

**TOWN OF OXFORD  
ORDINANCE 46  
PROCEDURE POLICY FOR WAIVER OF BOARD OF REVIEW HEARING REQUESTS**

Whereas, Wis. Stat. 70.47(8m), authorizes the Board of Review to consider requests from a taxpayer or assessor, or at its own discretion to waive the hearing of an objection under Wis. Stat. 70.47(8), and allow the taxpayer to have the taxpayer's assessment reviewed under Wis. Stat. 70.47(13); and

Whereas, Wis. Stat. 70.47(8m) further states that for purposes of this subsection, the Board of Review shall submit the Notice of Decision under Wis. Stat. 70.47(12) using the amount of the taxpayer's assessment as established by the municipal assessor as finalized amount; and

Whereas, Wis. Stat. 70.47(8m) further states that for purposes of this subsection, if the Board of Review waives the hearing, the waiver disallows the taxpayer's claim on excessive assessment under Wis. Stat. 74.37(3), and, notwithstanding the time period under Wis. Stat. 74.37(3)(d), the taxpayer has 90 days from the notice of hearing waiver in which to commence an action under Wis. Stat. 74.37(3)(d); and

Whereas, the Wisconsin Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law by the taxpayer prior to a Request for Waiver being considered;

Now, therefore, the Town Board of Review of the Town of Oxford, Marquette County hereby adopts the following policy:

**1. PROCEDURE**

Before the Board of Review can consider a request from a taxpayer or assessor or at its own discretion waive the hearing of an objection, the taxpayer must first complete and file with the Board of Review Clerk the following documents:

- a) A timely Notice of Intent to appear at the Board of Review
- b) A timely Objection Form for Real Property Assessment (PA-115A)

If the owner fails to file the documents as required, no hearing will be scheduled on the objection. If the owner files the documents as required and a request from the owner or assessor is made to waive the hearing of an objection, or if the Board of Review considers waiving the hearing at its own discretion, the Board of Review shall use the following criteria to make its decision.

**2. CRITERIA**

The Board of Review may consider any or all of the following factors when deciding whether to waive the hearing:

- a) The benefits or detriments of the Board of Review process
- b) The benefits or detriments of having a record for the Court review
- c) Avoidance of unruly, lengthy, burdensome appeals
- d) Ability to cross examine the person(s) providing the testimony

- e) Any other factors that the Board of Review deems pertinent to deciding whether to waive the hearing


3. **EFFECTIVE DATE**

This policy shall be effective upon passage.

Adopted this 19<sup>th</sup> day of June, 2023.

  
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Keith Wohlfert, Chairman

  
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Mark Maier, Supervisor

  
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Steve Klump, Supervisor

  
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Attest: Mary P Walters, Clerk