115 = Renewal License)	Sec. 125.04(3)(f) and Sec. 125.04(3)(g), Wis. Stats.
Alcohol Licenses - 6 month license for Class "B" Beer or "Class B" liquor		Follow same rules as above for Class "B" and "Class B" license applications	License may be issued for any 6 months in a calendar year; cannot be renewed during the calendar year in which issued	Sec. 125.26(5) and Sec. 125.51(9)(b), Wis. Stats.
Alcohol Licenses - <i>Temporary</i> Class "B" Beer and/or <i>Temporary</i> "Class B" Wine		No publication required	(Department of Revenue AT-315)	Sec. 125.04(3)(g), Sec. 125.26(6) and Sec. 125.51(10), Wis. Stats.

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Alcohol Licenses - Agent Change		No publication required	(Department of Revenue AT-107a)	Sec. 125.04(6), Wis. Stat.
Alcohol Licenses - Revocation, Suspension, or Non-Renewal Hearing		Summons and complaint personally served on applicant or license holder at least 3 days prior to hearing		See additional notice requirements in Sec. 125.12(2), Wis. Stat.
Annual Meeting of Electors (Towns)	If NOT held on 3rd Tuesday in April but within 10 days after OR if town board changes meeting location	Class 2 * notice - not less than 15 nor more than 20 days prior to meeting	If held on 3rd Tuesday in April and in same location and at same time as previous year, NO notice is required	Sec. 60.11(5), Wis. Stat.
Board of Appeals - Hearing (Variances, Conditional Uses, etc.)		Set by local ordinance		Sec. 62.23(7)(e)6., Wis. Stat.
Board of Review	4th Monday in April or up to 45 days thereafter	Class 1 * notice - not less than 15 days before 1st session in maintenance year; not less than 30 days in revaluation year	Newspaper publication is NOT required	Sec. 70.47(2), Wis. Stat.
Boundary Agreement		Class 3 * notice of joint public hearing		See Sec. 66.0307(4)(b), Wis. Stat. for additional notice requirements
Budget Amendments		Villages = Class 1 * notice within 15 days after board adopts resolution	Towns = no publication required	Sec. 65.90(5)(a), Wis. Stat.
Budget Summary and Public Hearing	Generally - October	Villages = Class 1 * notice at least 15 days prior to public hearing	Towns = must <u>post in 3 public places</u> at least 15 days prior to public hearing	Sec. 65.90(3)(a)1., Wis. Stat.

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Caucus	Caucus must be held between January 2 and January 21	Post in clerk's office AND Class 1 notice <u>in newspaper</u> at least 5 days prior to caucus	If no qualified newspaper under ch. 985, post in 3 public places or in 1 public place and on the municipality's website at least 5 days prior to caucus	Sec. 8.05(1)(a)-(b), Wis. Stat.
Comprehensive Plan - Public Hearing on adoption or amendment to plan	Plan must be updated no less than once every 10 years	Class 1 * notice at least 30 days prior to public hearing	Requires notice to be sent to additional parties. See Sec. 66.1001(4)(e)-(f), Wis. Stat.	Sec. 66.1001(4)(d) and Sec. 66.1001(2)(i), Wis. Stats.
Comprehensive Plan - annual notice to residents to add name to list to receive notice of changes to plan		Class 1 * notice; notice on municipal website; OR notice in newsletter or mailing sent to each property owner in municipality	Town or village must maintain list of persons who submit a request to receive notice of any proposed changes affecting their property's allowable use	Sec. 66.1001(4)(f), Wis. Stat.
Conditional Use Permit - Public Hearing		Class 2 * notice of public hearing on CUP application		Sec. 60.61(4e)(c), Sec. 60.62(4e)(c) and Sec. 62.23(7)(de)3., Wis. Stats.
Creation / Dissolution of Town Sanitary District, or addition of land to original petition		Class 2 * notice of public hearing	Notice must include description of proposed district boundaries. Requires notice to be sent to additional parties.	Sec. 60.71(4), Sec. 60.71(6)(e) and Sec. 60.72(3), Wis. Stats.
Discontinuance of Public Way - by deed or plat		Class 3 * notice stating when and where the petition or resolution will be acted upon and what public way is proposed to be discontinued	Requires notice to be sent to additional parties listed in Sec. 66.1003(4),(8), Wis. Stat.	Sec. 66.1003(8), Wis. Stat.
Discontinuance of Public Road - by highway order or use		Class 3 * notice of public hearing	Requires 30 days' notice to be sent to additional parties listed under Sec. 82.10(4)(a), Wis. Stat.	See additional notice requirements in Sec. 82.10(3)-(5), Wis. Stat.

