

Customer Information

809 N. Broadway, 2nd Floor/Milwaukee, WI 53202/414-286-5726
city.milwaukee.gov/PlanningPermits

General Planned Development Checklist

The following items must be submitted to the City Plan Commission as part of an application for approval of a general plan development.

- A “**General 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 make reference 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:
 1. Gross land area.
 2. Maximum amount of land covered by principal buildings.
 3. Maximum amount of land devoted to parking, drives and parking structures.
 4. Minimum amount of land devoted to landscaped open space.
 5. Maximum proposed dwelling unit density if residential and/or total square footage devoted to non-residential uses.
 6. Proposed number of buildings.
 7. Maximum number of dwelling units per building.
 8. Bedrooms per unit.
 9. 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.
- 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.
- Pictures of the site and surrounding context. These pictures may be submitted as photographs, printed scanned images or in a digital format but shall not exceed 8.5 x 11.
- **8 copies of the Owner’s Written Narrative**
- **8 sets of collated plans of checklist items - 11” x 17” in size**
- **1 set of plans of checklist items – oversize (i.e. 24” x 36”)**
- **2 .pdfs submitted on CD:** 1 .pdf of written narrative and 1 .pdf of complete set of plans/drawings.

PLEASE NOTE:

ALL submittal requirements MUST be submitted to Planning Administration at least 2 weeks and 1 day prior to the scheduled City Plan Commission meeting. Refer to the [Approval Schedule](#) for exact submittal deadlines.