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| **PROCESSING FORM FOR PROJECT REQUESTS THAT COME BEFORE THE HELENA TOWNSHIP PARKS AND RECREATION COMMITTEE (FINAL: rev. 11/15/2021)** |
|  **DIRECTIONS: For each question answer Yes or No and/or check one of the following: Complete, Incomplete, NA (not applicable).**  |
| **Name of Project: Contact:** |
| **Date initial application was reviewed by the H T P&R Committee: Reviewer’s Name:** |
| **2. Need for the Project:**  **- Does this project include a memorial plaque or signage that honors a person or thing?*** **Does the applicant identify the park or township property involved in the project?**
* **Does the applicant explain why the project is needed?**
* **Do they explain why most Helena Twp. residents would support the project?**
 | **YES \_\_ NO \_\_****YES \_\_ NO \_\_****YES \_\_ NO \_\_** |
| **YES\_\_ NO \_\_** |
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| **3. Collaboration:*** **If the applicant collaborated with other groups to complete or maintain the project,**

 **are they identified? Have they explained how the collaboration has/will work(ed)?** | **Complete: \_\_\_****Incomplete: \_\_\_****NA: \_\_\_** |
| **4. Charges/fees:*** **Will the Township be asked to charge a fee to everyone, out of township residents only, or no-one in order to use or access this facility once the project is complete.**
 | **Complete: \_\_\_****Incomplete: \_\_\_****NA: \_\_\_** |
| **5. Universal Access Design (if for construction or modification):*** **Does the project meet or exceed the standards of the 2010 ADA?**
 | **Complete: \_\_\_****Incomplete: \_\_\_****NA: \_\_\_** |
| **6. Permits, Site Plan, and Specifications:** **- Has the applicant stated if Zoning, Construction, and DEQ permits are required?*** **Has the applicant provided a site plan showing the township park where the project**

**will take place, the outside boundaries where the project is located, the dimensions,** **location and name of all structures, and any other features of the project?*** **If the plan includes walkways and/or driveways, are the thickness and type of materials**

**specified?** | **YES \_\_ NO\_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO\_\_** |
| **Complete: \_\_\_****Incomplete: \_\_\_****NA: \_\_\_** |
| **7. Labor:*** **Has the applicant specified who will provide the labor for the planning, construction,**

**installation, and maintenance of the project? Has the applicant provided a timetable for completing this project?**  | **Complete: \_\_\_****Incomplete: \_\_\_****NA: \_\_\_** |
| **8. Budget:** * **Has the applicant provided an estimate of the total cost to complete this project?**
* **Has the applicant provided an itemized budget of project costs?**
* **Have written estimates been provided for all project costs?**
* **Has the applicant provided an estimate of the total cost to maintain the project once**

**completed?****Has the applicant provided an itemized budget of maintenance costs?*** **Have written estimates been provided for all maintenance costs?**
* **Are funding sources for all project and maintenance costs identified and committed to funding? If not, is there an explanation given?**

 | **Is it included?** |  |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
| **Yes \_ No \_** |
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| **\_\_ APPLICATION IS COMPLETE AND READY FOR FORMAL REVIEW. (Go to next page)****\_\_ APPLICATION IS INCOMPLETE: Applicant was requested to provide additional information within 30 days for sections \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** **Date request letter sent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date additional information due back to committee \_\_\_\_\_\_\_\_\_\_\_\_.** |
| **IF ADDITIONAL INFORMATION WAS REQUESTED:****\_\_\_ Requested additional information received. Application to be evaluated by committee.****\_\_\_ Requested additional information not received. Application not supported.**  **Applicant notified by letter on\_\_\_\_\_\_\_\_\_. Township Board notified on \_\_\_\_\_\_\_\_\_.****NOTE: To the memo of non-support we send to the township board attach the following:*** **Copy of the application**
* **Copy of letter we sent to the applicant requesting additional information**
* **Copy of our non-support letter to the applicant**
* **Copy of this processing form.**

**Save the original documents in a folder for future reference.** |  |
| **FORMAL EVALUATION INSTRUCTIONS: Once all the required information on the application is received, use the** **following section to complete a formal evaluation of this project.****Date of formal evaluation: Reviewers names:**  |
|  **5-Year-Plan:** * **Does the project clearly fit one or more of the goals in the 5-year-plan below:**

**1. Promote a healthier and safer community for all age groups****2. Develop age appropriate recreational opportunities within Helena Township.****3. Improved communication for residents and visitors about Helena Township parks and** **recreation facilities and activities.****4. Improved access for all Helena Township parks.****5. Protections/preservation of natural areas and the environment.*** **Does the project address a specific objective or improvement needed for that park?**

**(Refer to Goals, Objectives and Action Steps section in 5-year-plan beginning p-37)*** **If this project isn’t reflected in the 5-year-plan, should we have included it?**
* **Does the project address a need identified in the public response to our community survey? (See appendix of 5-year-plan beginning on p-80.)**
 |  |
|  |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
|  |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
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|  |  |
|  **A public hearing on this project is required to gauge public support.** | **YES \_\_ NO \_\_** |
|  **The applicant has collaborated with other groups and/or agencies on this project** | **YES \_\_ NO\_\_** |
|  **Township residents will be charged a fee to access this project** | **YES \_\_ NO \_\_** |
|  **All new construction or modifications to existing structures in this project will meet the**  **standards in the Americans with Disabilities Act of 2010** | **YES \_\_ NO \_\_** |
|  **Labor for the construction and/or maintenance of this project will place unreasonable**  **demands on township staff.** | **YES \_\_ NO \_\_** |
|  **The cost to construct this project will require the township to spend more money than is**  **available.** | **YES \_\_ NO \_\_** |
|  **The cost to maintain this project will require the township to spend more money than is**  **available.** | **YES \_\_ NO \_\_** |
|  **Legal Issues:*** **The project site has Zoning restrictions:**
* **The project site has construction code issues**
* **The project site has DEQ issues**
* **There are liability issues for the township with this project**
* **The project site has deed restrictions:**
* **The project site has restrictions imposed by previous grants:**
* **The project site has limitations due to its designation as an “historical site”:**
* **There are legal ramifications and/or potential future obligations to Helena Township**

**if this project is approved** **FORMAL EVALUATION INSTRUCTIONS (CONT’D):****Attach notes to township board about issues for this project application in space below. Attach additional pages if necessary.****DISPOSTION:****\_\_\_ The Parks and Recreation Committee supports this project application.****\_\_\_ The Parks and Recreation Committee does not support this project application.****VOTE: Yeas: Nays:****Date letter sent to applicant: \_\_\_\_\_\_\_\_\_\_ Date memo sent to Helena Township Board:\_\_\_\_\_\_\_\_****NOTE:** * **Include with the township board memo a copy of the application, a copy of our letter to the applicant, an MOU if needed, and a copy of our formal evaluation form**
* **Keep original application, all correspondence, all formal evaluation forms, and a copy**

**of memo to Township Board in a folder for future reference.** * **Email all the above information to the Helena Township office, and the individual**

**Board Members** |  |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
| **YES \_\_ NO \_\_** |
|  |
| **YES \_\_ NO \_\_** |
|  |

**DECISION NOTICE ON YOUR “APPLICATION TO HELENA TOWNSHIP**

**FOR PROJECT”**

**Date: 06/03/2021**

**To: Re:**

**The purpose of this letter is to notify you that the Helena Township Parks and Recreation Committee has completed our review of your Project Request. We are taking the following action:**

 **\_ The Committee supports your project request and has recommended to the Helena Township**

 **Board on (6/03/2021) that they approve it. The board may take action on your request at their**

**next scheduled meeting on (6/10/2021) and we suggest you plan to attend.**

**If the Township Board approves your project request, you may**

 **be asked by the board to sign a “Memorandum of Understanding” which will specify your**

**responsibilities and those of the Township.**

 **\_\_ The Committee does not support your project request and has recommended to the Helena**

 **Township Board that they not approve it. You have the right to appeal this decision by attending a Helena Township Board Meeting (2nd Thursday of each month at 7:00 pm) and stating**

 **your reasons for disagreeing with the Committee’s decision.**

**Thank you for submitting a project request to Helena Township.**

**Sincerely,**

**Parks and Recreation Committee**

**cc: Helena Township Board**

**MEMO:**

**TO: Helena Township Board**

**FROM: Helena Township Parks and Recreation Committee**

 **BY: Steve Dell**

**DATE:**

**The Helena Township Parks and Recreation Committee has reviewed a project request submitted by the Helena Township Parks and Recreation Committee for a project called .**

**The purpose of their project request is .**

**\_ We recommend that the Helena Township Board approve this request.**

**\_\_ We recommend that the Helena Township Board not approve this request.**

**Attachments:**

* **Copy of Request for Project Application**
* **Copy of processing form used by the committee (to be forwarded later)**
* **Copy of formal evaluation form used by the committee (to be forwarded later)**
* **Copy of Decision Notice Letter.**
* **Suggested Memorandum of Understanding format for agreement. (to be forwarded later)**
* **CC Project Documents by email to Township Office and to individual board members**