

Project Request Form

*Have you contacted the [Community Association](#) or Local Sport Association?

- Yes No

Does the Association support your project, and have they provided a letter of support?

- Yes No

Have you applied for any grant funding?

- Yes No

**NOTE: If you have not contacted the above organizations or groups, your application will not be processed.*

Please be advised that projects may require additional information and review depending on the scope and scale of the project. This may include Provincial and Federal approval. **Projects that require City funding will need to be submitted between the months of January and April of the current year.** Project request forms submitted prior to the deadline will be approved for the following year i.e. an application submitted on January 1, 2023, will be approved the following year of 2024.

PROJECT NAME

APPLICANT CONTACT INFORMATION

Organization/City Department (List the name of your group or organization. For internal requests, list your department)	
Organization/Project Website	
Contact Name	
Contact Address (include postal code)	
Contact Telephone	
Contact Email	

PROJECT LOCATION(S)

Neighbourhood	
Address	
Park/Facility Name	
Location within the site	

PROJECT DESCRIPTION

A1. This Project Request form is being submitted to request permission to add, change, enhance or modify (check all that apply):

- Park
- Recreation (Community) facilities
- Culture facilities
- School site
- Other (please describe)

A2. Which of the following do you primarily represent?

- Citizen at Large
- Representative for a Commercial Business
- Representative for a Not for Profit Organization
- Representative for a school or parent council
- Other (please describe)

A3. Is your project located within the Waskasoo Park System?

- Yes
- No
- Uncertain

A4. Is your project located within a neighbourhood with an active community association or homeowner association?

- Yes
- No
- Uncertain

A5. Does your project impact an area/facility with an existing lease or license to occupy agreement with the City?

- Yes
- No
- Uncertain

DESCRIPTION/SCOPE

B1. Project Description and Rationale

Tell us about your project. Describe the project so that we can understand exactly what is being proposed. For example, what makes it high community need, who will benefit from it, and why it is necessary? Please consider City Plans and Policies such as the Social Policy Framework, etc.

B2. How could the project impact (positive and negative) the surrounding community, City operations, other stakeholders?

Describe how your project impacts other users, existing infrastructure (e.g. trails, roadways, benches, playgrounds, facilities, sports fields) and nearby residents. How will you address potential impacts?

B3. Project Alternatives

Describe project alternatives that have been considered. For example, is there an alternative location for the proposed project? Are there possible alternatives to the design or construction of the proposed project? Are there potential partnerships/shared use?

B4. Project Timelines

Identify start and end dates, as well as any significant target dates. Please note that there can be delays in the project, which may include the following:

- project administrative review and approval
- budget approval
- permitting requirements and approval process
- environmental surveys

PROJECT BUDGET AND OPERATIONS

C1. Project Capital Cost Estimate - What is the total estimated financial cost/value of the project?

Type of Cost	Cost - Year _____ (e.g. 2020)	Cost - Year _____ _____	Cost - Year _____ _____	Total Cost (\$)
Capital design (e.g. architectural drawings, stamped engineer drawings, site and landscape plans, etc.)				
Permitting and Inspection costs (e.g. Building Permit, Development Permit, Electrical, Sign, etc.)				
*Construction costs (demolition, waste disposal, site prep, servicing, landscaping, on site security, site reclamation, signage, lighting, commissioning/startup costs, labour/volunteer hours, servicing, etc.) (*See detail worksheet below, complete and use totals in this row.)				
Assessments (traffic impact, environmental, geo-technical, etc.)				
Project/Construction Management (Fees, Consultant, etc.)				
Legal and other fees (insurance, contract review, etc.)				
Other (Grand opening, marketing, signage, etc.)				
Contingency (10 - 20%)				
TOTAL ESTIMATED CONSTRUCTION COST	\$	\$	\$	\$

C2. *Construction Cost Details - Individually list all anticipated costs for your proposed project – will equal the total Construction costs listed above.

Type of Cost	Cost - Year _____ (e.g. 2020)	Cost - Year _____	Cost - Year _____	Total Cost (\$)
Demolition, waste removal and site preparation	\$	\$	\$	\$
Labour (other than contractor) (staff, volunteers (hours X \$18/hour)	\$	\$	\$	\$
Materials and Supplies. (Equipment, tools, construction materials, etc.) (<i>may be included in "Contracted Services"</i>)	\$	\$	\$	\$
Contracted services – (construction contractors)	\$	\$	\$	\$
City departments (EL&P, Engineering, Public Works, Parks/ Recreation, etc.)	\$	\$	\$	\$
Servicing (electrical, water, waste water)	\$	\$	\$	\$
Roadway, walkways, etc.	\$	\$	\$	\$
Site reclamation, landscaping (including site lighting and signage)	\$	\$	\$	\$
On Site security (during construction)	\$	\$	\$	\$
Startup /Commissioning Costs.	\$	\$	\$	\$
Other:	\$	\$	\$	\$
TOTAL ESTIMATED CONSTRUCTION COST	\$	\$	\$	\$

C3. Project Annual Operating Cost Estimates

Type of Cost	Average Estimated Cost per year	Comments/Notes
Labour - (staff, volunteers (hours X \$18/hour)	\$	
Insurance	\$	
Utilities	\$	
Maintenance & Repair (estimates)	\$	
Inspections	\$	
Security	\$	
Other (cleaning supplies, equipment rental, etc.)	\$	
Total Estimated Annual Operating Costs	\$	

C4. Proposed Project Funding - How are you planning to fund the project?

