

# TOWN OF COTTAGE GROVE

4058 County Road N  
COTTAGE GROVE, WISCONSIN 53527

December 2024

To: Property Owners, Town of Cottage Grove

## **IMPORTANT TAX INFORMATION – DO NOT DISCARD**

Your 2024 property tax bill is enclosed. Payments may be made by check, money order or credit/debit card. Checks or money orders should be made payable to the Town of Cottage Grove and mailed to P.O. Box 176, Cottage Grove, WI 53527-0176.

If your taxes are paid with an escrow check, make sure the check is properly endorsed on the back.

To pay by credit or debit card, go to <http://paytax.towncg.net> (a 2.95% convenience fee will be imposed).

***New this year:*** *Self-service receipts will be available online at <http://accessdane.co.dane.wi.us/> one business day after your payment is posted by the Town Treasurer.*

## **IMPORTANT DATES – PLEASE READ CAREFULLY**

Payments made by mail must be postmarked no later than January 31, 2025 to avoid penalties. If, however, you wish to claim your payment on your 2024 income tax return, we must receive your payment no later than December 31, 2024. Receipts for payments received in 2025 will show that payment was made in 2025, regardless of postmark date. Online payments will be accepted until 5:00 p.m. on January 31, 2025.

**Overpayments/Escrow Checks:** If your escrow check exceeds the tax bill amount, the overpayment will be mailed to you in late February or early March. Overpayments less than \$2.00 will not be mailed unless requested in writing by the taxpayer.

**Lottery Tax Credit:** If you did not receive a lottery credit on your property tax bill and are eligible, you can still claim the credit. To qualify, you must be the owner of a home that was used as your primary residence on January 1, 2024. Primary residence is defined as the home where an individual lives more than six months of the year. Application forms are available at <https://www.revenue.wi.gov/Pages/Form/lottery-home.aspx>. You must file an application by mail or email with the Town Treasurer by January 31, 2025 to receive the lottery credit for 2024.

## **Other important reminders:**

**Holiday Office Hours:** The Town Hall will be closed on December 24th and 25th, and January 1.

**Christmas Tree Pick-Up** will take place from December 26 - January 10. Please place your tree (with all decorations, stands, and bags removed) beside the road for pick-up during these dates.

**2025 Trash/Recycling pickup:** A 2025 recycling schedule is enclosed. For more information about waste and recycling collection, please see <https://www.tn.cottagegrove.wi.gov/garbage-recycling/>

**Dog license** renewal notices will be emailed or mailed separately this year. Dog licenses that are not renewed by April 1, 2025 will be subject to a \$5.00 late fee.

Office Hours: 8:00 A.M. to 12:30 P.M., Monday thru Friday

Closed Fridays between Memorial Day and Labor Day

Phone: 608-839-5021 • Fax: 608-839-4432 • [www.tn.cottagegrove.wi.gov](http://www.tn.cottagegrove.wi.gov)

Facebook: <https://www.facebook.com/Towncg/>

**Building Permits:** When doing home improvements, please obtain your building permit prior to the anticipated start date of your project. Permits are required even when doing the work yourself. Permit applications are available at the Town Hall and online at <https://www.tn.cottagegrove.wi.gov/building-permit-information/>. You will also find information about what does/does not require a permit there. You may also call the Building Inspector at 608-697-7779 for any questions you have. Permits involving a footprint change to any building will also require a Zoning Permit from Dane County. For more information, see <https://danecountyplanning.com/Permits-Applications/Zoning-Permit>.

**Address Number:** Please check to be sure your fire (address) number is located appropriately and unobstructed so that emergency responders can find you. Every second counts in an emergency, don't let precious time be lost because your location is not clearly marked. See section 76.05 at <https://www.countyofdane.com/documents/pdf/ordinances/ord076.pdf> for specifics for locating your address number sign.

**Parking on Town Roads:** No parking is allowed on the pavement of any Town Road for any period of time that would create a hazard to other persons using the highway, without obtaining prior written authority to do so, from the police department. No parking is allowed within the road right-of-way (a.k.a. ditch) for more than 24 consecutive hours. See TCG § 09.05 PARKING RESTRICTIONS for more information.

**Private Snow Removal:** Please keep the following in mind when you or a hired contractor are removing snow on your property: TCG § 08.06 Regulation of Private Snow Removal states that “No person shall allow snow, or ice, or both, which is removed from private property, to be deposited in any highway or right-of-way within the Town limits, in an amount that creates a traffic or safety hazard, without immediately removing the accumulation from the highway or right-of-way.” This includes making sure snow is not piled to obstruct culverts or ditches. As the property owner, it is your responsibility to keep your culvert clear and in good repair.

**Local Government needs you!** There is an ongoing shortage of people willing to serve on local boards, commissions and committees. If that is something that interests you, read about the various Town committees and commissions at <https://www.tn.cottagegrove.wi.gov/committees/>, and submit your interest and qualifications to the Clerk at [clerk@tn.cottagegrove.wi.gov](mailto:clerk@tn.cottagegrove.wi.gov). Appointments are made in the Spring, or as vacancies occur. Election of Town Board and School Board members is held at the Spring Election in April. Candidates for Town offices may begin circulating nomination papers no earlier than December 1st in the year preceding the election. Completed EL-169 Nomination Paper for Nonpartisan Office (with at least 20 signatures of Town residents), a CF-1 Campaign Registration Statement, and EL-162 Declaration of Candidacy must all be turned in to the Clerk by 5:00 P.M. on the first Tuesday in January. Please contact your school district for School Board Candidate and committee member requirements.

Dane County also needs citizen support on boards and commissions appointed by the County Executive and confirmed by the County Board. Go to: <https://exec.danecounty.gov/> then click on Boards and Commissions.

**Please check the Town's web site often for the latest news and reminders.**  
**[www.tn.cottagegrove.wi.gov](http://www.tn.cottagegrove.wi.gov) Sign up for email notice of meetings and topics that interest you.**

**Also, be sure to like the Town's Facebook page at**  
**<https://www.facebook.com/Towncg/>**