

**City of Milwaukee**  
**2012 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):

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 (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 being proposed, indicated 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. Community Revitalization Plan – Refer to the DCD website for comprehensive area and redevelopment plans – <http://city.milwaukee.gov/Plansandstudies/AreaPlans.htm>

Name of Comprehensive Area Plan \_\_\_\_\_

Name of Redevelopment Plan: \_\_\_\_\_

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](http://www.fema.gov) (click on “flood maps” and type in the address of the development. Follow the steps from there to produce a FIRMette.) Note that a FIRMette will NOT be included with the Floodplain Verification letter unless you attached one to this request.

8. Digital copy of addresses, if proposal includes more than 5 addresses. Attach a disk with the addresses in Microsoft Word format, or you may email the list of addresses to [planadmin@milwaukee.gov](mailto:planadmin@milwaukee.gov).

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

Submit three copies of your information package to:

Planning Division  
Attn: Vanessa Koster, Planning Manager  
Department of City Development  
809 North Broadway, 2<sup>nd</sup> floor  
Milwaukee, WI 53202

**Information must be received by January 4, 2012 to ensure sufficient time for review and preparation of your support and documentation request prior to the tax credit application deadline of February 3, 2012. Please note that for submissions submitted after this date, we cannot guaranty all documentation will be provided prior to the deadline date.** Should you have any questions or need any additional information regarding the review process, please contact:

Planning Division  
[planadmin@milwaukee.gov](mailto:planadmin@milwaukee.gov)