



# MUNICIPALITY OF ANCHORAGE

## ANCHORAGE PARKS & RECREATION

### Park Improvement Proposal Guidelines



#### Purpose

The Municipality of Anchorage Parks and Recreation Department welcomes and encourages support from private individuals and groups interested in improving, refurbishing and supporting the Municipality's park and recreation system. The Parks and Recreation Department has administrative oversight responsibility to ensure park improvements are consistent with the mission, policies, property restrictions, master plans and the *Anchorage Bowl Park, Natural Resource, and Recreation Facility Plan*. The Department also has responsibility to see that projects conform to the mission and policies of its assigned advisory boards, commissions, councils or groups. Following is a brief checklist to help you prepare your proposal for Parks and Recreation Department review and approval.

#### Application Process

- **First Step - Meet with Park Planner or Landscape Architect.**
  - The Park Planner or Landscape Architect *may* issue verbal authorization, after all volunteers have completed a Volunteer Agreement, for the proposed work for **minor** projects such as brushing, painting, and other small improvement projects.
  - The Park Planner may assign a Parks and Recreation Volunteer Coordinator to administer the project and/or provide guidelines for accomplishing the work.
  - The Park Planner *may* recommend that the applicant submit a Park Improvement Proposal, typically for more extensive projects (e.g. playground installation, new facility, or physical alteration of an existing park etc.).
  
- **If Required, Submit a Park Improvement Proposal for Department Review.**

The Parks and Recreation Department review may take four weeks, depending on completeness of the application and supporting information. The review process may include, but is not limited to, the following:

  - Confirm ownership, management, and legal status of proposed site or site alternatives.
  - Determine status of and consistency with park master plan or development plan of affected area(s).
  - Determine consistency with *Anchorage Bowl Park, Natural Resource, and Recreation Facility Plan* and other relevant plans.
  - Assess potential site and neighborhood impacts, e.g. vegetation, drainage, noise, traffic.
  - Document determination of need for the project.
  - Review project budget (including installation, operation, and maintenance), source of funds, responsible party(ies).
  - Identify other user groups and stakeholders.
  - Determine the public process that best fits the project scope.
  
- **Additional Actions May be Required for Parks and Recreation Department Review Including:**
  - Local Community Council(s) Review and Resolution
  - Parks and Recreation Commission Approval
  - Urban Design Commission Approval – Concept and Final
  - Planning and Zoning Commission Approval
  - Additional public involvement as necessary, such as user group meetings, surveys, meetings and workshops.
  - Project permits, possibly including but not limited to: MOA Building Safety, Utility Permits, Alaska Department of Environmental Conservation, Alaska Department of Fish and Game, Health and Human Services, Corps of Engineers



**Project Description** - Submit on letter-size paper and addresses the following:

Narrative

- Describe the project concept, goal or problem that will be solved

Needs Assessment

- Describe the need for the project in the community.
- Describe the significance of the project to you and/or your user group(s) and the greater benefit of the project to Anchorage's parks and the general public both now and over time.

Graphic Drawing of Project

- Show park boundaries and the location of project within the park - Scaled project plans (existing and proposed),
- Current photographs of site,

Timeline for Project Completion

- Describe tasks needed to complete the project, who will do them, and when they will be done.

Funding Strategy

- Describe the project budget and how funds will be used.
- List source of funds or in-kind contributions your organization has secured to complete the project.

Management / Maintenance Plan

- Describe maintenance tasks, maintenance schedule, equipment needed to perform the work, watering source and party responsible for performing the work.

Support and Public Involvement

- Describe community outreach efforts, community partners, neighborhood involvement, community council meetings, etc.
- Letters of support and any other supporting documentation that further describe the proposal.

**Certification**

To the best of my knowledge all the information in this application and in all attachments is true and correct.

\_\_\_\_\_  
Name of Project Leader

\_\_\_\_\_  
Project Team Member

\_\_\_\_\_  
Name of Project Leader Signature

\_\_\_\_\_  
Project Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Thank you** for your interest in improving Anchorage's Public Parks!

**Submit application to:**

**By mail:**

Parks and Recreation Department  
P.O. Box 196650  
Anchorage, AK 99519

**In person:**

Parks and Recreation Department  
632 W. 6<sup>th</sup> Ave., Suite 630  
Anchorage

**By Fax:** 907-278-6595

**Questions? Call** 343-4586- Park Staff