

Minor Modification to a DPD

Submittal Checklist

MINOR MODIFICATION CRITERIA

Approved detailed plans may be modified, subject to approval by Common Council resolution, provided that such minor modification will not cause:

- A change in the general character of the planned development.
- Substantial relocation of principal and accessory structures.
- Substantial relocation or reduction of parking, loading and recreation areas.
- Substantial relocation of traffic facilities.
- An increase in land coverage by buildings and parking areas.
- An increase in the gross floor area of the buildings.
- A reduction in the amount of approved open spaces, landscaping or screening.

If the proposed change does not meet all of the minor modification criteria, an amendment to the planned development must be approved. Please follow procedures for a zoning change and planned development submittal requirements.

The minor modification to detailed planned development application must be submitted, detailing the request of the modification. The application must be accompanied by the affidavit, application fee, and attachments indicating the modification request. Approval process for a minor modification is generally 3 to 3.5 months.

SUBMITTAL REQUIREMENTS

The following items must be submitted digitally as part of the application for a Minor Modification:

- A completed application
- Signed affidavit (required by s. 295-313)
- \$500 Application fee (paid online)
 - *Note: Payment will be invoiced upon application submittal.*
 - These fees are non-refundable.
- Narrative (utilizing the *Minor Modification Narrative Template* found on the [Planned Development Districts page](#).)
- Side-by-side site plan showing proposed changes (if applicable)
- Side-by-side elevations showing proposed changes (if applicable)
- Any additional supporting documentation

Please email completed application and affidavit to PlanAdmin@milwaukee.gov. Instructions on how to pay fees electronically will be emailed after these items have been submitted.

Quick Facts

- Approval: City Plan Commission, ZND Committee, full Common Council
- Application Fee: \$500 (payable online)
- Processing time: 3 – 3.5 months

Contact (414) 286-5726 or PlanAdmin@milwaukee.gov for more information.
<https://city.milwaukee.gov/DCD/Planning/PlanningAdministration>