

# TOWN OF COTTAGE GROVE

4058 County Road N  
COTTAGE GROVE, WISCONSIN 53527

December 2023

To: Property Owners, Town of Cottage Grove

## Office Assistant/Deputy Clerk Job Posting

The Town of Cottage Grove is seeking applicants for an Office Assistant/Deputy Clerk. This is a part time position, working two to three weekdays per week from 8:00 a.m. to 12:30 p.m. Under the direction of the Clerk-Treasurer, the Office Assistant/Deputy Clerk will perform general receptionist duties and office support functions, respond to customer inquiries and information requests, and other essential functions related to maintaining public records, preparation of agendas and minutes, conducting elections, and issuing permits and licenses. Hourly wage will start at \$22.00, with a potential increase after 6 months. Please see <https://www.tn.cottagegrove.wi.gov/job-openings/> for more information. Questions can be directed to the Town Clerk-Treasurer at [clerk@tn.cottagegrove.wi.gov](mailto:clerk@tn.cottagegrove.wi.gov) or 608-839-5021.

## IMPORTANT TAX INFORMATION – DO NOT DISCARD

Your 2023 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, makes 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% fee will be imposed). If you would like a receipt sent to you, write your email address on the payment stub, or include a self-addressed, stamped envelope with your payment. Self-service receipts will be available online at <http://accessdane.co.dane.wi.us/> in mid-January for payments submitted in December, and in mid-February for payments submitted in January.

**Please include your phone number and or/email address on the payment stub, it may be the only way we can reach you if there is a problem with your payment.**

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

Payments made by mail must be postmarked no later than January 31, 2024 to avoid penalties. If, however, you wish to claim your payment on your 2023 income tax return, we must receive your payment no later than December 31, 2023. Receipts for payments received in 2024 will show that payment was made in 2024, regardless of postmark date. Online payments will be accepted until 5:00 p.m. on January 31, 2024.

***IF YOUR MORTGAGE COMPANY MAKES YOUR TAX PAYMENTS, BE SURE THEY ARE AWARE OF THESE DATES!***

**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.

(Continued on Reverse)

**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, 2023. 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, 2023 to receive the lottery credit for 2023.

**Other important reminders:**

**Holiday Office Hours:** The Town Hall will be closed on December 25th and 26th, and January 1.

**Christmas Tree Pick-Up** will take place from January 2 – January 12. Please place your tree (with all decorations, stands, and bags removed) beside the road for pick-up during these dates.

**2024 Trash/Recycling pickup:** A 2024 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, 2024 will be subject to a \$5.00 late fee.

**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 <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.

*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/Towncgl/>*