



PRELIMINARY APPLICATION FORM
PARK & RECREATION DEVELOPMENT PROGRAM

Applicant's Information:

Name of Applicant/Contact Person: _____ / _____

Mailing Address: _____

Telephone#: _____ Cell Phone #: _____

Fax #: _____ E-Mail: _____

Property Information:

Owner's Name: _____

Property Address: _____

Municipality: _____ Block (s): _____ Lot (s): _____

Acreage: _____ Zoning: _____

Is the property listed on a Green Acres Recreation / Open Space Inventory (ROSI)? _____

Are there any deed restrictions or easements on the property? _____ If "yes", provide copies of the deed and/or easement.

Project Information:

Please provide an overall concept plan (in the format provided under "Templates" on the Open Spaces [webpage](#).) Sufficient detail must be provided for the Open Spaces Board to have a good understanding of the current site details, the proposed project, and overall eligibility of the proposal per Open Spaces guidelines.

Name of Project: _____

Project Vision Statement: _____

Project Goals: _____

Statement of Need for Project: _____

Creative Placemaking Family to be Used for Amenities:

_____ Coastal _____ Woodland _____ Marshland

_____ Farmland _____ Urban/Historic

Describe public outreach and community input process, including date and format of public meeting where the project was featured and openly discussed: _____

Detailed Project Description:

What permits are required for the project, and what is their status?: _____

What entity is responsible for the current operation and maintenance of the facility:

Describe the current maintenance schedule for the site and any improvements thereon:

Describe current programming at the site and include current site users/visitors:

Describe future additional programming at the site and include projected users/visitors: _____

Project Budget:

A signed Engineer's Cost Estimate must be provided as an attachment to this pre-application form. Refer to the "Templates" section of the [Open Spaces webpage](#) for the required format. The estimate must include preliminary projected costs for "soft" and "hard" costs, as well as a project contingency.

Soft Costs paid by Grant	Eligible Capital Costs paid by Grant	Required Match	Maximum Grant Award
0%	Up to 60% of total eligible capital costs	Minimum of 40%	\$1.5 million

**Eligible project components consist of those amenities and facilities that provide NEW opportunities for public recreation. Redevelopment of existing amenities that have fallen unusable due to "deferred maintenance" are not eligible for Open Spaces funding. Please refer to 2023 Program Guide for additional information.*

Identify budgets and sources of funds for current site operations (if applicable):

	Operational (Staffing/ Programming)	Maintenance	Capital	Other
Municipal Budget	\$	\$	\$	\$
Other (specify):	\$	\$	\$	\$

Identify budgets and sources of funds for proposed future site operations:

	Operational (Staffing/Programming)	Maintenance	Capital	Other
Municipal Budget	\$	\$	\$	\$
Other (specify):	\$	\$	\$	\$

Note: If user fees are proposed, they must be reasonable and they must be placed in a fund dedicated to the future maintenance and/or operation of this site.

Budget Summary:

Identify project costs and sources of funding. Please note that eligible expenses vary based on the Open Spaces Program; refer to the Program Guide for eligibility, matching requirements, and maximum award limits

	Soft Costs	Maintenance	Capital	Other
Municipal	\$	\$	\$	\$
Other Grants*	\$	\$	\$	\$
Other Sources	\$	\$	\$	\$
Open Spaces Request	n/a	n/a		n/a
TOTAL	\$	\$	\$	\$

* List other grant sources and status of applications: _____

Required Attachments:

- 1) Conceptual Plan for overall site, including proposed layout at appropriate scale and use of creative placemaking elements; refer to Open Spaces website for Template**
- 2) Signed Engineer’s Preliminary Cost Estimate, including “soft” and “hard” costs and project contingency; refer to Open Spaces website for Template**
- 3) A municipal resolution authorizing the submission of this pre-application to the Open Spaces Program**

Permissions and Signatures:

Do you give the County Open Spaces Board and/or its consultants permission to physically inspect the property? _____

Signatures on the lines below indicate that the property owners and project developers (if different) are aware and in support of the application for Open Spaces funds.

Property Owner’s Signature _____ Date: _____

Project Developer’s Signature _____ Date: _____