



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