

City of Milwaukee
2010 Low Income Tax Credit Submission
Request for Support and Documentation from the City of Milwaukee
Department of City Development (DCD)

Project Name:

Project Addresses (list ALL addresses associated with project):

Amount of Tax Credits Being Requested:

Has the local Alderman for the District in which your project is located been briefed on your project?
Is he/she supportive?

Documentation being requested:

Local Official Notification Form (include completed form)
Zoning Letter (SEE REQUIREMENTS)
Infill location (SEE REQUIREMENTS)
Floodplain verification (SEE REQUIREMENTS)

Other:

Community Revitalization Plan – Refer to the DCD website for comprehensive area and redevelopment plans that are currently complete. www.mkedcd.org/planning/plans (Note: WHEDA has indicated that they will only give credit for plans that have been completed).

Name of Comprehensive Area Plan (REQUIRED for infill location letter):

Page numbers that reference support for the proposed project (REQUIRED for infill location letter):

Name of Redevelopment Plan:

Financial Support /Government Funded Offsite Improvements – DCD will provide a list of proposed projects to the Department of Public Works for their review to determine whether or not any City funded infrastructure improvements have been completed within the last 12 months or will be completed within the next 12 months within 2 blocks of the proposed development. If yes, appropriate documentation will be provided to the applicant. (Note: WHEDA has indicated that routine replacement, maintenance or repair of existing infrastructure will not be given credit in this category).

Include the following with your request:

- Brief description/executive summary for the project. Include the zoning district designation, the proposed uses, proposed number of buildings and dwelling units in each building. (REQUIRED for zoning letter)
- List of development team, including relevant experience in developing/owning/managing affordable housing
- 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.
- Preliminary site plan/elevations
- Sources and uses of funds statement
- Copy of Federal Emergency Management Agency (FEMA) FIRMette with location of proposed development noted on the map, if you are requesting a Floodplain Verification letter. www.fema.gov (click on “flood maps” and type in the address of the development. Follow the steps from there to produce a FIRMette.)
- Copies of market studies **do not** need to be included for 2010 submissions. However, if there are questions regarding market for a particular application, this information may be requested.

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

Submit two copies of your information package to:

Maria Prioletta
Department of City Development
809 North Broadway, 2nd floor
Milwaukee, WI 53202

Information must be received by March 5th, 2010 to ensure sufficient time for review and preparation of your support and documentation request prior to the tax credit application deadline of March 26, 2010. Should you have any questions or need any additional information regarding the review process, please contact:

Maria Prioletta
414-286-5903
mpriol@milwaukee.gov