



Town of Darrington
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 Darrington, WA 99241
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APPLICATION TO ALTER PARKS DEPARTMENT PROPERTY

This application is required for all alterations, additions, and/or modifications to park property. Multiple alterations of a similar nature or within a common area may be combined on one application. Depending on the scope of work an additional agreement may be required to authorize construction and/or access to park property. If volunteer labor is used to construct or maintain alterations, a Group Volunteer Sign-In and Liability Release must be completed and submitted for each work party.

Note to the Applicant: Please complete this questionnaire carefully. Your explanations and descriptions must be specific. The information you provide will enable staff to determine the full impact of the project on present or future development, maintenance, facility use and enjoyment by the public.

In addition to completing this Pre-Application Questionnaire, you must also submit supporting documentation. This material will facilitate the review and evaluation process of your proposed project. Examples of the types of information that should be included are, vicinity map, survey, site plans, construction drawing or sketches, comprehensive list of any supplies and/or materials that you will provide in the development of your project, and the size/type of vehicles or equipment that will need to access the Department's property, etc.

Depending on the type of use proposed, law from other County, State and Federal agencies may require permits. It is the applicant's responsibility to determine requirements and apply for any other permits, licenses, etc. required to complete the proposed project. You must provide proof of having obtained approved permits before your application will be considered for approval.

When you have provided the necessary information, Parks Department staff will review your application and return their recommendation for approval or disapproval within six weeks of receipt.

SECTION I - General Information (Please type or print)

Name of Applicant: _____ ("Applicant")

Organization/Company Name: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone #: (Day) _____ (Eve) _____

Fax: _____ e-mail address: _____

I am applying for:

- 1. Temporary or permanent improvements or alterations to Parks and Recreation Department ("Department") property that enhance the public parks and recreation purpose(s) of the site. Examples: Installation/Donation of scoreboards, benches, signs, and vegetation.
- 2. Long-term or permanent alterations to Department property not related to parks and recreation use of the site. Examples: Utility easements, access easements, leases, long-term use permits.
- 3. Short-term or temporary use or alterations to Department property not related to parks and recreation use of the site. Examples: Removal/installation/alteration of vegetation, temporary structures, temporary roads, and access to private property.

Name of Park for proposed use/alteration: _____

Parcel numbers(s) for property referenced in this permit application: _____

Lead Parks staff person for this project: _____

Proposed start and end date of project: Begin _____ End _____

Your projected cost for the project \$ _____

Precise location on property for proposed use/alteration (include property map showing limit of work):

Precise description of proposed use/alteration (Be specific, attach additional documents as necessary):

SECTION II- Public Benefit

Is the proposed use/alteration for public or private purposes? Public Private

Is the proposed use/alteration for commercial purposes? Yes No

How will the proposed use/alteration benefit the Department and/or the Public?

Will proposed use/alteration conflict with Department use or development of the land for park purposes?

SECTION III- Project Construction

Who will be performing the work for your project? Contractor Volunteers

Name of Company or Organization: _____

Name of Owner and/or Project Manager: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone #: _____ Fax: _____

Are they bonded? Yes No Amount of liability insurance: \$ _____

Name of Agreement authorizing work on the property (volunteer, maintenance and operation, right-of-entry, etc.): _____

Issued to: _____ Effective From: _____ to _____

SECTION IV- Maintenance

Town of Darrington assumes no responsibility for the maintenance and/or care of the improvements referenced in this application. The Applicant agrees to maintain all improvements/alterations in a safe useable condition. Should the improvements/alterations cease to be used or maintained, the Applicant agrees to restore the park to preconstruction conditions at no cost to the Department. If the improvements/ alterations are not maintained in a safe useable condition, the Department reserves the right to have all improvements/alterations removed at the Applicant's expense.

SIGNATURE OF APPLICANT

Name: _____

Signature: _____ Date: _____

DEPARTMENT ACTION (for department use only)

Approved (conditions attached): _____

Rejected: _____

Project Manager:

Name: _____

Signature: _____ Date: _____

Supervisor:

Name: _____

Signature: _____ Date: _____

Notes: