July 1, 2014

Dear Community Partner:

Thank you for your interest in proposing an improvement project for City property. We recognize that working closely with the community is an important way we can fulfill our responsibility to develop long term strategies, plans and improvements that benefit the greatest number of constituents possible and effectively use limited resources.

Each year there are numerous requests for projects on City property. To better respond to the requests, the City has developed a system that will result in better communications, tracking and processing of project proposals. It establishes Facility Management as the City entity that will: 1) accept and review all submitted Project Proposal Forms; 2) direct proposals to appropriate City staff; and, 3) facilitate the process to project completion. At any point in the process, Facility Management can be contacted to respond to questions or concerns.

The intent of this process is to expedite decision making, clarify the approval process, reduce confusion and miscommunication, and provide a central point of contact to respond to questions and concerns.

In past years, this process has seen a number of projects completed for the betterment of our community, including installation of park benches, playfield renovations and community beautification projects. Proposals may be submitted by individuals and community organizations, as well as City staff.

Please note that acquiring funds for a project through CDBG, a DNR grant, fundraising, donations or other means does not guarantee project acceptability. Any project on City property must also receive recommendation and approval by the appropriate City officials. It is strongly recommended that City approval should occur in advance of, or at least concurrent with, pursuing funding.

If you have any questions, please contact Chuck Campbell at 218-730-4333.

Sincerely,

Erik Birkeland, Property & Facilities Manager
City of Duluth
1532 West Michigan Street, Duluth, MN 55806

CITY OF DULUTH - PROJECT PROPOSAL REQUEST FORM

Use this form to propose a City of Duluth improvement project. This form is intended to be used by external community groups, organizations and individuals, as well as internally generated requests.

APPLICANT CONTACT INFORMATION

Date of Application:

Name:

Organization:

Address: City/State/Zip:

Neighborhood: Email:

Primary Phone: Secondary Phone:

PROJECT PROPOSAL - Use additional sheets for more space

Project Location

Describe as best as possible the location of the proposed project. Give the address, name of street, neighborhood, intersection, GPS coordinates, etc. If the project is City-wide, please state "City-wide."

Project Description

Describe the proposed project in as much detail as possible. Why is the project needed and necessary? What do you propose doing? Please attach any additional information about this project.

☐ Sketch Diagram Attached ☐ Not Applicable

Project Justification

Describe the benefit of the proposed project. Is it a safety issue? Will it provide cost savings to the City? Is it a functional improvement? Does it provide aesthetic benefit to the City?

Project Cost
Describe the approximate cost to complete the project. This can be a "guesstimate." This is only considered to be a rough guideline.

Potential Source of Funding
Describe potential funding sources for the project.

Neighbor Support
Does this project have the support of neighbors living nearby?

☐ Yes ☐ No ☐ Uncertain ☐ Not Applicable

Comments:

Energy Use
Will this project change the use of any energy type listed below?

☐ Yes ☐ No ☐ Uncertain ☐ Not Applicable

If yes, check all energy types where use is expected to change.

☐ ELECTRICITY (kWh) ☐ GAS (Therms) ☐ OIL (gallons) ☐ STEAM (Pounds) ☐ WATER and SEWER (CCF)

Additional Considerations
The City of Duluth considers our long-term strategies, master plans, and capital improvement list, as well as legal requirements, in evaluating proposals. Please review the considerations below and add any comments you may have.

Considerations	Comments
Project is compatible with Park Master Plan, systems plans, Strategic Plans etc.	
Project is compatible with surrounding and adjoining uses.	
Project will meet standards for materials and construction practices.	
Project complies with zoning code and land use.	
Project does or does not require a permit.	
Increases cost to maintain or operate. *Note: If this is the case, and the project is approved, it may need to be incorporated into the Capital Improvement Plan and be approved by City Council.*	

SUBMIT COMPLETED FORM to Chuck Campbell, City of Duluth – City Hall
411 West 1st Street - Ground Floor | Duluth | MN | 55802
ccampbell@duluthmn.gov | (218) 730-4333