City of Milwaukee
2011 Low Income Tax Credit Submission
Request for Support and Documentation from the City of Milwaukee

Project Name: _____

Project Address/es (list ALL addresses associated with project):_____

_____

Number of Buildings_____ Number of Units_____

Amount of Tax Credits Being Requested_____

Has the local Alderman for the District in which your project is located been briefed on your project? _____
Is he/she supportive? _____

Documentation being requested:

- ☐ Local Official Notification Form (include completed form)
- ☐ Zoning Letter (SEE REQUIREMENTS IN #1 BELOW)
- ☐ Infill location and Community Revitalization Plan (SEE REQUIREMENTS IN #6 BELOW)
- ☐ Floodplain verification (SEE REQUIREMENTS IN #7 BELOW)

Other:_____

Financial Support /Government Funded Offsite Improvements – DCD will provide a list of proposed projects to the Department of Public Works for their review to determine whether or not any City funded infrastructure improvements have been completed within the last 12 months or will be completed within the next 12 months within 2 blocks of the proposed development. If yes, appropriate documentation will be provided to the applicant. (Note: WHEDA has indicated that routine replacement, maintenance or repair of existing infrastructure will not be given credit in this category).

Include the following with your request:

1. Brief description/executive summary for the project. Include the zoning district designation, the proposed uses, proposed number of buildings and dwelling units in each building. When multiple buildings/sites are included indicate the applicable zoning for each building/site(REQUIRED for zoning letter).

2. List of development team, including relevant experience in developing/owning/managing affordable housing. (Note: if you have successfully completed a LIHTC project in Milwaukee in the past 24 months, resumes and experience summaries are not necessary.)

3. If a mixed used development is proposed, describe your plan for marketing the commercial space, including whether a professional broker will be used, and if not, your experience in marketing and leasing commercial space.

4. Preliminary site plan/elevations

5. Sources and uses of funds statement

6. Infill location and Community Revitalization Plan – Refer to the DCD website for comprehensive area and redevelopment plans - www.mkedcd.org/planning/plans Provide name of Comprehensive Area Plan **and** page numbers that reference support for the proposed project (REQUIRED for infill location and community revitalization plan letter):

7. Copy of Federal Emergency Management Agency (FEMA) FIRMette with location of proposed development noted on the map, if you are requesting a Floodplain Verification letter. www.fema.gov (click on "flood maps" and type in the address of the development. Follow the steps from there to produce a FIRMette. REQUIRED for floodplain letter.)

(Note – where any of the above is being provided as part of the WHEDA application, application excerpts may be provided.)

Submit two copies of your information package to:

Maria Prioletta
Department of City Development
809 North Broadway, 2nd floor
Milwaukee, WI 53202

Information must be received by January 7, 2011 to ensure sufficient time for review and preparation of your support and documentation request prior to the tax credit application deadline of February 4, 2011. Should you have any questions or need any additional information regarding the review process, please contact:

Maria Prioletta
414-286-5903
mpriol@milwaukee.gov