Print Form

FREDERICK COUNTY DIVISION OF PARKS AND RECREATION
PARK IMPROVEMENT PROPOSAL COVER SHEET

118 North Market Street
Frederick, MD 21701
Phone: 301-600-1646

INTRODUCTION:

The purpose of the following procedure is to provide community organizations or individuals who wish to construct improvements in the Frederick County Division of Parks and Recreation's parks with a format to submit a project proposal for review by the staff.

The organization's representative should first discuss the proposed project with a Parks and Recreation staff member. The organization must submit a minimum of 3 sets of the project proposal with the information outlined below. The level of detail required will vary according to the type and scope of the project. The proposal must be typed and include appropriate plans and details. Forward the proposals to the Division Head at the address above. Please allow 30 days for processing.

1. NAME OF ORGANIZATION OR INDIVIDUAL:

2. NAME, ADDRESS, PHONE NUMBER AND E-MAIL ADDRESS OF CONTACT PERSON:

3. PROJECT TITLE:

Authorized Representative Signature _____ Date _____

(Do not write in the shaded area)

DATE RECEIVED:

CIRCULATION:

Parks and Recreation	**Other**
__Director	_____Other:_____
__Deputy Director	_____Other:_____
__Parks Superintendent	_____Other:_____
__Assistant Parks Superintendent	_____Other:_____
__Foreman:_____	_____Other:_____
__Recreation Superintendent	_____Other:_____

COMMENTS:

PROCESS FOR REQUESTING PARK IMPROVEMENTS

Required Information

1. Give the full name of the organization. Provide the name, address, phone number and email (home and work) of a contact person who is knowledgeable about the project.

2. Furnish a description of the function of the organization and the service it provides.

3. Indicate proposed starting and completion dates for the project.

4. Describe the project and give justification for its need.

5. Provide a detailed drawing indicating the location of the proposed facilities. Also include floor plans, catalog cuts, specifications, etc.

6. Provide information of what responsibilities will be undertaken by the organization towards the construction of this project and what responsibilities are expected from the county.

7. Describe who will be responsible for maintenance (trash, cleanup, mowing, repairs, vandalism, etc.) and management (scheduling, usage, etc.) of the facility following project completion. Again, provide details on what functions the organization will perform and what contribution is expected from the County.

8. The proposal cover sheet must be signed and dated by the organization's president. By signing the application, the president and the organization agree that the information provided is accurate to the best of their knowledge.

Other Information and Considerations

1. Proposals must be submitted well in advance of planned construction to allow 30 days for staff review and approvals.

2. All facilities constructed on Frederick County property will be owned by the County.

3. The County will not be responsible for vandalism or maintenance of those facilities, which are utilized exclusively by the organization unless prior written approval is obtained from the Frederick County Division of Parks and Recreation.

4. All required permits must be obtained by the applicant. Examples include but are not limited to buildings, grading, electrical, plumbing, etc.

5. Depending upon the nature of the project, a Management or Joint-Use Agreement may need to be prepared and signed by the organization and the County.

6. Upon request, additional copies and/or information may be required.

7. Depending upon the nature and scope of the project, approval may be needed by the Parks and Recreation Commission, or in some cases, by the Board of County Commissioners. In such cases, the organization will be allowed to present their proposal to the Parks and Recreation Commission and/or the BoCC. This process may require additional review time to achieve.