

City of Milwaukee
2013 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) *Note: will be available on Dec. 1st*
Zoning and Community Revitalization Plan Letter (SEE REQUIREMENTS in #1 and #6 Below)
Floodplain verification (SEE REQUIREMENTS in #7 Below)

Other:

Include the following with your request:

1. Brief description/executive summary for the project. Include the zoning district designation for each address, 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 and community revitalization plan 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/PlanningPermits.htm>. Tax Increment Financing (TIF): <http://city.milwaukee.gov/TaxIncrementalFinancing.htm>.

Name of Comprehensive Area Plan _____
Page #s that reference support for the proposed project: _____

Name of Redevelopment Plan: _____
Page #s that reference support for the proposed project: _____

Name and # of TIF: _____

(NOTE: Above info is REQUIRED for zoning 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.) 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, as well as zoning designation for each address, if proposal includes more than 1 address. Attach a disk or flash (thumb) drive with the addresses and zoning designation in Microsoft Excel format. Refer to Map Milwaukee to confirm zoning for each parcel: <http://gis.milwaukee.gov/website/mm1/viewer.htm>.

(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, as well as a .pdf of the requested information and an Excel document with addresses/zoning to:

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

Information must be received by January 4, 2013 to ensure sufficient time for review and preparation of your support and documentation request prior to the tax credit application deadline of February 1, 2013. 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