



NEW PROJECT PROPOSAL FORM

For Office Use Only:

Date Received: _____ Received By: _____

Section I - General Information

All new projects within the park system, including right of entry requests, require review and approval through the Department's Office of Planning and Development.

Section II - Applicant Information

Applicant/Organization Name: _____
Main Contact Name (if applicable): _____
Applicant/Organization Address: _____
Work Phone: _____ Mobile Phone: _____ Email: _____

Section III - Project Information

Proposed Project Description (use additional pages if necessary): _____

Included with Proposal: Shop Drawings Prints Photos Samples
 Letter(s) of Support Change Request Initial Proposal (if applicable)

Itemized Listing of All Attachments:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Purpose of Proposal: Approval Review/Comment As Requested
 Returned Data Revisions FYI/No Action

Is this project specifically identified in the Department's Comprehensive Master Plan? Yes No

If not, please identify what portion(s) of the City's Comprehensive Plan this proposal addresses: _____

Have all other City permitting requirements been identified and approved? Yes No

If so, please attach copies of the approved permits.

Section IV - Authorized Signatures

Applicant Signature: _____ Date: _____

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Authorized Signatures and Approval Work Flow

Planning and Development Administrator: _____ Date: _____
Director of Parks and Recreation: _____ Date: _____