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Impact Fee Ordinance or amendment thereto		Class 1 * notice of public hearing	Notice must specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained	Sec. 66.0617(3), Wis. Stat.
Metallic Mining Agreement - Public Hearing		Class 2 * notice of public hearing		Sec. 293.41(4), Wis. Stat.
Minutes - Annual Meeting of Electors (Towns)	3rd Tuesday in April or within 10 days after	Filed in town clerk's office within 5 days after meeting		Sec. 60.15, Wis. Stat.
Minutes - Town Board		No publication required		
Minutes - Village Board		Class 1 notice - If newspaper published in village, minutes must be published in newspaper; If not, village board decides where to publish or post		Sec. 61.32, Wis. Stat.
Municipal Codes				See Sec. 66.0103 and Sec. 61.50(1), Wis. Stats. for specific rules
Noxious Weeds	Annually on or before May 15	Class 2 * notice	Optional notice by town chair or village president	Sec. 66.0407(4), Wis. Stat.
Open Book		Class 1 * notice at least 15 days before assessment roll is open to examination		Sec. 70.45, Wis. Stat.

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Open Meeting of a Governmental Body (Board meeting, Plan Commission meeting, Committee meeting, etc.)		24-hour notice of meeting agenda must be a) posted in at least 3 public places; b) posted in at least 1 public place <i>and</i> on the governmental body's website; OR c) published in a news medium likely to give notice to persons affected by the meeting	Notice must also be provided to any news media who have made a written request for notices AND either the municipality's official newspaper or, if no official newspaper, to at least 1 news medium likely to give notice in the area. Do not include Sundays or legal holidays in calculating time.	Sec. 19.84 and Sec. 990.001(4), Wis. Stats.
Ordinances - Towns	Ordinance takes effect the day after publication or posting, or on date prescribed in ordinance	Class 1 * notice - either of ordinance in its entirety or a summary with info listed in Sec. 60.80(5), Wis. Stat.	Notice must be published or posted within 30 days of adoption	Sec. 60.80(1)(b) and Sec. 60.80(5), Wis. Stats.
Ordinances with Forfeitures - Towns	Ordinance takes effect the day after publication or posting, or on date prescribed in ordinance	Class 1 notice <u>in newspaper</u> - either of ordinance in its entirety or a summary with info listed in Sec. 60.80(5), Wis. Stat.	Notice must be published or posted within 30 days of adoption	Sec. 60.80(2) and Sec. 60.80(5), Wis. Stats.
Ordinances - Villages		No publication required IF no penalty or forfeiture provision, BUT must include record of motions, votes, and ordinance adoption in meeting minutes		Sec. 61.50(1), Wis. Stat.
Ordinances with Penalties OR Forfeitures - Villages	Ordinance takes effect the day after publication or posting, or on date prescribed in ordinance	Class 1 notice - If newspaper published in village, must publish notice in newspaper; If not, post in 3 public places in village	Notice may either be of ordinance in its entirety or a summary with info listed in Sec. 61.50(3), Wis. Stat. If posting = clerk must file and record proof of posting	Sec. 61.50(1),(3), Wis. Stat.

