

Park Partners Project Proposal – Application

Saanich Parks | 1040 McKenzie Avenue Victoria BC V8P 2L4 | parks@saanich.ca | 250-475-5522 | F 250-475-5525 | www.saanich.ca

This application is for conducting any project on District of Saanich Park land.

Date:	
Organization Name:	
Key Contact Name:	Phone Number:
Address:	
City:	Postal Code:
Email:	
Alternate Contact Name, Address and Contact Number:	
Project Name:	
Project Description:	

Desired Location Description: Please attach map for specific location:

(Please identify the park and the specific location in the park)

Main Purpose of Application:

Please check any of the following activities below that apply to your project:

- Digging underground (by hand or with machinery: please specify with a circle on map)
- Electrical upgrades, replacements or new electrical services
- Plumbing: new or improvements to existing
- Work on, or around trees
- Building a permanent structure
- Hiring contractor(s) to do any of the work
- Affecting the public, adjacent neighbours or park visitors (i.e. park or trail closures)
- Extraordinary Hazards (please specify _____)

Project Budget

Line Item:	Amount
Total estimated project cost:	\$
Total value of in-kind donations	\$
Other financial contributions (grants, etc.)	\$
Number of volunteer hours Contributed (expected)	\$
Additional notes regarding budget:	

Project Details:

Please include any supporting documentation (i.e. plans, drawings, specifications, etc.). Saanich may require more detailed information through the project review and approval process. Some projects may require more detailed planning, longer timeframes and/or public consultation.

List attachments:

-
-
-
-
-

Any other information you wish to share about your project (optional):

- I understand that by applying for this, the District of Saanich may defer the project to subsequent years or may reject this application.
- I understand that this application is to seek the District of Saanich's written approval to conduct a project on public land and I must wait for written approval prior to conducting any work.
- I understand that I/we as the applicant agrees to maintain and repair the asset for which this application has been made.
- I understand that my contact information is being collected for the purpose of administering partner projects in Saanich Parks.
- I understand any assets that are built, maintained or altered on park land require Saanich's written permission prior to starting work and after completion, are ultimately the property of the District of Saanich.
- I/we, as the applicant, understand and agree to repair or replace any park infrastructure damaged or disturbed during construction, to Saanich specifications or better.

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. [250-475-1775](tel:250-475-1775), e. foi@saanich.ca

Signature: _____ **Date:** _____

If you are not the President of your organization, please include their name and signature below:

President's Signature: _____ **Date:** _____

President/s Name (please print clearly) _____

Submit completed form via email to parks@saanich.ca or in-person to the Parks office at 1040 McKenzie Avenue, Victoria, BC.

For Saanich Parks Administration only

Date application received:	
Date reviewed:	
Feedback Given:	
Approved: Yes/No	Date of Final Decision:
Approved By:	
Signature : _____	
Parks Manager Signature	