



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