



Some complex projects require the review and approval of several City agencies. The Milwaukee Development Center can assign a case manager to coordinate these reviews; the case manager also serves as the plan examiner for the project.

The Development Center manager, who can be reached at (414) 286-3018, assigns all case managers. When a case manager is assigned, the customer is invited to take part in a Pre-Development Conference (PDC). The PDC helps owners, developers, design professionals and contractors understand the requirements and concerns of the various City agencies that evaluate the project. Using plans provided by the customer (see list below), City staff share their initial impressions of the project, and discuss matters that need to be resolved before permits can be issued. Staff also provide schedules for approvals that involve the City Plan Commission and Milwaukee Common Council.

Five copies of the following materials must be submitted to the Development Center about three weeks before a Pre-Development Conference:

- A survey of the property in conformance with City code requirements (200-26-c). The survey may have the proposed improvements drawn on a copy of an existing survey. When final

plans are submitted for plan review, the improvements must be drawn on the original survey by the surveyor.

- A copy of a map of the area with the proposed construction drawn on it at an appropriate and legible scale. This map can be obtained from Map Milwaukee and should show the proposed development in relation to the existing context within a 2 – 3 block radius.
- Site plans to scale showing proposed improvements including parking areas, landscaping, and sign locations. This may be incorporated into the survey or map as appropriate.
- Schematic floor plans to scale.
- Schematic elevations to scale indicating materials.
- A written statement that indicates how the project and its design address the Principles of Urban Design adopted by the City Plan Commission.

The customer also is required to submit a set of color photos showing every building currently on the site, and one or more photos that allow reviewers to fully visualize the entire site. If buildings shown on photos are slated for demolition as part of the project, please label the photos with that information.