This form is intended to improve the communication between the Parks Department and the Little Leagues. The form will provide a written proof of requested projects, and will ensure timely response from the Parks Department. All requests will be processed by the Parks Department within five business days of receiving the request.

The Parks Department understands that Little Leagues rely on volunteers to do some of the work on their fields. We also understand that some guidance is necessary from the Parks Department to minimize damage to park infrastructure to maintain the integrity of the park, and to ensure the safety of all park patrons. It is in all of our best interest to maintain the field in a safe condition while protecting the infrastructure and Park.

There are going to be times when repairs for safety reasons have to be made immediately, and to ensure the safety of all, those repairs must be completed before the field is used. For all other changes, this includes the placing of portable toilets, edging of infields, fence repairs, etc. the Parks Department asks that you use this form to communicate your intentions to the Department.
Project Request Form

Date of Request: ____________________________    Little League: ____________________________

Date work is to be performed: _________________   Field: _______________________________

Date work should be completed: ________________

Describe work requested to be done (Include Drawings if necessary):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What is needed from the City to complete the work?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Will locates be necessary: YES_______   NO__________

Requested by: _____________________________    Title: _________________________________

Contact number: ___________________________    Signature: _____________________________

Approved by: ______________________________    Date: _________________________________

Contact Number: ___________________________    Signature: _____________________________
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