

# SERVICE PROJECT PROPOSAL



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

## Proposed Project

**Proposed Project Location** *(Attach map, directions, etc.)*

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**Project Description and Benefit** *(If necessary, attach plans to this form)*

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**Materials** *(Things that become part of the finished project, such as lumber, nail, paint, plants, mulch, etc. you do not yet need a detailed list of exact quantities, but show a reasonable idea of what is required)*

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**Equipment/Tools** *(What type of equipment and tools are you planning to use)*

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**Logistics** *(How are you transporting materials to the site. Where are you proposing to store or stockpile materials).*

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**Project Timeline** *(What is the timeline from start to finish. Include phases, dates, times, etc.).*

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**Parks Department Use Only**

**Staff Member Review** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parks Commission Meeting Date** \_\_\_\_\_

**Parks Commission (Approval/Refusal)** \_\_\_\_\_

**Urban Forestry (Approval/Refusal)** \_\_\_\_\_

**City Council (Approval/Refusal)** \_\_\_\_\_

**Volunteer Form(s) On File** \_\_\_\_\_

**Signed/Sealed Plans** \_\_\_\_\_

**Building Permit** \_\_\_\_\_

**Landscape Permit** \_\_\_\_\_

**Utility Locates** \_\_\_\_\_

**Insurance** \_\_\_\_\_