



# PARK ENHANCEMENT

## Introduction & Overview

### Introduction:

The City of Buckley welcomes donations and enhancement proposals that improve our parks, programs, and facilities. This application serves as the first step in the process for individuals, organizations, and businesses to propose an enhancement project. Enhancements include, but are not limited to, benches, plantings, public art, structures, and monetary donations.

### Enhancement Process Overview:

1. **Complete Application:** Complete and submit this Enhancement Request Form.
2. **Initial Review:** For all projects (excluding benches and donations solicited by the City), staff will review the proposal for feasibility, environmental impact, and alignment with City objectives.
3. **Staff Review & Next Steps:** Staff will contact the applicant to outline next steps, which may include:
  - a. Presentation to the Citizens Advisory Commission for review and recommendation.
  - b. Drafting of a Maintenance Agreement, Sponsorship Agreement, or Memorandum of Understanding (if required).
    - As stated in the Enhancements Program Policy, the City is not responsible for any costs related to privately initiated park enhancements.
    - The applicant is responsible for all costs associated with drafting required agreements, including legal or administrative fees.
  - c. **Presentation to the City Council** (if required). If the enhancement is not compliant with the adopted PROS Plan or requires a separate agreement, City Council approval is necessary.
4. **Final Approval & Agreement:** Upon approval, the applicant will receive a project timeline and any required agreements.
5. **Implementation & Completion:** Enhancements are installed and maintained per City policies.
  - The applicant is responsible for all installation, maintenance, and associated fees unless otherwise agreed upon.
  - The City reserves the right to remove or modify enhancements that become unserviceable or are not maintained as agreed.

For details on the policies governing enhancements, including guidelines and requirements, please refer to the City of Buckley Parks & Recreation Enhancements Policy.



# PARK ENHANCEMENT

Permit Application

Date Submitted: \_\_\_\_\_

## Applicant Information:

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Project Contact (if applicable): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Type of Enhancement (select one):

☐ Bench (Commemorative? ☐ Yes ☐ No)

If commemorative, describe how it relates to the local community: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Once installed, the bench will be maintained by the City of Buckley for 10 years. Beyond 10 years, the bench will be maintained until unserviceable.

A replacement opportunity at the end of 10 year, or when unserviceable, will be first offered to the existing donor on record. If the existing donor chooses not to extend the donation, the City will attempt to mail the plaque to the original donor.

☐ Arboreal (Type of plant: \_\_\_\_\_)

Number of plants: \_\_\_\_\_

Reason for donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Permanent Structure/Project (Non-bench)

Description of proposed item(s): \_\_\_\_\_

Materials proposed (if applicable): \_\_\_\_\_

Installation (include labor hours and qualified personnel): \_\_\_\_\_

Please include any images or additional information attached to the application

## Project Information:

Preferred Location: \_\_\_\_\_

Plaque, if applicable, text: \_\_\_\_\_

Does the project require ongoing maintenance? ☐ Yes ☐ No

What City resources or staff assistance will be needed for the project? \_\_\_\_\_

Any other information you would like to share about this request? \_\_\_\_\_

## Fees:

☐ Bench (estimated \$3,500)- includes purchase of bench, delivery costs, sales tax, concrete (if applicable), installation fees, recognition plaque and administrative costs (12% of total costs) to cover maintenance for the life of the donation. The City will invoice for all associated costs.

☐ All other Donations: Per the enhancement policy approved enhancements become the property of the City, but any associated costs (labor, materials, or maintenance) must be addressed by the applicant through a maintenance agreement, sponsorship agreement, or Memorandum of Understanding (MOU).

## Certification:

I certify that the information provided in this application is accurate and complete. I agree to abide by all applicable City of Buckley regulations and understand that any modifications to the approved enhancement require prior authorization from the City.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## For Official Use Only:

Application Status: ☐ Approved ☐ Denied

Comments/Conditions of Approval: \_\_\_\_\_

Location of Installation: \_\_\_\_\_

City Administrator or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

## Supplemental Worksheet for all Proposed Permanent Structures/ Projects (excluding benches)

1. Provide a scaled, color illustration and/or plans of the proposed structure/project.
2. Describe the concept, materials, and significance of the structure. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is this project or donation part of a program or requirement to fulfill service hours (e.g., school, organization, or community project)? If yes, please provide details about the program or requirement, including any deadlines or specific criteria.  
\_\_\_\_\_  
\_\_\_\_\_
4. How does the proposed project align with the Buckley Parks and Open Space plan?  
☐ Beautification    ☐ Commemorative of Individual/Family    ☐ Community Service  
☐ Commemorative of Historical Event/Veterans    ☐ Promote Tourism    ☐ Other \_\_\_\_\_
5. Provide a written explanation of the estimated life expectancy for the materials used. \_\_\_\_\_  
\_\_\_\_\_
6. Will the structure include lighting? ☐ Yes ☐ No, If yes, please describe lighting type and proposed installation: \_\_\_\_\_  
\_\_\_\_\_
7. Will the structure contain any electrical or mechanical components? ☐ Yes ☐ No
8. Describe how the structure will be maintained and who will be responsible for maintenance. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Required Permits (if known/ applicable): \_\_\_\_\_  
\_\_\_\_\_

### Required Documents:

- ☐ Complete Application    ☐ Complete list of contractors/partners if applicable    ☐ Proposed Maintenance plan  
☐ Scaled color illustration of structure/project    ☐ Applicable fees (per City Fee Schedule)