

APPLICATION TO HELENA TOWNSHIP FOR PROJECT

INSTRUCTIONS

(FINAL: Rev 6/01/2016)

If you are applying to Helena Township for permission to complete a project or asking Helena Township to complete a project, you must first receive support from the Helena Township Parks and Recreation Committee. In order to have the committee consider your request, you must complete the "Application to Helena Township for Project" form. After formal review of your application, the committee will send a recommendation of support or non-support to the Helena Township Board, who will make a final decision on the request.

To have your request reviewed by the Parks and Recreation Committee, please take the following actions:

1. Complete the "APPLICATION TO HELENA TOWNSHIP FOR PROJECT" form included with this cover sheet.
2. Submit your completed application by doing one of the following:
 - a. Mail it to the Helena Township Clerk, PO Box 177, Alden, MI. 49612
 - b. Bring it to the office of the Helena Township Clerk at the Helena Township Hall, 8751 Helena Rd., Alden, MI.
 - c. Bring it to the next meeting of the Helena Township Parks and Recreation Committee, which meets at 7:00 pm on the first Monday of each month in the township office meeting room of the Township Hall. (No meeting in Dec.)

At their next scheduled meeting after receiving your application, the Parks and Recreation Committee will review your application for completeness, and request any additional information it needs to process it. If additional information is requested, the committee may not take final action on your application at that time.

Once the Parks and Recreation Committee has formally reviewed your application, it will send a recommendation of support or non-support to the Helena Township Board. The Board will then either approve or deny your request at a regular Board meeting. Helena Township Board meetings are held on the second Thursday of each month at 7:00 pm in the township office meeting room.

You will be notified in writing by the Parks and Recreation Committee of our decision to support or not support your application. You have the right to appeal any non-support action to the Helena Township Board.

If you have questions about this application process, you may contact the Helena Township Supervisor at 231-331-4643. If you have questions about completing the application form, please contact Steve Dell at 231-331-5025 or Ruth Smith at 231-331-6810.

APPLICATION TO HELENA TOWNSHIP FOR PROJECT (Rev. 6/01/2016)

Instructions: Please complete boxes 1 – 8 below. Add additional pages if necessary.

To submit your completed application, take one of the following actions:

1. Mail it to the Helena Township Clerk, PO Box 177, Alden, MI. 49612
2. Take it to the office of the Helena Township Clerk at the Helena Township Hall, 8751 Helena Rd., Alden, MI
3. Bring it to the next meeting of the Helena Township Parks and Recreation Committee, which meets at 7:00 pm on the first Monday of each month (not Dec.) at the Helena Township Hall in the township office meeting room.

BOX #1

Applicants Name : _____

Mailing Address: _____

City: _____

State: _____ Date: _____

Name of contact person: _____

Email address: _____

Telephone number: Home/Business: _____ Cell: _____

BOX #2

NEED FOR THE PROJECT:

Briefly describe your project request. Please include the park or township property involved, why you think the project is needed, the total number of township residents who will directly benefit from the project, and why you think the majority of township residents would support it.

BOX #3

COLLABORATION:

If you are collaborating with other groups or agencies to plan, complete, or maintain your project, please identify them and explain how the collaboration has/will work(ed): _____

BOX #4

CHARGES/FEES:

Once your project is completed, will you ask the township to charge the public a fee to use the facility?

Yes ___ No ___

If yes, explain who will pay the fee (i.e. twp. residents, non-twp. residents, everyone, etc): _____

BOX #5

UNIVERSAL ACCESS DESIGN:

If your project involves construction in or modification to an existing Helena Township property, will the project meet or exceed the standards defined in the Americans with Disabilities Act of 2010? Yes ___ No ___

If no, please explain: _____

BOX #6

PERMITS, SITE PLAN, AND SPECIFICATIONS:

- Are Zoning permits required for your project: Yes ___ No ___
 - Are Building Permits required for your project: Yes ___ No ___
 - If your project is adjacent to a body of water, are Dept. of Environmental Quality (DEQ) permits required: Yes ___ No ___
 - Please attach a site plan showing the township park or property involved in your project, the outside boundaries of the portion where your project will be located, the dimensions of your project, the location and name of all structures, and any other features you plan to include.
 - If your plan includes walkways or driveways, include the thickness and type of materials you will use.
- Site Plan attached: Yes ___ No ___ If no, please explain:

BOX #7

LABOR:

What is your timetable for completing this project? Start Date: _____ End Date: _____

If your project is approved, who will provide the labor for the project construction and future maintenance of the site. Please specify whether a licensed contractor, volunteers, Helena Township staff or other and what phase of the project (i.e. planning, initial construction, or maintenance once completed) they will be involved in:

