



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. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 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: _____

For Office Use Only
Authorized Signatures and Approval Work Flow

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