BOARD OF REVIEW POLICY ON PROCEDURE FOR SWORN TELEPHONE OR SWORN WRITTEN TESTIMONY REQUESTS

Whereas, Wis. Stat. 70.47(8) authorizes the Board of Review to consider requests from a property owner or the property owner's representative to testify under oath by telephone or written statements under oath to the Board of Review and whether to allow the same; and

Whereas, the 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 prior to a Request to Testify by Telephone or Submit Sworn Written Statement form being submitted.

Now Therefore the City of Stoughton, Dane County does hereby adopt as Board of Review policy the following:

1. PROCEDURE

Before the Board of Review (hereinafter BOR) can consider a request from a property owner or a property owner's representative (hereafter "owner") to testify by telephone or submit a sworn written statement, the owner must first complete and file with the clerk of the BOR the following documents:

a. A timely Notice of Intent to appear at BOR;
b. A timely Objection Form for Real Property Assessment (PA-115A); and
c. A fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814).

Such requests must be filed with the clerk of the BOR within the first 2 hours of the BOR's first scheduled meeting. If the owner fails to file the aforementioned documents as required, the BOR will not consider the request.

2. CRITERIA:

The BOR, may consider any or all of the following factors when deciding whether to grant or deny the request:

a. The owner's stated reason(s) for the request as indicated by the PA-814
b. Fairness to the parties
c. Ability of the owner to procure in person oral testimony and any due diligence exhibited by the owner in procuring such testimony
d. Ability to cross examine the person providing the testimony
e. The BOR's technical capacity to honor the request
f. Any other factors that the BOR deems pertinent to deciding the request

3. EFFECTIVE DATE.

This policy shall effective upon passage.

Passed on the ____ day of _____, 20____
By the Board of Review of the City of Stoughton

_____
Board of Review Chairperson

Attested by

_____
Clerk of the Board of Review