

General 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 the GPD Narrative:

- A **“General Plan narrative including a project description and owner’s 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.
- Please use the *General 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 general plan tract. Existing conditions, including wetlands, areas of severe topographic changes, buildings, trees and shrub groupings, with an indication of whether they are to be retained, removed, or altered, shall also be shown.
- A **site plan** showing the location of proposed structures and a description of their intended use and height, all open spaces, setback dimensions and buffers adjacent to the boundaries of the tract and from existing or proposed public rights-of-way, pedestrian and vehicular circulation systems, parking areas, loading facilities and the location, type and size of all proposed signs.
- A general narrative description of **sign standards** including number, type and size of signs.
- General **landscaping standards** for all buffers and parking lots.
- **Photos of the site** and surrounding context.