

**City of Milwaukee  
2016 Low Income Tax Credit Submission  
Request for Verification and Documentation from the City of Milwaukee**

**Please complete the form below and provide all required information to DCD by Monday, January 4, 2016.**

Project Name:

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

Contact information:

Name:

Relationship to Project:

Email Address:

Mailing Address:

Phone Number:

Amount of Tax Credits Being Requested:

Has the local Alderperson for the District in which your project is located been briefed on your project?

No                      Yes

Have you previously requested letters of support for this project?                      No                      Yes

If yes, provide year/s, and note any changes (unit count, addresses, etc) that have been made since the previous request:

Select the method by which you would like to receive the letters (estimated completion by January 25, 2016):

Email                      Mail                      Pick-up

Documentation being requested:

Local Official Notification Form (include completed form)

Zoning and Community Revitalization Plan Letter (SEE REQUIREMENTS in #1 and #6 Below)

Does this project require a zoning change?                      No                      Yes

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 – (NOTE: This info is REQUIRED for zoning and community revitalization plan letter). Refer to the DCD website for comprehensive area and redevelopment plans – <http://city.milwaukee.gov/PlanningPermits/PlansStudies.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:

7. Digital copy of addresses, as well as zoning designation, aldermanic district and comprehensive plan name 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 or Word format. Refer to Map Milwaukee or My Milwaukee Home to confirm zoning, aldermanic district and comprehensive plan boundary for each parcel:  
<http://gis.milwaukee.gov/website/mm1/viewer.htm> or  
[http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2\\_prod.jsp](http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp) .

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

Per WHEDA, floodplain certification does not have to be submitted until a project is awarded credits.

To make your request:

Submit three copies of your information package, as well as a .pdf of the requested information and an Excel or Word document with addresses/zoning/comp plan/aldermanic district 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, 2016 to ensure sufficient time for review and preparation of your verification and documentation request prior to the tax credit application deadline of January 29, 2016. 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)