Appendix D: Proposed Project Submission Form

City of Nevada City
Proposed Project Submission

The purpose of this form is to communicate with the City about a project that is being proposed on City property, needs City administration or requests City partnership. The City Manager will review and provide direction about how to proceed with the project proposal. A list of City processes and timelines is included at the bottom of this form. This form is to be submitted to the City Manager (City Hall, 317 Broad St, Nevada City, CA 95959). Allow at least 2 weeks for the City Manager to respond.

Applicant/Organization Information
Applicant/Organization: _____

Contact person: _____

Phone #: _____ email: _____

List any other parties/organizations involved in the project: _____

_____

_____

_____

Project Information
Project Title: _____

Briefly describe the project (A more detailed description of the project may be required at a later date.):

_____

_____

_____

_____

Describe how the project needs City involvement (ie: on City property, need the City to be the fiscal lead, etc)._____

_____

Describe how the project will benefit the City, its residents and/or the community? _____

_____

_____

List efforts undertaken to gather public opinion and community support: _____

_____

_____

_____

Type of Support Needed from the City:
1. Letter of Support   YES   NO
2. # of staff hours per month _____
   Dates/duration of project that this staff time is needed: _____
3. Other: _____
4. Other: _____

Funding Sources:
a. Total cost of the project: _____
b. Amount provided by organization: _____
c. Amount requested from City: _____

(OVER)

d. Amount provided by Grant funds: _____
   What grant is the organization planning to apply for? _____
   _____

   Attach a copy of the Grant Application Packet or a website address to the information: _____
   _____

e. What maintenance is required once the project is complete? _____
   _____

   Is there future funding available for maintenance of the project? Explain: _____
   _____

City Process:
Once your form is submitted to the City Manager, the following steps may occur.
a. A staff member may be assigned as the Project Manager.
b. The information distributed to City Staff for comments. This process can take 2-3 weeks for staff to return comments and/or conditions. In addition, if it is determined that the project requires environmental review, that process can take up to 3 months.
c. Presentation to City Council for direction/approval of the project. The City Council only meets the 2nd and 4th Wednesday of each month. Agenda items must be prepared and turned in to City Hall in advance. Placement on any council agenda is determined by the City Manager.
d. The City may require deposits or fees be paid for staff time in reviewing and implementing projects or grants.
e. Projects may need to be presented to the Recreation Committee or Planning Commission. These bodies meet once each month.
f. Some projects may require a signed Agreement or Memorandum of Understanding (MOU) between the City and the Organization.
g. A monthly written status report from the organization may be required during the planning and implementation process.

FOR CITY HALL USE
Is the project a priority for the City?   YES   NO
Explain: _____
_____

Is the project on the City's…
  o   Capital Improvement Project List (CIP)
  o   General Plan
  o   A Master Plan (Pioneer Park, Hirschman's, etc): _____
  o   Strategic Plan
  o   Other: _____

Does the project match the City's Mission/Vision?   YES   NO
Explain: _____
_____

Would the project interfere with another project that is on the CIP?   YES   NO
Explain: _____
_____

Staff member assigned as Project Manager: _____

F:misc/forms/proposedprojectsub