



3402 W. Columbus Drive • Tampa, Florida 33607 • (813) 274-8615 • Fax: (813) 274-7429

OFFICE USE ONLY

Project Number _____

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The purpose of this form is to provide community organizations or individuals who wish to construct improvements in a City of Tampa Park with a format to submit a project proposal for review by the Department.

Prior to completing this form, the organization's representative should first discuss the proposed project with a Parks and Recreation Department, Planning & Design staff member. The level of detail required will vary according to the type and scope of the project. This proposal must include appropriate plans and details. Please allow 30 days for processing.

CONTACT INFO

Cf[Ub]nUh]cb

Name: _____
 Description or Function of Organization: _____
 Street Address: _____
 Phone: _____ Email: _____

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Name: _____ Position: _____
 Phone: _____ Email: _____

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Name: _____ Position: _____
 Phone: _____ Email: _____

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Describe the responsibilities the organization would provide towards the stages of this project and what responsibilities would be expected from the City? Attach additional sheets if required.

PROJECT STAGES

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7cbqhf] V]cb 7cgh 7cbhf]Vi h]cb 7]hmi 5dd]Wbh

A U]bhY'bUbW 7cgh 7cbhf]Vi h]cb 7]hmi 5dd]Wbh

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A Udgz'D`Ubg`UbX`ch`Yf`5HJW`a`Ybhg

Provide a detailed drawing or park map indicating the location of the proposed facilities. Also include floor plans, catalog cuts, specifications, etc. Indicate the number of attachments included as part of your proposal in the spaces below.

Map(s)	Site Plan(s)	Floor Plan(s)	Cut Sheet(s)
Elevations(s)	Specifications	Photograph(s)	Letter(s) of Support
Other (Describe Below)			

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1. Proposals must allow 30 days for processing by the Parks & Recreation Department.
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2. All facilities constructed on City of Tampa property shall be owned by the City of Tampa.
3. The City of Tampa will not be responsible for vandalism or maintenance of those facilities, which are utilized exclusively by the organization unless prior written approval is obtained from the City of Tampa Parks and Recreation Department.
4. Upon request, additional copies and/or information may be required.
5. Please note that additional approval may be needed by other departments in the City of Tampa. In such cases, the organization will be allowed to present their proposal as required. This process may require additional review time to achieve all required approvals.

I certify that, to the best of my knowledge and belief, all statements made herein or attached hereto are true, complete, and accurate. I authorize the City of Tampa to investigate any of the information provided by me. I release all individuals who provide information to the City from all liability regarding the use of such information. Information submitted on this form is the property of the City of Tampa and as such is subject to the Public Records Law.

Organization President or Authorized Representative

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