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Public Contract - \$5,000 to \$25,000		Class 1 * notice before execution of contract	"Public Contract" means a contract for construction, execution, repair, remodeling or improvement of any public work or building or furnishing of materials or supplies with an estimated cost greater than \$5,000	Sec. 60.47(2)(a) and Sec. 62.15(1), Wis. Stats.
Public Contract - over \$25,000		Class 2 * notice advertising for bids prior to date of opening sealed bids	Board has option to provide for additional means of advertising	Sec. 60.47(2)(b) and Sec. 62.15(1),(3), Wis. Stats.
Resolutions - Town Board		Class 1 * notice - either of resolution in its entirety or a summary with info listed in Sec. 60.80(5), Wis. Stat.	Notice must be published or posted within 30 days of adoption. Resolutions authorizing the issuance of municipal obligations are exempt from notice requirements. See Sec. 60.80(1m) and Sec. 67.01(6), Wis. Stats.	Sec. 60.80(1)(c), Wis. Stat.
Resolutions, motions and other actions adopted by Town Meeting of Electors		Class 1 * notice - either of resolution in its entirety or a summary with info listed in Sec. 60.80(5), Wis. Stat.	Notice must be published or posted within 30 days of adoption	Sec. 60.10 and Sec. 60.80(1)(a), Wis. Stats.
Special Assessments		Class 1 * notice of public hearing AND mailing sent to all interested persons at least 10 days prior to hearing (unless waived by all affected property owners)	Hearing shall commence not less than 10 nor more than 40 days after publication	Sec. 66.0703(7), Wis. Stat.
Special Charges - for street tarring or repair of sidewalks, curbs or gutters		Class 1 * notice of public hearing at least 20 days prior to hearing AND mailing sent to all interested persons at least 10 days prior to hearing		Sec. 66.0627(3)(b), Wis. Stat.

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Special Town Meeting of Electors		Class 2 * notice - not less than 15 nor more than 20 days prior to meeting	Notice must state purpose, date, time and location of meeting	Sec. 60.12(3), Wis. Stat.
Subdivision Ordinance or amendments thereto		Class 2 * notice of public hearing	Town or Village Board must receive recommendation from Plan Commission prior to adoption of ordinance or amendment	Sec. 236.45(4), Wis. Stat.
Tax Incremental Districts (Towns) - Public Hearing by Plan Commission on TID Creation		Class 2 * notice of public hearing	Before publication, a copy of the notice must be sent to the chief executive officer or administrator of all local governmental entities having power to levy taxes on property and school districts located within the proposed district AND to all property owners in the proposed TID at least 15 days prior to the hearing	Sec. 60.85(3)(a)-(c), Wis. Stat.
Tax Incremental Districts (Towns) - Public Hearing by Plan Commission before Town Board adopts resolution approving or amending project plan		Class 2 * notice of public hearing	Before publication, a copy of the notice must be sent to the chief executive officer or administrator of all local governmental entities having power to levy taxes on property and school districts located within the proposed district	Sec. 60.85(3)(e) and Sec. 60.85(3)(j), Wis. Stats.
Tax Incremental Districts (Towns) - Joint Review Board		Determined locally	As part of its deliberations, the Joint Review Board may hold additional hearings on proposed TID plan	Sec. 60.85(4)(b)1., Wis. Stat.

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Zoning Map and Amendments to Zoning Map		Class 2 * notice of public hearing	Clerk must record map with County Register of Deeds. Map amendments must be referred to the Plan Commission for report prior to adoption.	Sec. 62.23(6)(b) and Sec. 62.23(6)(c), Wis. Stats.
Zoning Ordinance Adoption		Class 2 * notice - Plan Commission public hearing on preliminary report AND Class 2 * notice - Town Board public hearing on proposed ordinance	If changes are made after public hearing on preliminary report, Plan Commission must hold another public hearing	Sec. 60.61(4)(b) and Sec. 62.23(7)(d), Wis. Stats.
Zoning Ordinance Amendments		Class 2 * notice of public hearing	Amendments must be referred to the Plan Commission for recommendation and report prior to adoption	Sec. 60.61(4)(c) and 62.23(7)(d)2., Wis. Stats.
Zoning - annual notice to residents to add name to list to receive notice of changes to zoning ordinances		Class 1 * notice; notice on municipal website; OR notice in newsletter or mailing sent to each property owner in municipality	Town or village must maintain list of persons who submit a request to receive notice of any proposed changes affecting their property's allowable use	Sec. 60.61(4)(f) and Sec. 62.23(7)(d)4., Wis. Stats.

