SECTION 1 – PRIVATE PROJECTS ON PARK PROPERTY CHECKLIST

Project Title: ________________________________

This form shall be completed by the Park Project Manager. Items checked below by the Park Project Manager are required by Project Proponent:

1. Preliminary Project Approvals
   - Department Managers
   - Park Board
   - Arts Commission
   - City Council

2. Design and Permitting Phase
   - Meet with staff/project manager
     - Determine Project Requirements
     - Develop Memorandum of Understanding
   - Survey
     - Topographic and boundary
   - Geotechnical Investigation
   - Cultural Resources Investigation
   - Wetland delineation
   - Identify electrical needs
   - Stormwater
   - Structural
   - Department/Agency Coordination
     - Planning/Building Services
       - SEPA
       - CAO
       - Clearing/grading
       - Building Permit
     - Public Works
       - Stormwater
       - Public Facilities Permit (if in right of way)
   - Legal
     - Insurance, bond, licensing, agreement
   - WDFW
     - HPA
Department/Agency Coordination (continued from previous page)

- USACE
  - Wetland mitigation
- Tribes

Parks Department Plan Approval
- 60% Design Completion
- Pre Permit Approval
- Final, stamped plans approved for construction

3. **Construction Phase**

- Utility Locates
- Preconstruction Meeting
  - Identify Site Supervisor/point of contact
  - Schedule
- Inspections
- Punch List
- Final Inspection