

Detailed Planned Developments

Submittal Checklist

SUBMITTAL REQUIREMENTS: Exhibits must be in their **final form** upon submittal. Applicants are encouraged to work with DCD Planning Staff *prior to the submittal deadline*, which is (at a minimum) 4 weeks prior to the City Plan Commission meeting. Items outlined above should be submitted to PlanAdmin@milwaukee.gov. **Each file should be no larger than 15 mb.**

SUBMITTAL CHECKLIST

(1) PDF of DPD Narrative:

- A "Detailed Plan Project Description and Owners Statement of Intent" containing a written description of the overall development concept and a statement as to how the plan provides for or complies with each of the district standards enumerated under s. 295-907 where applicable. This statement shall also refer to the plans or exhibits included in the plan and include a statistical sheet indicating the following in square feet, acres and percentage of the total tract where applicable:
 - Gross land area.
 - Maximum amount of land covered by principal buildings.
 - Maximum amount of land devoted to parking, drives and parking structures.
 - Minimum amount of land devoted to landscaped open space.
 - Maximum proposed dwelling unit density if residential and/or total square footage devoted to non-residential uses.
 - Proposed number of buildings.
 - Maximum number of dwelling units per building.
 - Bedrooms per unit.
 - Parking spaces provided, whether surface or in structures, and ratio per unit if residential, or per thousand square feet of building area if not residential. Bicycle parking spaces provided, pursuant to s. 295-404.
- Please use the *Detailed Narrative Template* found on the [Planned Development Districts page](#).

(1) PDF of Drawings, including the following:

- A **vicinity map** showing the boundaries of the tract included in the general plan, the territory within 1,000 feet of the tract, its proposed access and significant community facilities in the surrounding area.
- A **plat of survey** showing the exterior boundaries, including a legal description of the area of the proposed detailed plan tract. Existing conditions, including buildings, trees of 5 inches in diameter at 4 feet in height, shrub groupings wetlands and other site features are also to be shown with an indication of whether they are to be retained, removed or altered.
- A **site plan** showing the location of proposed structures and a description of their intended use and height, all open spaces, setback dimensions, buffers, pedestrian and vehicular circulation systems, parking lots, structures and garages, with the number of spaces in each, loading facilities, refuse collection facilities and all exterior lighting facilities.

- A **site grading plan** indicating existing and proposed topography at 2-foot contour intervals and showing how positive runoff of surface waters will be achieved and the means by which ultimate disposal of the development's surface waters will be accomplished in conformance with Ch. 120.
- A **utility plan** showing the proposed location of storm and sanitary sewers, water mains and laterals, parking and roadway storm inlets and elevations.
- A **first floor plan** showing the general first floor layout including main ingress/egress doors and intended uses near exterior windows.
- A **landscape plan** showing the location, number, size and type of all landscape and screening elements. Plant material shall be of a quality consistent with the standards of the American Association of Nurserymen (ANSI 260.1). All planted material shall be maintained on a continuous basis, including tree and plant replacement.
- **Elevations** of each side of the exterior of any new building or structure being proposed, including materials, colors and window specifications. If the project is a rehabilitation of or an addition to an existing building, both existing and proposed elevations shall be provided if any exterior modification is proposed.
- Plans showing the location, size and type of any existing and **proposed signs**. Detailed information about all proposed freestanding and wall signs, including the materials, proposed message and exact dimensions of each sign face, shall be provided.
- **Photos** of the site and surrounding context.