

**Banks School District
Site Development Master Plan
Project Application Form**

Submit completed form to the Banks School District Superintendent

Date Submitted _____

Proposed Project Organization or Group: _____

Group Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Contact Phone #: _____ Email Address: _____

1. All proposed projects must first be submitted to the BSD Superintendent for review.
2. Proposed project applications shall include the following components in outline form:

(Attach to this cover sheet)

- Brief project narrative
 - Specific scope (features, functions, requirements and architectural characteristics)
 - Budget (including any required design, permitting, or other incidental costs)
 - Funding sources
 - Materials list, colors and outside finish
 - Intended use
 - Space relationship to other facility elements and accessibility
 - Project schedule
 - ADA compliance
3. Work involving storm water run-off or diversion shall be, at a minimum, reviewed by a civil engineer.
 4. Structures shall be engineered so as to maintain integrity for life safety.
 5. Material choices shall be made that consider factors of durability, maintenance, function.
 6. All work, that is normally required to be permitted under the rules of the local jurisdiction, shall be permitted and inspected.
 7. Superintendent will review; then proposed projects shall be submitted to the BSD Board of Directors for review, input and approval.

Superintendent reviewed: _____

Date: _____

BSD Board Chair Approval: _____

Date: _____