



**City of Washington – Parks and Recreation Department**  
**Park Project Proposal Application**  
405 Jefferson Street, Washington, MO 63090  
(636) 390-1080

**Purpose**

Washington Parks and Recreation Department welcomes and encourages support from private individuals and groups interested in improving, refurbishing and supporting Washington's park and recreation system. The Parks and Recreation Department has administrative oversight responsibility to ensure park improvements are consistent with the Department's mission, policies, ordinances and master plans.

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

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

**Date:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

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

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

**Proposed Project Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**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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**Maintenance Plan** (Describe maintenance tasks that would need to occur once the project is complete. How often would the tasks need to occur (quarterly, yearly, bi-yearly, etc.)

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***Parks Department Use Only***

Director Review \_\_\_\_\_ Date \_\_\_\_\_

Parks & Recreation Commission Meeting Date \_\_\_\_\_

Parks & Recreation Commission (Approval/Refusal) \_\_\_\_\_

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

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