Source	Capital (\$)	Operating (\$)	Comments/ Notes
Memberships			
City of Red Deer – Value in Kind/Grant			
External organization (Grants)			
Project partners			
Donations			
Sponsorship			
Other:			
Total	\$	\$	
Percentage of Project Cost			

C5. Donor or Sponsor Recognition

Please identify how project donors or sponsors would like to be recognized. Sponsor and donor recognition in a municipal environment is complex. The purpose of this section is for The City to get a general understanding of donor/ sponsor expectations and if it fits with the relevant sign bylaws.

C6. Ongoing Operations and Maintenance

Who will be responsible for the ongoing operations and maintenance to the project once construction is complete? Please describe the anticipated ongoing operational requirements for this project. Do your organization’s bylaws allow for this type of project?

C7. Infrastructure Replacement

When the project infrastructure reaches the end of its useful life, please describe your expectations for: replacement, renewal, removal. What do you anticipate these costs to be (current value) and who will be responsible for these costs?

CONSTRUCTION DETAILS

D1. Land Use Bylaw - please identify the land use zoning for the project lands:

Refer to City of Red Deer web map – <http://webmap.reddeer.ca/>

- A1 – Future Urban Development
- P1 - Parkland
- A2 – Environmental Preservation
- PS – Public Service
- Road right of way
- Other (please describe)
- Not applicable/unsure

D2. Licensing and Permits

Please identify and list any development and building permit requirements that you will need for your project. Consider location near major roadways, trains or waterways, as they may require permits from Provincial or Federal agencies.

D3. Construction Management - Please identify your proposed project construction team.

Position	Name
Project Manager	
Project Engineer	
Contractor:	
Volunteers	
City Forces	
Parent Council	
Other:	

D4. Site Access and Constructability - Have you considered how you will access the project work site and what type of equipment is required to complete the project?

Thinking about construction, how will you access the project site? What sort of equipment will you require to complete the project? Is excavation required? Where will the equipment be stored when not in use? Will you require a laydown, staging or storage area to complete the project? Does it obstruct access to other amenities?

ENVIRONMENTAL AND NEIGHBOURHOOD IMPACTS

E1. Will your project increase the noise, access or lighting to a neighbourhood or area? (during construction, during operation, both)

- Yes
- No
- Uncertain at this time

E2. Will the project result in any impact to trees or vegetation?

Is the project located in or near to a tree stand? Is there any other vegetation aside turf in the area? (i.e. are there any trees, shrubs, or plant material located within five meters of the project location?)

- Yes
- No
- Uncertain at this time

E3. If you answered yes to the above question, please outline the impacts of your project.

Do you anticipate any tree, shrub or plant material removal or pruning as part of this project? Please consider vegetation root systems in your discussion and how construction or equipment may impact this. Describe below and please provide the area impacted in square meters.

E4. Are wildlife habitat or movement corridors present within your project area?

Wildlife habitat or movement corridors may be present in your proposed project area if landscape features including ridges, valleys, tree stands (greater than 0.5 hectares), or water bodies (rivers, streams, wetlands, ponds, lakes) are present within 250 meters of the project area.

- Yes. The features identified above are present within 250 meters of my project's location
- No. The features identified above are not present within 250 meters of my project's location
- Uncertain at this time

E5. If wildlife habitat or movement corridors are present within your project area please discuss the ways wildlife might be impacted by your project.

Will construction potentially block wildlife movement in the area? How might you prevent, avoid or mitigate negative impacts?

E6. Vegetation and habitat remediation

Please identify where remediation of vegetation and wildlife habitat can be considered through your project. This may include replanting of removed vegetation, restoration of portions of a damaged riverbank or lost habitat for wildlife.

E7. Is the project/project construction within or adjacent to a water body?

This includes the river, creeks, streams and wetlands. Please note that activity near water may require Provincial or Federal approval.

- Yes
- No
- No, project location determined/uncertain

E8. Is the project located on a slope or uneven terrain within the River Valley?

Will your project require any change in site grades? Please note, a geotechnical review and erosion and sediment control may be required for your project.

- Yes
- No
- No, project location determined/uncertain

E9. Has a Phase I Environmental Site Assessment completed as part of this project?

A Phase I Environmental Site Assessment helps to ensure that a particular site is free from contamination and safe for use. Please be advised that project requirements may include completion of a Phase I Environmental Site Assessment.

- Yes
- No
- Uncertain

F1. SUPPORTING INFORMATION

Supporting information is beneficial to better describe your project or idea. Please submit the following:

- Letter of support from Community or Sport Association(s).
- Aerial photograph/web map/Google that identifies the project's location and area (width and alignment) within the park area
 - Identification of the planned construction access and laydown areas
- Concept drawing of the proposed project and as much supporting information as is known (dimensions, specifications, setbacks, landscaping, utilities, etc.)
- Photographs to help support your Project Request, which may include site photographs, proposed equipment or structures, etc.

This application will not be considered complete until the above information has been submitted.

If you do not have the supporting information listed above, please explain the reasons why.

NOTES

Additional project detail may be required upon review of application.

Information collected on this form is being collected under the Authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used in the administration and review of your Project Request. All personal information collected on this form will be protected in accordance with the privacy protection provisions of the FOIP Act.

FOR CITY REFERENCE

Date Submitted:	
Project Assigned to:	