

**City of Milwaukee**  
**2009 Low Income Tax Credit Submission**  
**Request for Support and Documentation from the City of Milwaukee**

Project Name:

Project Address/es (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  
Infill location  
Floodplain verification

Other:

Community Revitalization Plan – Refer to the DCD website for comprehensive area and redevelopment plans that are currently complete. [www.mkedcd.org/planning/plans](http://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:

Page numbers that reference support for the proposed project:

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.
- 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 market study or market analysis summary (if the study or analysis have not been completed, select information from the study can be submitted, specifically relating to proximity of the proposed project to other subsidized housing in the area, and the impact the proposed project may have on other housing in the area (both subsidized and market rate)

(Note – where any of the above are 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, 2<sup>nd</sup> floor  
Milwaukee, WI 53202

**Information must be received at least 21 days prior to the time you wish to submit your application to WHEDA to insure sufficient time for review and preparation of your support and documentation request.** For example, if you are submitting your application under the first round which closes February 16<sup>th</sup>, 2009, your request should be in to the Department of City Development by January 26<sup>th</sup>. Should you have any questions or need any additional information regarding the review process, please contact:

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