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Election Dates & Notices				
Spring Primary		Nonpartisan primary held on 3rd Tuesday in February		Sec. 5.02(22), Wis. Stat.
Spring Election		Nonpartisan election held on 1st Tuesday in April		Sec. 5.02(21), Wis. Stat.
Partisan Primary		Partisan primary held on 2nd Tuesday in August		Sec. 5.02(12s), Wis. Stat.
General Election		Held in even-numbered years on Tuesday after the 1st Monday in November		Sec. 5.02(5), Wis. Stat.
Type A Notice (Notice of Election)	Type A notice is an “announcement” that an election will occur in the near future. The Type A Notice lists the offices up for election and the current incumbents.	Class 1 *** notice SPRING - 4th Tuesday in November SPECIAL - at least 40 days prior to special primary or election for municipal office REFERENDUM - 4th Tuesday prior to election	County will provide notices for county and state; school district will provide notice for school; town and village clerks for town and village offices, unless otherwise agreed upon to consolidate with county clerk	Sec. 10.01(2)(a), Sec. 10.06(2), Sec. 10.06(3) and Sec. 10.07, Wis. Stats.
Type B Notice (Instructions to Electors and Sample Ballot)	Type B notice provides instructions to electors on the procedures for voting a ballot and also includes a sample ballot.	Class 1 *** notice issued the day before the primary and election. Type B Notice must also be posted at the polling place on election day along with two sample ballots.	If a weekly newspaper is used to provide notice, publish in the closest preceding issue to the primary and election.	Sec. 10.01(2)(b), Sec. 10.02, Sec. 10.06(2) and Sec. 10.06(3), Wis. Stats.

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<p>Type C Notice (Notice of Referendum)</p>	<p>Type C notice includes the resolution that directed the referendum, as well as an explanatory statement which describes the effect of a 'yes' or 'no' vote.</p>	<p>Class 1 *** notice issued the day before the primary or election at which the referendum will appear. Type C Notice must also be posted at the polling place on election day.</p>	<p>If a weekly newspaper is used to provide notice, publish in the closest preceding issue to the primary and election.</p>	<p>Sec. 10.01(2)(c), Sec. 10.06(2) and Sec. 10.06(3), Wis. Stats.</p>
<p>Type D Notice (Hours and Locations of Polling Places)</p>	<p>Type D notice is published for any regularly-scheduled or special primary or election at which municipal, federal, state, county, municipal or school district or referenda appear on the ballot.</p>	<p>Class 1 *** notice issued the day before the primary or election at which the referendum will appear. Type D Notice must also be posted at the polling place on election day.</p>	<p>If a weekly newspaper is used to provide notice, publish in the closest preceding issue to the primary and election.</p>	<p>Sec. 10.01(2)(d), Sec. 10.06(2) and Sec. 10.06(3), Wis. Stats.</p>
<p>Type E Notice (Absentee Voting)</p>	<p>Type E notice informs the public of the times and locations where absentee voting is conducted for any regularly-scheduled or special primary or election at which federal, state, county, municipal or school district offices or referenda appear on the ballot.</p>	<p>Class 1 *** notice issued on 4th Tuesday before a primary or election</p>		<p>Sec. 10.01(2)(e) and Sec. 10.06(3), Wis. Stats.</p>
<p>Elections Equipment - Public Test</p>		<p>Class 1 * notice at least 48 hours in advance of test</p>	<p>Test of equipment must occur not more than 10 days prior to election</p>	<p>Sec. 5.84(1), Wis. Stat.</p>