



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 entities to enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system. The Parks and Recreation Department has oversight responsibility to ensure park improvement proposals are consistent with the mission, policies, park property restrictions, park master plans and Draft *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

○ **Meet with the Park District Manager.**

- The Park District Manager may issue an authorization letter for the proposed work for minor projects such as brushing, painting, and other small improvement projects.
- The Park District Manager may assign a Parks and Recreation Volunteer Coordinator to administer the project and/or provide guidelines for accomplishing the work.
- The Park District Manager may recommend that the applicant submit a park improvement proposal, typically for more extensive projects (e.g. playground installation, new facility, etc.).

○ **Submit attached 'Park Improvement Proposal' for Department review.**

The Parks and Recreation Department review will generally 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 (general or specific) 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 other determination of need for the project.
- Review project budget (including installation, operation, and maintenance), source of funds, responsible party(ies).
- Identify user groups and other stakeholders.
- Determine the public process that best fits the project scope.

○ **Address Parks and Recreation Department review requests/clarifications. Additional requirements may include:**

- Gain Community Council(s) Resolution
- Gain Parks and Recreation Commission Approval
- Gain Urban Design Commission Approval – Concept and Final
- Gain Planning and Zoning Commission Approval
- Conduct additional public involvement as necessary, such as user group meetings, surveys, meetings and workshops.
- Secure project permits, 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



MUNICIPALITY OF ANCHORAGE
ANCHORAGE PARKS & RECREATION
Park Improvement Proposal Application



General Information

- Lead Applicant Group Name: _____
- Address: _____
- Contact Name: _____
- Contact Telephone and e-mail: _____
- Name of proposed project: _____
- Proposed project location: _____
- Project type: _____
(Example: bench, tree planting, playground, concession improvements, sports facility, education display, trail improvements, etc.)
- Is the proposed project a component of an existing park master plan? _____ If yes, please describe:

- What user groups are potentially impacted by the project? _____

Applicant Organization Description

- Describe your Organization and your previous project accomplishments.

Project Description

Submit an 8-1/2 x 11 narrative with supporting drawings, etc. that address the following:

- **Project description** including location of project within the park, scaled project plans (existing and proposed), current photographs of site, facility criteria, letters of support and any other supporting documentation that further describe the proposal.
- **Needs Assessment**
 - Describe the need for the project in the community.
 - What is the growth potential?
 - 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.

- **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.
- **Project Plan/Timeline**
 - Describe the different tasks need to complete your project, who will do them, and when they will be done.
- **Management/Maintenance Plan**
 - Describe maintenance tasks, maintenance schedule, equipment needed to perform the work, watering source and who will be responsible for performing the work.
- **Public Involvement Plan**
 - Describe project partners, neighborhood involvement, community council meetings, etc.

Project 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
PO Box 196650
Anchorage, AK 99519

In person:

Parks and Recreation Department
120 Bragaw Street
Anchorage

By Fax: 907-278-6595

Questions? Call 343-4474- Park Planning

(Parks and Recreation Department below)

Received by

Date